Faculty/Staff Email ID Implementation
Policy Sub-Committee Meeting Minutes
December 12, 2002
9:00 – 10 am
149 ASTeCC

Attendees:
- Jayna Cheesman (Data Administration)
- Sarah Hall (Information Technology)
- Jeannie Taylor (Medical Center Information Services)
- Sidney Scott (Customer Service Center)
- Nick Arnold (Physical Plant Division)
- Jamie Profitt (College of Agriculture Data Center)

Not Present:
- Ed Tiemeyer (Communications Networking Services)
- Phil Latiff (Student Center)
- Dan Abbott (Physical Plant Division)
- Carla Craycraft (College of Agriculture)
- Ren Bates (Lexington Community College IT)
- John Tibe (Information Technology)

Presiding: Jayna Cheesman, Chair and Sarah Hall, Recorder

Project Coordinator: John Sampson (Human Resources)

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<tr>
<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
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<td>• Handouts</td>
<td>Nick Arnold distributed a workflow of how he envisions the feeds to the WHOIS directory.</td>
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<td>1. Policy in General</td>
<td>Replace “strictly personal communication” with a more general phrase.</td>
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<td>2. Terminology</td>
<td>There was, again, considerable amount of discussion regarding terminology and technical definition. For example – what constitutes an id versus an address versus a mailbox and the introduction of the new term “PEN” or Personal Electronic Name and “UEA” or University Electronic Address.</td>
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<td>3. Listservs</td>
<td>Per Sidney, listservs will require the use of mailbox over email address. Sidney also indicated Chris Emmick is currently working with Sarah Nikirk on documentation which will include this requirement.</td>
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<td>4. Policy versus Instructions</td>
<td>Jayna will combine the Alumni, Faculty and Retiree parts of the policy and may reference a web document of instructions being prepared by another group.</td>
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<td>4. Privacy Flag</td>
<td>Jayna is awaiting word from UK legal counsel regarding conditions under which employees may be excluded from the directory.</td>
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<td>5. Message Length</td>
<td>Jayna is awaiting word from Mary Margaret Collier concerning the maximum length of mass mailings.</td>
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<td>5. Area Security Officers</td>
<td>Deb Claunuch will maintain the list of Area Security Officers who will have access to do mass mailings for their respective areas. The initial list will come from Dale Austin.</td>
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<td><strong>7. Security</strong></td>
<td>Jayna indicated Dr. Tannenbaum has a committee working on a security policy.</td>
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<td><strong>8. Initialization &amp; Creation</strong></td>
<td>The UEA and mailbox will be created for students on the first working date after the application date in SIS. For employees, the UEA and mailbox will be created 7 days prior to the assignment beginning date or date of entry into HRS, which ever is earliest. Jayna will include these timing issues in the policy after reviewing with Kathy Hamperian. Jayna indicated a conversation with Kathy Crouch confirmed the feeds to UAMS could take place overnight on a nightly basis. Nick Arnold expressed concern over the additional workload on hiring officials.</td>
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| **9. Action Items & Jayna’s Notes** | **Jayna**  
  a. Check with John Tibe: Does record only show on WHOIS if account is activated?  
  b. When does privacy issue get addressed – before or after UEA created? Students & Employees may be different.  
  c. If we automate activation of accounts that will be forwarded to departmental email systems, then we must have a standard logic for formatting the department addresses.  
  d. Per Sidney, we should use employee orientation to make sure accounts are activated.  
  e. Jayna will talk with Doyle and John Tibe about which is more important – automatic activation or potential security issue.  
  f. We need U-Connect account to download software from Microsoft. Right now, must have U-Connect mailbox to do this. In future, won’t have to have the mailbox for this. Next version of NIMS.  
  g. Activate UEA 7 to 14 days before assignment start date.  
  h. Jayna will check with Penny about how long to give retirees to forward email from Exchange to U-Connect.  
  i. Per Sidney, verification of students by PAC less difficult than staff member verification. Sidney suggests employees go through departmental security liaison to get information or new employee can go to CSC with picture id.  
  j. Letter will go to new employees – how do we handle if some employees are going to use departmental email systems? Don’t want to tell them to activate UEA if we have automated that activations and forwarding. (Example: PPD) |
| **10. Next Meeting** | **Date** - Thursday December 19, 2002  
  **Time** - 9-10:30am  
  **Location** - 149 ASTeCC |

Email ID Project Website:  
[http://www.uky.edu/IS/DataAdmin/DOCS/committe/EmailIDSubComm/EmailIDhome.htm](http://www.uky.edu/IS/DataAdmin/DOCS/committe/EmailIDSubComm/EmailIDhome.htm)

Email ID Project Listserv:  
EMAILIDIMPLEMENTATION@LSV.UKY.EDU

prepared by Sarah N. Hall, 12/18/2002