

2019-2020 Information Technology Committee
AGENDA

Meeting Date: Monday, December 9, 2019

Meeting Time: 2:00 – 3:00 pm.

Meeting Location: Business Administration I, room 230A

- **Call to Order**
- **Roll Call**
- **Approval of Minutes of *November 18, 2019***
- **Announcements and Recognition of Guests**
- **Old Business**
 - Data Classification Policy (from 9/30 meeting) <https://policies.ucf.edu/documents/4-008.pdf>
 - Mission of the Committee and how we can function more efficiently (items carried over from last academic year)
 - Description of the committee is available on Faculty Senate page: http://facultysenate.ucf.edu/committees/IT_committee.asp
- **New Business**
 - General Council available to answer questions about legal issues related to @ucf email access after retirement (and after job separation)
 - Resolution related to No-reply email from an office to an individual
 - Resolution related to Broadcast email
- **Other Business**
 - Upcoming meetings:
 - Jan 6 IT committee meeting
 - Jan 9 Steering
 - Jan 23 Senate
- **Adjournment**

UCF Faculty Senate
Information Technology Committee

Minutes of **November 18, 2019**
Millican Hall, room 395E

Melanie Guldi, chair, called the meeting to order at 2:03 pm. The roll was called orally.

In Attendance: Mehmet Altin, Anya Andrews, Daniel Barber, Matt Dombrowski, Lee Dotson, Sandra Galura, Melanie Guldi (Senate Liaison), Joseph Harrington (Steering Liaison), Tameca Harris-Jackson, Athena Hoepfner, Pieter Kik, Heath Martin, Matthew Nobles, Sumanta Pattanaik, and Michael Sink (ex officio).

Minutes: Motion and second made to approve the minutes of November 4, 2019. The minutes were approved.

Old Business

- Email for retirees – Mike Sink sent cost info via email. There is currently no direct funding source for continuing official @ucf.edu emails. The no cost solution provided is for @knights.ucf.edu. General Counsel supports using the @knights.ucf.edu email solution. Per CBA, for 6 months emails to @ucf.edu emails will redirect to the @knights.ucf.edu email. Current policy applies to retirees only. There is no policy for faculty who voluntarily move to a position at another university or institution. Discussion ensued regarding options for email accounts, email redirecting and timeframes. Committee requested Mike Sink to provide costs for continuing email accounts for @ucf.edu accounts.

Motion by Joseph Harrington to invite General Counsel to the next meeting, seconded by Matthew Nobles. Motion passed. Melanie Guldi will invite General Counsel to the 12/9/2019 meeting. If not available, she will inquire about future meetings.

- Linux – Joseph Harrington is working with JP on some of the Linux issues previously discussed. Issues discussed at today's meeting:
 - Linux users need access to campus services
 - Linux users need access to documentation (Resources for Linux users). UCFIT is currently working on a Knowledge Base
 - Support for Linux servers/LAMP servers – have to go through UCFIT.
 - Desktop support
 - Researchers and compliance - UCFIT would need to know types of data and what is being run for compliance purposes.

New Business

- None

Other Business

- None

ADJOURNMENT

The meeting adjourned at 2:50 pm.

Resolution 2019-2020-X Automatic and Broadcast Email

Whereas, in certain situations some of individuals, to whom UCF broadcast messages are addressed, are required to respond to a broadcasted message, for example, asking for essential details regarding the information in the message and to provide a more efficient way to deal with broadcasted messages; therefore

BE IT RESOLVED that the UCF Division of Information Technologies & Resources Policy 4-006.2 “Broadcast Distribution of Electronic Mail” be amended as follows:

At the end of the “Procedure” section on page 3 add the following:

Each broadcast message should include the name, the position, and the contact information of the person responsible to broadcasting information or of the person to whom the response messages should be addressed.

OPT-OUT/OPT-IN PROCEDURE

My.ucf.edu webpage shall contain a dash-board allowing the UCF faculty and staff to choose mailing lists to sign-up and sign-out to active UCF mailing lists. All UCF-wide mailing lists should be included in that list. Some of the mailing lists, such as the emergency-information broadcast messages, cannot be opt-out, but they have still be specified at the dash-board. Departments and other UCF units should be able to request to include their mailing lists in the opt-in/opt-out section of the dash-board.

Resolution 2019-2020-X University email accounts for faculty leaving the University

Whereas, the faculty, leaving the university due to his/her retirement or changing the employer, often needs to be reachable by his/her official UCF email even after being employed by UCF; therefore

BE IT RESOLVED that the UCF Division of Information Technologies & Resources Policy 4-016.1 “Email Provisioning, De-provisioning, and Use Policy” be amended as follows:

On page 7 Section **Retired Faculty and Staff** is changed from

Faculty and staff members who have retired from the university will be permitted to retain a university email account as described in UCF policy 3-001.2 University Benefits for Retired Employees and the current UCF-UFF Collective Bargaining Agreement.

to

Faculty and staff members who have retired from the university will be permitted to retain a university email account as described in the current UCF-UFF Collective Bargaining Agreement. Faculty who have retired from the university or left the university before the retirement will be permitted under request of his/her former supervisor to retain a university email account up to 2 years after leaving the university. The request to retain his/her much be university email account submitted before the last working day of employment at UCF.