



University of Kentucky
DATA STEWARDS MEETING MINUTES
December 17, 2002 11:00 am – 12:00 noon
132 Funkhouser Building

COMMITTEE: Data Stewards
Presiding: Connie A. Ray
Members Present: Rex Bailey; Murray Clark, Karen Combs, Elizabeth Demorran, Phyllis Nash, Jack Supplee, Paul Taylor, and
Ex Officios – Jayna Cheesman and Jill Esham
Guests: Michelle Bliffen (for T. Lynn Williamson), Courtney Higdon (for Angie Martin)
CC: Senior Vice President Jack Blanton
 Vice President Eugene Williams
Recorder: Deborah Sparkman

AGENDA ITEM	DISCUSSION	ACTION
<ul style="list-style-type: none"> Welcome and Introductions 	<ul style="list-style-type: none"> Connie welcomed everyone including our two guests (Michelle Bliffen and Courtney Higdon) to the December meeting of the Data Stewards. 	
<ul style="list-style-type: none"> Minutes of Previous Meetings 	<ul style="list-style-type: none"> Minutes from our October 29, 2002 combined meeting of Data Stewards and Data Custodians were distributed electronically to everyone present prior to the meeting. Connie asked if anyone had changes or correction they would like to make. 	<ul style="list-style-type: none"> Approved without change, for posting to the web.
<ul style="list-style-type: none"> Monthly Data Stewards Report: <i>Personnel Resource Allocations</i> 	<ul style="list-style-type: none"> The Monthly Data Stewards Report for December 13, 2002 was distributed to members present, and Jayna Cheesman gave a brief overview. 	
<ul style="list-style-type: none"> PRF Update 	<ul style="list-style-type: none"> No new PRFs this month. 	
<ul style="list-style-type: none"> Projects Update 	<ul style="list-style-type: none"> Email ID Implementation - Connie gave a brief update. Stated that approximately 1,200 employees within the University (e.g. PPD and Agriculture) do not have access to email. She stated that after meeting recently with President Todd re the Email ID Implementation, he feels that the foreseeable benefits of this accomplishment make it worthwhile to move forward. Although several obstacles were identified that will need to be worked out. <ul style="list-style-type: none"> – Should it be mandatory for everyone to be a part of the system, or should it be left up to the individual to decide if they want 	

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	<p>their email included in this directory, and what kind of issues will this create for departments?</p> <ul style="list-style-type: none"> – The growing number of U-Connect Accounts that include retirees, spouses of deceased retirees, alumni and UK Graduate Students, etc. cause higher increase in security risks, which would require enforcing more password standards. • Faculty Database Workgroup – project is proceeding as planned • SEVIS – According to Jayna the package has been bought and is being installed. We now have an August 1, 2003 deadline. Once we are certified we have to start using the system. • Course Management Data Mart – When the first draft of the requirements document is completed, it will be shared with the Provost and deans. Some policy issues will probably need to be sent to the Senate. 	
New Project for Discussion	<ul style="list-style-type: none"> • 2002-2004 Space Audit Proposal <ul style="list-style-type: none"> – Connie questioned Stewards as to whether or not they feel it's feasible to spend time doing a facilities data audit to facilitate effective use of our space. – Registrar's office now has space audit authority for scheduling rooms. – Jack Supplee stated that his area as well as some units in the Service Building are already using the bar-code system for matching up rooms and equipment. – It was also noted that this year would be the final year for the Hospital to do a paper inventory. The equipment bar code system will then be used for equipment and room usage inventory. 	Connie and Jayna will meet with eBARS staff to get an update on progress, especially as it relates to moving to a university-wide implementation.
Next Meeting: Combined meeting of Data Stewards and Data Custodians - January 28, 2003, 10:00 – 12:00 noon; Room 230 Student Center	<ul style="list-style-type: none"> • Presentation on IT Directions and Network Security Policies by Doyle Friskney and Bill Cotter. 	