



**University of Kentucky
Data Stewards Meeting
December 18, 2001 11:00am – 12 noon
132 Funkhouser Building**

COMMITTEE: Data Stewards
Presiding: Connie A. Ray
Members Present: Murray Clark, Karen Combs, Ben Crutcher, Marc Matthews, Phyllis Nash, Jack Supplee, Paul Taylor, Don Witt; Ex Officio: Jayna Cheesman, Zed Day, Jill Esham, Kathy Hamperian
Guests: Michelle Bliffen for T. Lynn Williamson
CC: Sr. VP Jack Blanton, VP Gene Williams
Recorder: JoLynn Noe

AGENDA ITEM	DISCUSSION	ACTION
<ul style="list-style-type: none"> • Welcome and Introduction of any new members or guests 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ None required
<ul style="list-style-type: none"> • Minutes of Previous Meeting 	<ul style="list-style-type: none"> ▪ None 	<ul style="list-style-type: none"> ▪ None required
<ul style="list-style-type: none"> • Monthly Data Stewards Report: <i>Personnel Resource Allocations</i> 	<ul style="list-style-type: none"> ▪ Jayna Cheesman briefly reviewed the monthly report. She noted that in the HRS area, the preparation of W2's is causing an increase in man-hours. It was suggested that adding some historical data to the monthly report might help the group better evaluate progress. 	<ul style="list-style-type: none"> ▪ Jayna will work on adding historical data to the monthly report.
<ul style="list-style-type: none"> • PRF Update 	<ul style="list-style-type: none"> ▪ Summary of new PRFs ▪ PRF #21 involves creating swipe card ID's for UK employees. There was discussion regarding the ownership of the ID process. Phyllis Nash commented the Medical Center already uses such ID's and the ID's there are handled by security. The group decided the issue of employee ID's should be addressed at a larger level, rather than with a single PRF. ▪ PRF #22 requests an extraction of employee information for the Medical Center. This PRF was brought to the group to address a 	<ul style="list-style-type: none"> ▪ PRF #21 will be sent back to T. Lynn Williamson, the PRF's sponsor, with the suggestion that a group should form to review the issue at a larger level. ▪ Connie Ray will speak with Provost Nietzel regarding PRF #21 so the issue might possibly be addressed at the President's cabinet level. ▪ Don Witt, Jill Esham, Jayna Cheesman, Zed Day, and Kathy Hamperian will form a group to draft a recommendation that the University require email addresses for all employees. Jayna will organize the

AGENDA ITEM	DISCUSSION	ACTION
	<p>larger concern over the need for mandatory email addresses for employees and students. Currently, email address entry in the directory is voluntary, and the data quality is not good. Kathy Hamperian indicated approximately 90% of the faculty register their email address, but only 40-50% of the employees register theirs. The group discussed the issue and noted it is not necessary for email addresses to be published; however, it is essential all employees be required to provide the University with an email address to be included in broadcast email messages.</p> <ul style="list-style-type: none"> ▪ PRF #23 requests an online application form for LCC. Don Witt noted that on-line applications at UK are now taking longer to process than paper applications due to discrepancies, verification issues, etc. The current process is being evaluated, and this PRF will not be completed until the existing process is revised. 	<p>meetings for this group.</p> <ul style="list-style-type: none"> ▪ The issues regarding on-line application problems for PRF #23 need to be resolved. However, LCC should continue working on this project.
<ul style="list-style-type: none"> • Data Warehouse Update 	<ul style="list-style-type: none"> ▪ Data Administration is currently working on the production of annual statements per GASB requirements. The project is more complex than initially thought. 	<ul style="list-style-type: none"> ▪ None required.
<ul style="list-style-type: none"> • Other Business/Items 	<ul style="list-style-type: none"> ▪ Connie informed the group about the classroom data reconciliation project. She has formed a group to address the need to reconcile classroom use data in the facilities file with SIS. Connie suggested there should be a periodic audit of the space on campus to ensure proper classification and use. Phyllis indicated a recent review of 	<ul style="list-style-type: none"> ▪ Karen Combs will bring the group's ERP recommendations to the President's meeting in January.

AGENDA ITEM	DISCUSSION	ACTION
	<p>their classroom usage indicated they are teaching at least one-third of their courses in non-classroom facilities.</p> <ul style="list-style-type: none"> ▪ Connie read an ERP update from Jack Blanton. A meeting with President Todd is scheduled for January to discuss a strategic plan for the ERP. 	
<ul style="list-style-type: none"> • Next Meeting 	<ul style="list-style-type: none"> ▪ January 29, 11-12, 132 Funkhouser ▪ Data Custodians will meet with Administrative System Users at their next meeting, rather than with the Data Stewards 	<ul style="list-style-type: none"> ▪ None required