



**Communications/Training Subcommittee**  
**Faculty/Staff Email ID Implementation Requirement Committee**  
**October 31, 2002      9:00 – 10:30**  
**149 ASTeCC**

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

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

AGENDA ITEM	DISCUSSION
<b>Handouts</b>	<ul style="list-style-type: none"> <li>▪ Copies of Minutes from the last meeting</li> </ul>
<b>General Discussion</b>	<ul style="list-style-type: none"> <li>• Sarah updated John Sampson about our questions that need to be answered by the Data Stewards before our sub-committee can move-on. The three questions are:               <ol style="list-style-type: none"> <li>• 1. Where are staff, faculty and students going to get access to their email accounts?</li> <li>• 2. Are we going to provide access?</li> <li>• 3. Is there a budget for PR and Training?</li> </ol> </li> <li>• Kathy told the group she had spoken to Jayna about her Action Item, and Jayna was going to let Connie Ray know we need the Data Stewards to meet in November so we can get our questions answered. Kathy has learned from Jayna that the Data Stewards have asked us to put together a budget for PR and Training for their review and coverage of appropriate costs.</li> <li>• Kathy said currently there were no monies budgeted for kiosks, so our access questions are still out there.</li> <li>• Mary Margaret said, if and when kiosks are made available for employees, UKPR needs to be involved in the design and name so all employees understand exactly what they are.</li> <li>• John pointed out that all kiosks need to be ADA compliant.</li> </ul>
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• <b>John said he would draft a memo to Jayna to be forwarded through Connie to the Data Stewards, as a report on the two questions we still have unanswered.</b></li> <li>• <b>John also said he would work with the Health Literacy Campaign and the On-line Employment Committees to formulate information for T..Lynn to take to Gene Williams, and then on to Dr. Blanton and President Todd. The group feels a collaborated effort may get the support needed to build the infrastructure for all three initiatives to be successful.</b></li> <li>• John reported he had talked to Chris Hobson and she said the best way to get information to all faculty on how to create an email account would be through each of the ten colleges.</li> <li>• John asked Sarah to meet with he and Jayna prior to our next meeting to compile a draft of our Priority and Recommendation list.</li> </ul>
<b>Next Meeting</b>	<b>November 6th</b>