



DATA STEWARDS
Faculty/Staff Email ID Implementation Requirement Committee
October 24, 2002 9:00 – 10:30
149 ASTeCC

ATTENDEES:

Dan Abbott, Nick Arnold, Ren Bates, Jayna Cheesman, Mary Margaret Colliver, Carla Craycraft, Tony DeLucia, Toni Graham, Sarah Hall, Kathy Hamperian, Phil Latiff, Sarah Nikirk, John Sampson, Sidney Scott, Jeannie Taylor, Rick Willmott, Kim Wilson

PRESIDING:

John Sampson

PROJECT COORDINATOR:

Jayna Cheesman, Debra Claunch

AGENDA ITEM	DISCUSSION
<ul style="list-style-type: none"> • Introduction of New Members 	<ul style="list-style-type: none"> ▪ John said some new members have been asked to participate on the sub-committees, and asked everyone to introduce themselves. ▪ John gave a brief explanation of the purpose of the committee, and explained the purpose of the sub-committees is to help expedite the implementation requirements. The deadline is February 1, 2003. The committee needs to have its recommendations, issues and timeline as soon as possible, so they can be presented to the Data Stewards for review. The Data Stewards will then need time to present these to the President's staff for approval. ▪ John said all information from the committee and sub-committees can be found on the Email web site: http://www.uky.edu/IS/DataAdmin/DOCS/committe/EmailIDSubComm/EmailIDhome.htm
<ul style="list-style-type: none"> • Sub-committee Updates 	<p>Technical Sub-Committee</p> <ul style="list-style-type: none"> ▪ Rick Willmott said the Technical Sub-committee met yesterday. They are still in the process of resolving some outstanding issues. The goal is to have a mail router into which all email will filter and through which email will be distributed. <p>Communications/Training Sub-Committee</p> <ul style="list-style-type: none"> ▪ Sarah Nikirk handed out a copy of the minutes from the sub-committee's last meeting. These can be found on the web site. She said two of their goals were to establish a public relations campaign and training plan. They have a public relations campaign outline formulated and need to add a timeframe. They are currently in the process of reviewing training programs already in place in order to determine if they can build a plan from these. <p>Policy Sub-Committee</p> <ul style="list-style-type: none"> ▪ Jayna said there are several issues the Policy Committee has to deal with. These include 1) what type and level of communication is to be included in the email policy, 2) employee rights as they relate to having an account and having access to use their account, and 3) identifying the populations currently without email accounts. ▪ Sarah Hall ran two reports to analyze email users and non-users. Analysis of Email Nodes, which identifies the number of employees and students on each node, and Analysis of UK Employees Without Email IDs, which lists employees without email by department and by title. ▪ There are about 5000+ who do not have email accounts. There are about 500 who have email, but are not registered in WHOIS. There are about 100 different email systems listed for employees and also for students. ▪ One objective is to start with employees and students with university accounts and clean these up in WHOIS. (i.e.,

AGENDA ITEM	DISCUSSION
	<p>Register their email ID in WHOIS.)</p> <ul style="list-style-type: none"> ▪ Jayna said there is not a written policy, but there is a working policy that the employee and/or student is responsible for registering their email account in WHOIS. They are not the only ones who can do this though. U-Connect will be the default email account for new employees and students. ▪ The other working policy is that all official university communication is to go through the Public Relations Office. ▪ Kathy said, several years ago, IT looked at the people listed in HRS and matched this to those listed in WHOIS. Dave Elbon worked with campus areas having large employee populations with email accounts that were not listed in WHOIS, and formulated a process for getting the data from their systems into WHOIS. She is unsure if these extracts are still being done. ▪ Kathy said some decisions will need to be made by the Data Stewards or higher level personnel before certain actions can be taken. For instance, it will be hard to formulate a communication campaign plan, unless it's known how people without computers to access email will do so once an account is established. ▪ John said the sub-committees should focus on the recommendations from the previous Email Committee, and identify any issues or concerns which may put the project implementation on hold. ▪ Jayna asked if it would be advisable to phase the recommendations, and present those needing decisions from a higher level first. Everyone agreed.
<ul style="list-style-type: none"> • NEXT MEETING 	<ul style="list-style-type: none"> • Policy/Procedure Sub-Committee: October 30, 2002 Room 149 ASTeCC • Communication/Training Sub-Committee: October 30, 2002 Room 149 ASTeCC • Technical Sub-Committee: To Be Determined ▪ Full Email ID Implementation Committee: November 14, 2002 Room 149 ASTeCC