



DATA STEWARDS
Faculty/Staff Email ID Implementation Requirement Committee
November 7, 2002 9:00 – 10:30
149 ASTeCC

ATTENDEES:

Dan Abbott, Nick Arnold, Mike Cantrell, Jayna Cheesman, Mary Margaret Colliver, Tony DeLucia, Toni Graham, Sarah Hall, Phil Latiff, John Sampson, Janet Hyatt for Sidney Scott, Jeannie Taylor, John Tibe, Ed Tiemeyer, 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"> ▪ Janet Hyatt attended for Sidney Scott.
<ul style="list-style-type: none"> • Draft of memo to Connie Ray 	<ul style="list-style-type: none"> ▪ John said the Communications/Training sub-committee had identified two issues, which need to be resolved before the sub-committee can proceed with their plans. These are 1) computer access and 2) a budget for a public relations campaign, both initial and ongoing. John read the memo to everyone and asked for feedback. ▪ Nick felt another major issue is use of the student computer labs. These are currently off limits because they are established using student fees, but are maintained using UK budget money. He felt it was not unreasonable to expect staff to be able to use these labs when available. He said this is one university with a mission to educate students, faculty and staff. Jayna said the institution made the decision years ago to restrict access to the labs to the student population, and strongly advised the committee to not request use of these labs for staff. Nick said we might need to revisit the issue and look at the labs as a potential resource. ▪ Kim felt it would be best to give estimates instead of generalities, such as 'significant percentage'. When asked, Nick said about 400-500 of 700 PPD employees do not have email access. Kim said it would be better to present an estimate of how much money would be needed for a public relations campaign, and to give solutions and justifications. ▪ John S. said he felt Connie would present this to the Data Stewards, and based on their knowledge of other campus issues, they would be able to direct the course of action. ▪ Jayna said we should be able to estimate how many do not have an Email ID. From these we should be able to determine where the largest concentrations are physically. We can identify the public access areas on/off campus, and based on the location of the employees without email access, ask for an institutional policy (if, where, when) on getting them access to computers. ▪ Dan felt we should recommend using the student labs in the memo. John T. suggested perhaps UK could fund one computer for each lab, which would be for faculty, and staff use. ▪ John S. said Wellness has been budgeted to provide computer access for one of their projects. He also said he has a meeting setup for next week with T. Lynn Williamson, David Hoake, and Linda Dimascio to discuss the best placement of these machines to work with other projects as well. These include Health Literacy and Open Enrollment. ▪ John T. said not having an Email ID does not mean the person doesn't have a computer. ▪ Tony asked if the employees in PPD who have an Email ID have access to a computer. Nick said, yes. The email

AGENDA ITEM	DISCUSSION
	<p>becomes a tool. One of the reasons PPD has their own email system is to ensure it is available at all times. About 210 PPD employees have an Email ID.</p> <ul style="list-style-type: none"> ▪ Phil said most of their full-time employees do not have a computer and therefore, most do not have an Email ID. Sarah said PPD and the Student Center were the two largest groups, outside the hospital, with employees who do not have Email IDs. ▪ Nick said the time spent reading email would create additional overhead costs that would be passed to the rest of campus using their services. In addition, the further away the computer access is located from the employee, either the mail will go unread, or overhead costs will increase. ▪ Nick raised the issue of forwarding mail to another system, and whether or not it retained the name of the originator. Tony said it does keep the 'From:' for identification. ▪ John T. said he would be meeting with the Technical Sub-Committee to figure out how and when to give IDs, what the mechanism will be for forwarding and moving IDs. Admissions will be sending a bulk file of new admits which will be entered in the email system, the IDs added to the list and then returned. He will review this process with the Technical Group next week. ▪ John S. asked the committee if they were in support of identifying the student labs in the memo as a possibility for employee access. The majority of the committee agreed. John also suggested making a note which states the issue of student fees funding the student labs had been discussed within the committee. ▪ Kim said the October 21, 2002 issue of UK News, contains a list of public access computers on Page 4 of the Human Resources Special Edition insert. Jayna said when identifying these public access areas, it is important to be sure these are not classrooms within labs or secured smart classrooms. <ul style="list-style-type: none"> ▪ ACTION ITEM: Jayna will talk to Peggy Akridge or Karen Willmott to identify the issues concerning staff use of the student labs. ▪ Phil wants any recommendations to stress that non-electronic means of communicating are still acceptable, and may end up being the most efficient means in some cases. He said the Student Center has some public access computers, and it will be stressed that employees are not to use them for reading work related email during their break or lunch periods. This means he will have to establish a schedule of use for his employees. ▪ John S. asked if saying the committee recognizes from the standpoint of mass communication, that receiving the communication via paper may be the most efficient means, but the ultimate goal is to provide computer access to all employees. The majority was in agreement. He said the two main purposes of the committee are to 1) set up a system for every new student and employee to have an Email ID, and 2) for each student, faculty member and staff to be able to receive mass communications (general administrative) via email. He said the Data Stewards would be the ones who would be able to define whether or not the project is a success. ▪ Jayna said we need to ask the President's staff to support the position, that if a department supervisor chooses NOT to provide an alternate form of communication to email to their employees, then that department is responsible for providing access to their employees to read their email. They must supply both physical access to a computer and give their employees time to read their email. ▪ Nick again stressed the importance of utilizing University resources to their fullest and gave the example of the EBARS system. This is the electronic bar coding system. If you have two cyclotrons and one is not being utilized fully, purchasing a third one is not using the grant effectively. Sharing becomes the issue. He said it might be possible to share a computer in offices with a notification post of when the machine is available, due to the office holder being out

AGENDA ITEM	DISCUSSION
	<p>of the office for meetings, training, etc. He said there is still room for discussion regarding the wisest use of university resources.</p> <ul style="list-style-type: none"> ▪ Sarah said not to exclude the idea of putting access in every campus building. Jayna said theft is an issue and most of the buildings are locked at night. Dan said most do not have any kind of security. Sarah said we have a commodity we are trying to make available to everyone, and we shouldn't put too many restrictions on our recommendations or we fail before we get started. <ul style="list-style-type: none"> ▪ ACTION ITEM: John will revise the draft, based on the input from the meeting, and send it to the committee members for final review. He would like to have the revised copy ready to go to Connie next week. ▪ Jayna asked about cost estimates and said Penny Cox indicated she would be willing to cover some of the initial costs if it was a couple thousand or less. Jayna said she would need some estimates for the initial costs, as well as any ongoing costs before pursuing this. Mary Margaret said the initial costs would be for printing flyers for those without email and for training. She said there would be no design costs. There will be a story in UK News, but not an insert. <ul style="list-style-type: none"> ▪ ACTION ITEM: John S. will get some printing estimates pulled together and talk to Penny about the budget issue. ▪ ACTION ITEM: John S. will remove the budget issue from the memo. ▪ Tony said there are handouts available on the web on how to set-up email, and these are downloadable and printable. U-Connect instructions can be found at: http://u-connect.uky.edu/ ▪ John S. asked if an email web page could be created with links for all available aids. ▪ Mary Margaret said mass communications are sent about once or twice a week, on average. <ul style="list-style-type: none"> ▪ ACTION ITEM: John S. will send a memo regarding next week's meeting, and whether or not the full committee will be meeting, the sub-committees, or a combination of both. ▪ ACTION ITEM: All members need to review the policy draft that was sent previously by Jayna, and provide her with your feedback as soon as possible.
<ul style="list-style-type: none"> • NEXT MEETING 	<ul style="list-style-type: none"> • Policy/Procedure Sub-Committee: November 14, 2002 Room 149 ASTeCC • Communication/Training Sub-Committee: November 14, 2002 Room 149 ASTeCC • Technical Sub-Committee: To Be Announced ▪ Full Email ID Implementation Committee: November 14, 2002 Room 149 ASTeCC