



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

ATTENDEES:

Kathy Hamperian, Sarah Nikirk, Mary Margaret Colliver, Kim Wilson, Toni Grahmn, Tony De Lucia

PRESIDING:

Sarah Nikirk

AGENDA ITEM	DISCUSSION
Handouts	<ul style="list-style-type: none"> ▪ Copies of Minutes from the last meeting
General Discussion	<ul style="list-style-type: none"> ▪ Each chair of a subcommittee gave their report to the full committee. • We split into our subcommittees to continue our tasks. • Kathy pointed out we had three questions we needed answered before we move on. They are as follows: <ol style="list-style-type: none"> 1. Where are staff, faculty and students going to get access to their email accounts? 2. Are we going to give them access? 3. Do we have a budget for our public relations campaign and training piece • Sarah pointed out we had decided in our last meeting that employees would not have to attend mandatory training. • Tony asked what will happen if Directors/Managers do not give their employees time to go to training? • Kathy said through our discussions with the top administration, we would ask for their support in getting all Directors and Managers to understand that Dr. Todd wanted this for all employees. • Kim said Operation Educate would offer classes to 2nd and 3rd shift employees. • Tony asked if employees would get frustrated if they took time to get on-line and there wasn't more electronic email than there is currently. • Kathy stated, once this initiative is pushed through there would be more electronic communication, and employees would find their time spent well. <p>Action Items:</p> <ul style="list-style-type: none"> • Kathy said she would talk to Jayna about the importance of the Data Stewards meeting in November. • Kim said she would talk to David Hoake about how we might be able to work with the Health Literacy campaign. • Sarah Nikirk said she would work with Sarah Hall to find out how many employees may not be able to operate a computer, or do not have access to a computer. • Kim said she would make a request to UK Advance, to see if the graduates of their program would volunteer to train employees who need to learn how to use email.
Training	<ul style="list-style-type: none"> ▪ Kim said Operation Educate would continue to offer the class "Meet the Personal Computer" for employees who may not know how to operate a computer, or how to access email. ▪ Tony said the UConnect classes available for all employees through the IT training program would still be available, as well as all other classes offered by IT. We should educate everyone about the classes in our PR campaign. ▪ Tony also said that Room 72 in McVey could possibly be used as a lab for employees to learn how to access their email. ▪ We discussed the possibility of asking all UK employees to volunteer their time to teach someone who may not know how

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	to access email, or how to get on-line. <ul style="list-style-type: none"><li data-bbox="275 120 1381 152">▪ Kathy reiterated we would not make our deadline without our questions answered.
Next Meeting	<ul style="list-style-type: none"><li data-bbox="275 152 464 181">▪ October 31