



DATA STEWARDS
Faculty/Staff Email ID Implementation Requirement Committee
October 3, 2002 9:00 – 10:30
149 ASTeCC

ATTENDEES: Jan Bates, Jayna Cheesman, Debra Claunch, Mary Margaret Colliver, Sarah Hall, Phil Latiff, Sarah Nikirk, John Sampson, Sidney Scott, Ed Tiemeyer

PRESIDING: John Sampson

PROJECT COORDINATOR: Jayna Cheesman, Debra Claunch

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Handouts 	<ul style="list-style-type: none"> ▪ Agenda 10/03/02 ▪ Email subcommittee Expectations ▪ Recommendations by Committee
<ul style="list-style-type: none"> • Introduction of New Members 	<ul style="list-style-type: none"> ▪ John welcomed everyone and briefly explained the purpose of the committee for the benefit of new members.
<ul style="list-style-type: none"> • Action Point Updates 	<ul style="list-style-type: none"> ▪ John said the Action Item List is posted on the Email ID web site: http://www.uky.edu/IS/DataAdmin/DOCS/committe/EmailIDSubComm/EmailIDhome.htm. Committee members should check the list periodically for new additions and for updates on existing action items.
<ul style="list-style-type: none"> • Identify Sub-committee Members and Chairs 	<ul style="list-style-type: none"> ▪ General discussion on the purpose of each sub-committee and the people who should be on each. ▪ Sub-committees should record their minutes and send them to Deb (dclaunch@email.uky.edu) after each meeting so they can be posted on the web site. ▪ Appointments as follows: <ul style="list-style-type: none"> ▪ Communication/Training Sub-Committee <ul style="list-style-type: none"> ▪ Sarah Nikirk – Chair ▪ Kathy Hamperian ▪ Mary Margaret Colliver ▪ Tony DeLucia ▪ Pat Blair ▪ Operation Educate ▪ Policy and Procedure Sub-Committee <ul style="list-style-type: none"> ▪ Jayna Cheesman – Chair ▪ Kathy Hamperian ▪ Sarah Hall – Recorder ▪ Ed Tiemeyer ▪ Jeannie Taylor ▪ Phil Latiff ▪ Sidney Scott ▪ Technical Sub-Committee

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	<ul style="list-style-type: none"> ▪ John Tibe – Chair ▪ Nick Arnold ▪ Herman Collins ▪ Jan Bates ▪ Kathy Hamperian ▪ Sidney said there is email training available for faculty and staff through IT Training. There are printed publications available for students and also information available online. CSC has found most students have access to email before coming to campus and training is not an issue. ▪ Mary Margaret asked if Agriculture was being represented on the committee. John said he will talk with Carla Craycraft for an Agriculture representative. <ul style="list-style-type: none"> ▪ ACTION 10/3/02: Jan will talk with Earl about a Medical Center contact for the Communication/Training Sub-Committee. ▪ ACTION 10/3/02: Jan will talk with Jeannie Taylor about her participation on the Policy/Procedure Sub-Committee. ▪ ACTION 10/3/02: John will talk with Kim Wilson in Operation Educate about their participation in the committee and the training they are organizing for PPD. John and Kim will be meeting 10/10/02. ▪ ACTION 10/3/02: John will talk with Pat Blair in PPD about their participation on the Policy and Communication Sub-Committees. ▪ ACTION 10/3/02: John will email Ren Bates (LCC) about their participation on the various sub-committees. (Completed 10/3/02.) ▪ ACTION 10/3/02: John will email Kathy Hamperian asking her to speak with John Tibe about chairing the Technical Sub-Committee. (Completed 10/3/02.) ▪ ACTION 10/3/02: John will contact Dr. Carla Craycraft asking her to provide the name of a person to represent Agriculture on the committee. (Completed 10/3/02.)
<ul style="list-style-type: none"> • Sub-committee Expectations 	<ul style="list-style-type: none"> ▪ John talked about the handout, “Email Subcommittee Expectations”, and explained it is a guideline for the sub-committees to identify what is needed and for reporting to the entire Committee. The primary focus of the sub-committees is to address the recommendations from the Email ID Requirement Committee, and to identify other issues which may need to be addressed by any of the sub-committees or by the entire Committee.
<ul style="list-style-type: none"> • Sub-committee Meetings (Time & Place) 	<ul style="list-style-type: none"> • General discussion on where and when to meet. Since everyone already has Thursdays from 9:00-10:30 already set aside, John suggested the sub-committees meet during this time period for the next two weeks. The entire Committee will get back together on October 24, 2002 to hear the sub-committees’ progress. • The Policy/Procedure and Communication/Training sub-committees will meet in 149 ASTeCC. The room has a divider, and members who may be on both committees will be available if necessary.
<ul style="list-style-type: none"> • Sub-committee Recommendation/ Issues to Address 	<ul style="list-style-type: none"> ▪ John explained the other handout is a list of all the recommendations, sorted by sub-committee, and prioritized. He said a solution or recommendation should be provided for each item. ▪ NOTE: Recommendations need to be completed by November 15, 2002 so they can be presented to the Data Stewards for review, to ensure implementation by February 1, 2003. ▪ As additional issues are identified, they should be noted in the sub-committee minutes, so they can be added to a master issues list. ▪ Jayna said the assumption is Recommendation K, “to appoint one office to process requests for mass email mailings”,

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	<p>will be handled by Public Relations. Mary Margaret confirmed this is true.</p> <ul style="list-style-type: none"> ▪ Mary Margaret said many of the notices coming from PR now include a reminder for supervisors, to provide the information to their employees. The Hospital has leadership distribution lists which only go to supervisors and often the information does not reach all employees. ▪ Jayna asked if John could tell the committee which recommendations need to be official Administrative Regulations, Governing Regulations, or are procedural issues. John said he will be meeting with T. Lynn Williamson to discuss this. <ul style="list-style-type: none"> ▪ ACTION 10/3/02: John will meet with T. Lynn to determine which recommendations need to be addressed by official AR's, GR's or are procedural issues. ▪ Ed questioned how the sub-committees are to address cost issues. What if the committee decides computers are needed? There are approximately 6000 employees identified who do not have, and in most cases do not need computers for their job requirements. Jan asked about contract workers such as cleaning services. Jayna said if they are not paid through HRS, then we don't need to provide email for them. John said these type of recommendations need to go to the Technical Sub-Committee as they are identified. Jayna said there may be some overlap in the sub-committees. For instance, the Policy/Procedure Sub-Committee may need the Technical Sub-Committee to give them input on costs, and equipment location recommendations so it can be made part of their policy recommendations. John said Wellness has identified some locations for kiosk access. Mary Margaret asked if a list of people who do not have email access is available. Jayna will talk with Keith LaVey about reports for this information. <ul style="list-style-type: none"> ▪ ACTION 10/3/02: Jayna will talk with Keith LaVey about getting reports to show who does not have email access at this time. (10/4/02 Jayna asked Keith about this and sent a request on 10/7/02.) ▪ Sarah suggested using the listserv to facilitate communications among the sub-committees. She also suggested the address be added to the web site so it is easy for committee members to use. Deb will add it to the site. <ul style="list-style-type: none"> ▪ ACTION 10/3/02: Deb will add the listserv address to the web site. (Completed 10/4/02.) ▪ ACTION 10/3/02: Deb will post a copy of the standard spreadsheet to be used by the sub-committees for minutes, on the web site. (Completed 10/4/02.)
<ul style="list-style-type: none"> • Development of Project Plans 	<ul style="list-style-type: none"> • Jayna asked John if he would like to attend the Data Stewards meeting on October 29, 2002 to discuss the progress of the committee. John will check his calendar and let Jayna know. <ul style="list-style-type: none"> • ACTION 10/3/02: John will let Jayna know if he will be attending the Data Stewards meeting on October 29, 2002. • John asked each sub-committee to develop a project timeline in an Excel spreadsheet. These will be consolidated into one project timeline to be included as part of the recommendations and progress reports to the Data Stewards. These should be updated after each meeting and the information forwarded to Deb to be incorporated in the master project plan.
<ul style="list-style-type: none"> • General Discussion 	<ul style="list-style-type: none"> • General discussion on security, encryption, personal mail and HIPPA. Jayna said one of the actions may be to add a warning to all email that if it is forwarded to another email system, it may no longer be encrypted. Jan said settings on kiosks can change depending on who used it last. Even though security has been set one way, the user may have changed it to accommodate sending attachments.
<ul style="list-style-type: none"> • NEXT MEETING 	<ul style="list-style-type: none"> • Policy/Procedure Sub-Committee: October 10, 2002 Room 149 ASTeCC • Communication/Training Sub-Committee: October 10, 2002 Room 149 ASTeCC • Technical Sub-Committee: To Be Determined

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	<ul style="list-style-type: none"><li data-bbox="430 131 1602 164">▪ Full Email ID Implementation Committee: October 24, 2002 Room 149 ATeCC