November 14, 2002

To: Connie Ray  
Vice President for Institutional Research, Planning and Effectiveness  
Chair, Committee of Data Stewards

Through: Jayna Cheesman  
Data Administration

From: John Sampson  
Chair, Email ID Implementation Committee

Subject: Request

The Email ID Implementation Committee has been meeting on a weekly basis since the initial meeting on September 20, 2002. The committee continues to make progress toward the implementation of the recommendations that were provided to this committee by the Email ID Requirement Committee formed by the Committee of Data Stewards.

As this committee continues forward with the implementation of the recommendations, it has become apparent that an important issue exists that must be addressed by a power above this committee. The committee understands that the Data Stewards and University administration will determine the success of this committee’s effort, and therefore, seeks to clarify the expectations related to the following issue.

It has been estimated that as many as 1,000 University employees do not have direct access to a computer terminal due to the nature and location of the employees’ jobs. Due to this fact, this committee requests guidance as to how to proceed with the implementation of the recommendations from the Faculty and Staff Email ID Requirement Committee. If it is the intention of the University that every employee read official University communication via a personal email account, it is necessary that the University address the issue of providing computer access to all employees.

It is important to note that this issue has a direct impact on the success of the Online Employment System, the Health Literacy Project and future projects such as online enrollment for employee benefits. All of these projects require that University employees have access to a computer terminal with a connection to the internet, and at this time, only limited public access exists for employees both on and off campus.
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The committee recommends that the University move forward to provide computer access, along with the training and funding required to support this and the aforementioned University projects that rely on an employee’s ability to access the internet.

In summary, it is requested that University Administration inform this committee whether to proceed with the implementation of the recommendations with the understanding that computer/internet access will be made available to all University employees, along with the appropriate financial support required for training and related needs.

Thank you for your consideration of this issue. This committee recognizes that procedures currently exist to disseminate official University electronic communication to employees without computer access, and that those procedures can effectively remain in place to ensure all employees receive the information. The committee will move forward to implement the recommendations with the understanding that not every employee will be able to access an email account if we are informed that the University does not intend to provide internet/computer access to those employees currently without these facilities.

The committee understands that this request is one that may require significant time to address, but it is important to state that this committee has been asked to see that this project is implemented by February 1, 2003. Due to the pressing implementation date, the committee requests that a response to the above issue be provided as soon as possible.