

# Technical

Priority	Recommendation
A	C. A process should be implemented to delete terminated employees from the UK email directory on at least a monthly basis, but weekly is preferable.
A	M. The institution should aggressively pursue the development of a project plan that details the communication, education and technical plan. This project plan should be developed in an attempt to fully implement the above recommendations by January 2003.
B	F. The University should develop a strategy to provide universal electronic access in the near future.
B	L. To improve institutional efficiency and enhance services to all faculty and staff, the University should take the necessary steps to create self-service applications where feasible.
*	M. A possible pilot project for this implementation would be a mass email mailing sent in January 2003 to all employees concerning Open Enrollment. This mailing would request all employees to send the Benefits Office an electronic confirmation, if they wish to receive an electronic copy of their benefits information for Open Enrollment. Those who do not request an electronic copy will subsequently receive the paper copy of the benefits information.

## Priority Definition

A – Must be completed by February 1, 2003

B – Committee must provide recommendation by November 15, 2002

## Additional Issues to Address

- Develop timeline for project plan
- Identify technical possibilities for identifying groups to receive email by category (supervisors, dean's, etc)
- How to create email IDs for current students and employees without one

\* A more feasible pilot project should be proposed by the technical sub-committee.