DATA STEWARDS  
Faculty/Staff Email ID Implementation Requirement Committee  
June 12, 2003          9:00 – 10:30  
149 ASTeCC

ATTENDEES:  
Dan Abbott, Nick Arnold, Mike Cantrell, Jayna Cheesman, Deb Claunch, Mary Margaret Colliver, Carla Craycraft,  
Tony DeLucia, Brad Duncan, Toni Graham, Sarah Hall, James Leary, Sarah Nikirk, John Sampson, Sidney Scott,  
John Tibe, Ed Tiemeyer

PRESIDING:  
John Sampson

PROJECT COORDINATOR:  
Jayna Cheesman, Debra Claunch

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| • Handouts           | ▪ Action Item Tickler dated 6/12/03  
▪ Email Requirement Policies Draft dated 6/11/03  
▪ Email Requirement Procedures dated 6/11/03 |
| • Review Policy Document | ▪ Jayna said the policy and procedures documents have been modified so E-mail is now written with the hyphen, per the  
request of Public Relations. Sarah N. said this conforms with the Associated Press standards which PR has adopted.  
▪ I.B. The term “graduate” within this policy refers to graduates of the University and LCC starting with the Spring  
2003 term.  
  ▪ Jayna asked Sidney if the process of deactivating e-mail accounts for graduates had taken place. Sidney said  
he was not aware of this. He said his group would need a definition of graduate. Jayna said it would be “those who  
have graduated and received a degree”.  
  ▪ John T. asked if this included LCC graduates, and said there may be some issues since continuing e-mail for LCC  
students would incur costs.  
  ▪ ACTION: Sidney will check into the process for deactivating graduate e-mail accounts and ask that it be postponed. |
|                      | ▪ II.E. The University E-mail Addresses and Mailboxes will automatically be deactivated on a routine basis for ...2)  
all students one year after the point of withdrawal or cancellation within the Student Information System,...  
  ▪ ACTION: Jayna will talk with the other e-mail committee about whether or not e-mail addresses and mailboxes  
will automatically be deactivated on a routine basis for all students one year after the point of withdrawal or  
cancellation. |
|                      | ▪ II.F. The University will provide adequate training and documentation to all employees and students on the use of  
e-mail at the institution.  
  ▪ Jayna asked if training and documentation had been developed. Nick said PPD people had not been trained yet.  
Tony said his department has offered and will continue to offer training for employees. Someone asked if the student  
labs cover training for the students? Sidney said ResNet training tells the student they will be issued an e-mail  
address if they don’t already have one, but it does not go into the sign-on process. |
|                      | ▪ III.A. All student and most employees should “activate” their University E-mail Address...  
  ▪ ACTION: Jayna will remove ‘most’ from the first sentence. |
<p>|                      | ▪ Jayna asked John T. if employee or student information appears in the WHOIS directory when the account is activated. |</p>
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| John said the information in the directory is obtained from several sources, such as HRS and SIS. He said activating the e-mail account would put the email information into WHOIS. | **AGENDA ITEM**
**DISCUSSION**
• Sidney said the U-Connect pages contain information about how to activate an account. Jayna said the intent is that the E-mail Procedures document will be replaced with the U-Connect pages on the web at [http://u-connect.uky.edu/](http://u-connect.uky.edu/).
• **III.B.** The sentence “An employee must present evidence that the employee’s need for privacy….” is okay and will remain in the document.
• **IV.A.** Departmental supervisors are responsible for determining if e-mail distribution of official information is sufficient….
  • Nick said that if official information is sent to a particular group, the supervisor may not be a part of the group, and would therefore be unaware the information had been sent and unable to communicate the information though other means. Jayna said this applied to ‘official information’ targeting the entire University community or large groups within the University community. She said information sent to targeted groups would have to be addressed as the need arises.

| Review Procedures Document | **4, bullet 1** Automatic creation of the U-Connect User ID for all potential students…
  • Jayna said the target date for this to begin is September 2003 but the date has not been finalized.

| Review Procedures Document | **4, bullet 2** Automatic creation of the User ID for U-Connect for all employees…
  • ACTION: Jayna will remove ‘of the’ which appears twice.

| Review Procedures Document | Page 3, The letters noted above will be mailed by the Employment Office to the new employees….
  • Jayna asked John S. who in HR should receive the file to generate the letters. John said he had some questions about faculty notification since they are not hired through HR. He said Nursing and Agriculture Extension Agents are also hired outside the HR process. He said the new Employment letter is being modified to let new employees know an e-mail account has been established for them and where to find the procedures for activating the account and creating an UEA. He said these letters would be a catch-all to notify the employees they have an e-mail account and would not include the ID or default password information.
  • General discussion that it would be important to communicate with the employees on where to go to get the information about their e-mail account, and also important to communicate to the supervisors or security liaisons what their role will be. The CSC (Customer Service Center) would act as a conduit.
  • ACTION: Sidney will draft a letter explaining to employees the e-mail procedures and forward it to Jayna and John S. for review by Friday June 13, 2003. (Completed.)
  • ACTION: John S. will contact Nursing, Agriculture and Kris Hobson for faculty, as to whether or not they have existing ‘welcome’ letters and if information concerning e-mail accounts can be incorporated as part of their existing letters.
  • ACTION: Public Relations will write a reminder notice to employees and supervisors for the July 7, 2003 publication about e-mail accounts and activating the UEA. This will be effective the weekend of July 11. (Completed.)
  • Nick asked when the policy would be effective. Jayna said Connie had already talked to the President about the issues, and he was supportive of the implementation so we consider the policy approved at this point. This is a new IT policy. General discussion about having the policy approved before implementing any of the changes.
  • Sidney said some staff and faculty were not here during the summer months and asked if the PR publication should be delayed or re-sent at a later date? |
Jayna said new students would be given an e-mail account at their advising conferences.

- **ACTION:** Based on committee consensus, Jayna will remove the time frames, ‘within ? working days’ from this paragraph.

1. How to develop an official university-wide electronic communication....
   
   - Deb suggested that a generic e-mail account be established to send requests for approval of official university-wide electronic communications instead of using the accounts for individuals. Carla said a generic account could be forwarded to individuals as needed.
   
   - **ACTION:** Mary Margaret will send Jayna a generic e-mail account to use in the documentation. *(Completed.)*

### Review of Action Item Tickler

- See the Action Item Tickler at: [http://www.uky.edu/IS/DataAdmin/DOCS/committee/EmailIDSubComm/ActionTicklerEmail.pdf](http://www.uky.edu/IS/DataAdmin/DOCS/committee/EmailIDSubComm/ActionTicklerEmail.pdf) for items recently completed and for items still outstanding.

  - Please let Jayna or Deb know of any updates that need to be made to the list.

### Listserv Discussion

- Sarah N. raised several issues concerning listserv administration if the UEA is activated. She said it could be a very manual process for the list owners. It depends on how the list is set up whether or not a person can still send to the list after activating their UEA.

- Carla asked if the UEA addresses could be pulled from SIS and sorted by department or major? John T. said SIS will include the user ID. Sarah Hall said to contact the Reporting group at [https://reporting.uky.edu/](https://reporting.uky.edu/) to get a dataset. Jayna said the data may not have been loaded into Oracle yet. John T. said there was still an outstanding issue as to whether or not a student should be issued a U-Connect account if they did not have one, even though they may have another e-mail account.

  - Jayna said she will work with John S. on retiree e-mail account procedures. Sidney said he would need a cross-reference list of retirees in order to establish accounts.

  - Someone asked how long it would take for the policy to be approved. Jayna said it could take time to work out where the policy fits. John S. said it is not an AR or and HR policy and therefore not enforceable. Jayna said it may be split and parts added to existing policies or it may become part of the IT policy.

  - General discussion about enforcement of the policy. John S. said a department could tell its employees they have to activate their UEA by a particular date. If they refuse to do so, they could be cited for insubordination.

  - Sarah N. suggested that PR interview John S., Jayna and Sidney for answers to employees questions and concerns in implementing their UEA. Carla suggested accentuating the positive, what are the advantages. She said she has heard others say it is no much easier to tell people what their e-mail address is now versus what it used to be. Sarah N. said she could help formulate some of the questions. Mary Margaret suggested doing a reminder for the July publication and a feature story in September when students and others return to campus.

  - **ACTION:** Jayna will talk to Penny about going through Phyllis Nash to expedite approval of the policy. *(Completed. This policy is an IT policy and IT management has approved it.)*

  - **ACTION:** Jayna will talk to Connie about the committee’s preference that the activation of the UEA be a mandate and not a choice. *(Completed. Due to the listserv issues, we are not going to pursue this mandate at this time.)*

  - Carla suggested the mandate be that the UEA and the ID could not be the same for security reasons.

  - John S. suggested the committee start talking to and encouraging groups to implement this policy.