



University of Kentucky
Data Stewards Meeting
January 29, 2002 11:00am – 12 noon
132 Funkhouser Building

COMMITTEE: Data Stewards
Presiding: Connie A. Ray
Members Present: Rex Bailey, Murray Clark, Karen Combs, Roger Huston, Phyllis Nash, Jack Supplee, Ex Officio; Jayna Cheesman, Jill Esham, Kathy Hamperian
Guests: Michelle Bliffen for T. Lynn Williamson; Tonya Prince & Ruby Watts for Don Witt; Dale Austin for Marc Matthews
CC: Sr. VP Jack Blanton, VP Gene Williams
Recorder: JoLynn Noe, Deborah Sparkman

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"> ▪ Introduced Deborah Sparkman as Administrative Support Associate 	<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"> ▪ Monthly Data Stewards Report as of January 25, 2002 System Summary Comparison for Personnel Resource Allocations was distributed. Jayna Cheeseman noted that Debra Claunch had developed and inserted information that reflected marked differences from previous month. Jayna noted increases in the C/S area due to media design production, the DA area for International student report differentiations, and the FRS area due to two new tapes being installed for prior year transactions and electronic funds transfer. 	<ul style="list-style-type: none"> ▪ None required
<ul style="list-style-type: none"> • PRF Update 	<ul style="list-style-type: none"> ▪ Summary of new PRFs ▪ PRF #21 Follow-up on Staff ID's. ▪ T. Lynn Williamson, the PRF sponsor, had previously asked Jayna that the group process the PRF as is, due to the fact that he cannot cost-justify the project. It was noted 	<ul style="list-style-type: none"> ▪ Connie will communicate with Provost and VPs regarding who currently uses the Staff ID system to decide feasibility. ▪ Jayna will form a subcommittee to address the faculty/staff email requirement.

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	<p>campus employees very seldom have the need to use Staff ID's, while they are already in place for the Medical Center and PPD (50% of the University). Phyllis Nash suggested it would be beneficial if a system could be designed universally so that all departments could use it to make Staff ID's if they wanted. Dale stated he had talked to Marc Mathews and Karen Doyle about the ID request. He suggested making the design of the HRS screen as universal as possible, in case others might be interested some day in going with a consolidated UK ID system. Kathy Hamperian indicated the project would be time consuming, and the Seaton Center can and will allow access for staff anyway; this PRF will just make it easier.</p> <ul style="list-style-type: none"> ▪ PRF #22 - extraction of employee information – completed. ▪ E-mail Recommendations Report – It was the consensus of the group that all faculty, staff and students should have access to e-mail. Jayna indicated the privacy flag must be obeyed for email addresses – the university may not share them with outside sources or publish them in the directory. Tonya Prince reported some students have as many as 3 email addresses, and privacy flags should be used to address security needs. Murray Clark indicated some of his staff do not have access to a computer and have no way of receiving email. Phyllis suggested that maybe one person could receive the email and print off copies for 	<ul style="list-style-type: none"> ▪ Connie will ask the VPs to identify groups that need to be included in the faculty/staff email subcommittee. ▪ Connie will ask Dr. Nietzel to identify a faculty senate representative for the faculty/staff email subcommittee. ▪ Murray will send Jayna the names of their staff for the faculty/staff email subcommittee.

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	<p>those who don't have email access. The group discussed which departments should be represented on the faculty/staff email subcommittee.</p>	
<ul style="list-style-type: none"> • Data Warehouse Update 	<ul style="list-style-type: none"> ▪ GASB is taking much longer than expected. It is very complex, as we are trying to automate a complex manual process. Design has started, and the DBAs expect to have their portion of the programming completed by mid to late March. Judy Kisil will write the programs to produce the statements. 	<ul style="list-style-type: none"> ▪ None required.
<ul style="list-style-type: none"> • Other Business/Items 	<ul style="list-style-type: none"> ▪ ERP Update - Karen Combs stated she attended the January budget meeting, and everyone was very supportive of the group's ERP proposal. Jack Blanton's update indicated that progress is being made and by next month's meeting a plan should be ready. The President needs to assess a full-blown implementation versus a phased implementation, and the associated costs. ▪ Connie discussed CIP Code classification for NSF Surveys. She addressed the need for a cleaner way to classify the research portion of the department listing for the NSF report. Suggestions were made to classify by department code or by account code. However, it was mentioned there would be too many splits at the department level, so the account level seems preferable. Ruby Watts noted a new taxonomy is being built for CIP codes and should be released later this year, so we may need to wait until 	<ul style="list-style-type: none"> ▪ Ruby will confirm with the Department of Education the new CIP taxonomy will be released later this year.

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	<p>this is in place before proceeding. He indicated they are putting the six digit CIP code on the courses, but some problems exist. We only report the first two digits of the CIP code to the CPE.</p> <ul style="list-style-type: none"> ▪ There will be a presentation on the MC Equipment Inventory System at the next joint meeting of the Data Stewards and Custodians in April. ▪ Phyllis suggested it would be helpful if the MC also gave an update on the ICIS project at some point in the near future. 	
<ul style="list-style-type: none"> • Next Meeting 	<ul style="list-style-type: none"> ▪ Tuesday, February 26, 2002, 11 :00 – 12:00 noon, 132 Funkhouser Building. (This meeting was cancelled.) 	<ul style="list-style-type: none"> ▪ None required