



**Communications/Training Subcommittee**  
**Faculty/Staff Email ID Implementation Requirement Committee**  
**October 17, 2002      9:00 – 10:30**  
**149 ASTeCC**

**ATTENDEES:**  
**PRESIDING:**

Kathy Hamperian, Sarah Nikirk, John Sampson, Kim Wilson, Toni Grahmn  
 Sarah Nikirk

AGENDA ITEM	DISCUSSION
<b>Handouts</b>	<ul style="list-style-type: none"> <li>▪ Agenda 10/10/02</li> <li>▪ Copies of Minutes from the last meeting</li> </ul>
<b>General Discussion</b>	<ul style="list-style-type: none"> <li>▪ John Sampson gave an overview of the Committee and its charge as well as an overview of each subcommittee's role.</li> <li>• John explained 95% of all Faculty have an email account, and out of 17,127 employees, 5,400 still do not have accounts.</li> <li>• Toni told us PPD has 668 total employees, and approximately 150 do not have access.</li> <li>• Kathy told the group if an employee NEVER logs on to their email after the account has been open for 30 days, the account will automatically be made inactive. If an account is never accessed for a period of 90 days, the account will also become inactive.</li> <li>• This raised questions about employees who might access their account one time through Training, but then never again access them. There were also questions about employees who may be on Workman's Compensation.</li> <li>• Kim asked if there would be funds to establish a kiosk for training, and Sarah said she felt we should make this a recommendation from our committee.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• John said he would contact Tony from IT because he thought he would be an integral piece to our task of training all employees. John will also ask Tony to attend our next meeting.</li> <li>• Kim said we could include something in the New Hire Package which is distributed through HRD at Orientation.</li> <li>• Kim also mentioned we could work with STEPS and TEMPS to be a part of their Hiring Packages too.</li> <li>• Kim said IT offers a "Meet the Personal Computer" class which could be a part of our training package.             <ul style="list-style-type: none"> <li>• <b>ACTION: John said he would contact the Provost to see if we could be a part of the hiring package for all Faculty.</b></li> <li>• <b>ACTION: John said he would contact Tony from IT to discuss the training procedures that are already in place, and that we might be able to piggyback on, as well as talk about ways we might add training.</b></li> </ul> </li> <li>• Sarah recommended we ask the large committee to make a formal recommendation that we would be responsible for training all faculty and staff after a set date through Orientation packets. Anyone who was hired prior to this official date would be offered training, but it would not be mandatory to attend.</li> </ul>
<b>Development of Project plan</b>	<ul style="list-style-type: none"> <li>• It was determined that a time line for the Marketing plan could not be set until we heard back from the other committees.             <ul style="list-style-type: none"> <li>• We agreed we would continue our training portion of our assignment at the next meeting.</li> </ul> </li> </ul>
<b>• NEXT MEETING</b>	<ul style="list-style-type: none"> <li>• <b>October 23, 2002    Room 149 ASTeCC</b></li> </ul>