

UCF Faculty Senate
Information Technology Committee

Minutes of **January 6, 2020**
Business Administration I, room 230A

Melanie Guldi, chair, called the meeting to order at 2:04 pm. The roll was called orally.

In Attendance: Lee Dotson, Dawn Eckhoff, James Gallo, Sandra Galura, Steffen Guenzel, Melanie Guldi (Senate Liaison), Athena Hoepfner, Pieter Kik, Heath Martin, Matthew Nobles, Sumanta Pattanaik, and Michael Sink (ex officio).

Old Business

- Resolution regarding broadcast and no-reply E-mail – The committee discussed a draft resolution regarding broadcast and no-reply E-mail. The resolution was edited by the committee. The committee voted to approve the resolution as amended and the chair indicated she would forward it to the Steering Committee.
- Resolution regarding E-mail for separated employees – The committee discussed a draft resolution regarding E-mail for separated faculty members. The resolution was edited by the committee. The committee voted to approve the resolution as amended and the chair indicated she would forward it to the Steering Committee.

New Business

- None

Other Business

- None

ADJOURNMENT

The meeting adjourned at 2:55 pm.

Resolution 2019-2020-X Automatic and Broadcast Email

Whereas, in certain situations some 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

All non-essential broadcast lists should include a method to opt-in and opt-out. UCF IT in conjunction with other relevant parties will explore approaches and implement an opt-in/opt-out tool, such as a dashboard in my.ucf.

Approved by the Information Technology Committee on January 6, 2020.

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 leave the university will be permitted under request of their former supervisor to retain a university email account for up to 2 years after leaving the university. The request to retain their university email account must be submitted before the last working day of employment at UCF.

Approved by the Information Technology Committee on January 6, 2020.