



DATA STEWARDS
Faculty/Staff Email ID Implementation Requirement Committee
January 23, 2003 9:00 – 10:30
149 ASTeCC

- ATTENDEES:** Dan Abbott, Nick Arnold, Jayna Cheesman, Deb Claunch, Mary Margaret Colliver, Tony DeLucia, Brad Duncan, Toni Graham, Sarah Hall, Sarah Nikirk, John Sampson, Sidney Scott, John Tibe, Ed Tiemeyer
- GUESTS:** Brad Duncan, Chris Emmick
- 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"> ▪ Official Memo from Dr. Ray dated 1/14/03 ▪ Email Requirement Policies Draft dated 1/22/03 ▪ Email Requirement Procedures dated 1/22/03
<ul style="list-style-type: none"> • Introduction of Guests 	<ul style="list-style-type: none"> ▪ No guests this meeting. ▪ John opened the meeting and said the purpose of today's meeting was to ultimately set a realistic implementation date so he could draft a response to Dr. Ray with new dates.
<ul style="list-style-type: none"> • Update – Official Memo from Dr. Ray 	<ul style="list-style-type: none"> ▪ Jayna said Dr. Ray's memo stated the official position of the institution, discusses the budget, and explains why the decision was made not to invest in computers at this time. ▪ John said it was a clearer outline on what the Email ID Implementation Committee is to do. One important note is that supervisors are to communicate with their employees without ready access to computer terminals in the manner in which they have communicated in the past.
<ul style="list-style-type: none"> • Status of Policy/Procedure Subcommittee 	<ul style="list-style-type: none"> ▪ Jayna explained there are some outstanding questions she wanted to try and get answered. Most of them will be answered after John Tibe's technical group and Sidney's Customer Service group have finalized their procedures and documentation. ▪ <u>Email Requirement Policies Draft</u> <ul style="list-style-type: none"> ○ Paragraph I.A.: <ul style="list-style-type: none"> • John T. said he met with Paul VanBooven in the Legal Office about the 'default format' of the UEA. He said he would like to add: this address must be formatted as 'first name'. 'last name' or a derivative thereof. • There was general discussion about commonly used middle names, commonly used nicknames, etc. • John T. said his group is putting together a list of reserved words. • John T. said he has talked with Janet Cabaniss and Ren Bates about a list of high level administrators in Gillis and the Medical Center who names should be reserved. He said committee members should send him the names of other high level administrators whose names should be reserved, and they would be entered before the system is opened to general use. • Nick raised the question of how duplicate names will be handled. John T. said the first person to grab the name, would be the one it would be assigned to.

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	<ul style="list-style-type: none"> • John T. said users should contact the CSC if there are problems. • John S. asked if a person would still use their logon ID to get into an email system and John T. said this was correct. ○ Jayna asked Mary Margaret if Public Relations would be developing a website with instructions on creating and distributing official university-wide communication. Mary Margaret said the documentation being created now should be sufficient. ○ Paragraph I.A. <ul style="list-style-type: none"> • There was general discussion about the meaning of 'official' and 'university wide', and when approval by an Area Security Officer was required. This led to discussion about mass mailings and broadcast mailings, and if IT needs to be in the approval chain or Public Relations should coordinate with IT. Mass mailings are usually sent iteratively so they don't flood the email system. • The consensus was that Paragraph I.A. beginning 'All "official university-wide..."', should be made into two paragraphs to distinguish what type of mail needs to go to Public Relations for approval, and what type of mail needs to go through the Area Security Officer(s) for approval. • Sarah H. asked if each group has an Area Security Officer (ASO). Jayna said, yes, they are listed on the Data Administration website: http://www.uky.edu/IS/DataAdmin/DOCS/AreaSecurity/areasecurity.htm . Jayna said she has not met with the ASOs yet to discuss this new responsibility. • ACTION ITEM: Jayna asked the committee members to review the ASO list and let her know if anyone else should be added. In particular, there may be an area not covered due to recent reorganizations. ○ Paragraph II.D.: <ul style="list-style-type: none"> • Jayna said there has been debate in the past about whether email belongs to the University or to the individual. She wondered how Open Records requests for email were handled. John T. said the Legal Office leans towards email belonging to the individual in much the same way snail mail does. It is against the law to open anyone's mail. He suggested Jayna refer to the Fair Use Policy concerning how retirees should handle their 'business related' email. ○ Paragraph II.C.: <ul style="list-style-type: none"> • Sidney asked if students retaining their existing University Email Address as graduated alumni had been ratified. Jayna said, yes, this decision was made in a meeting between Stan Key (Alumni Association), Penny Cox and Doyle Friskney. <ul style="list-style-type: none"> • ACTION ITEM: Jayna will talk to Penny Cox about the funding for the email accounts. ○ ACTION ITEM: John S. will have T. Lynn Williamson review the Email Requirement Policies. In particular, T. Lynn should address any wording relating to retirees (Paragraph II.D.), Paragraph III.D., and Paragraph IV.B. ▪ <u>Email Requirement Procedures Draft</u> <ul style="list-style-type: none"> ○ ACTION ITEM: John S. will have T. Lynn Williamson review the Email Requirement Procedures. In particular, T. Lynn should address any wording relating to retirees.

<ul style="list-style-type: none"> • Status of Communications/ Training Subcommittee 	<ul style="list-style-type: none"> ▪ Sarah N. said she and Mary Margaret had talked recently, and determined the committee would need one month to produce publications, after the implementation is finalized and ready to roll out. ▪ Sidney said CSC is trying to escalate the documentation and website, and have them ready by February 14, 2003. He will be coordinating the website through Donna Maupin.
<ul style="list-style-type: none"> • Status of Technical Subcommittee 	<ul style="list-style-type: none"> ▪ John T. said he would like to give current users (U-Connect and Exchange) an advantage and allow them to use the system now. He said the system is ready now, other than finalizing the documentation. He suggested the mass public relations effort revolve around new employees and employees without email. He would like to send email to current U-Connect and Exchange users, explaining this is an enhancement of the system. This enhancement also covers additional spam identification.
<ul style="list-style-type: none"> • Plan for Implementation & Establishing New Target Date 	<ul style="list-style-type: none"> ▪ General discussion on a timeframe for implementation included Jayna saying that Kathy Crouch's group, who will be working on the batch updates, need about two months to complete their tasks. The pilot project to give email to all admitted students for Fall 2003 will be targeted for March and the Merit Conference. ▪ The general consensus on a timeframe for implementation: <ul style="list-style-type: none"> ○ 1. U-Connect and Exchange users by February 28, 2003. ○ 2. Other mail systems on campus by March 31, 2003 ○ 3. New accounts by April 30, 2003. <ul style="list-style-type: none"> • ACTION ITEM: John S. will create a timeline for implementation and send it to the committee for review.
<ul style="list-style-type: none"> • Miscellaneous Items 	<ul style="list-style-type: none"> ▪ Sarah H. said she reviewed the University Email Address documentation provided by CSC. She said there was information about updating UK listservs with the new UEA. She asked if there was information about how to update other listservs. <ul style="list-style-type: none"> ○ ACTION ITEM: Sidney will review the University Email Address documentation to determine if a statement or instructions about updating non-UK listservs is included. This may be no more than a statement saying the user is responsible for updating each listserv they may be on. John T. clarified, this only affects a user's ability to post to a listserv. It does not affect their ability to receive email. ▪ Action Items 17 and 32 from Action List dated 1/7/03: John S. said he had talked with T. Lynn on whether or not the policies and procedures should fall under the computing policies and/or the Administrative or Governing Regulations. He said T. Lynn felt these should be part of the computing policies, since everyone does not have to have an email. He said if the University makes it a requirement that everyone have an email, then the policies and procedures may need to be an AR or GR in the future. <ul style="list-style-type: none"> ○ ACTION ITEM: Jayna said the Fair Use policy would need to be updated concerning an employee or student misrepresenting themselves through their UEA.
<ul style="list-style-type: none"> • NEXT MEETING 	<ul style="list-style-type: none"> ▪ TBA Room 149 ASTeCC