

Ad Hoc Committee for Exploring Outsourcing Faculty and Staff Email  
July 13, 2012 2:00 – 3:00 PM ACNS Conference Room  
Initial Meeting Minutes

In attendance were: Robin McGee, Scott Novogoratz, Neal Lujan, Chris Seng, and Scott Baily

1. Discussion of the Charge
  - a. Possible modifications to be discussed with Pat Burns at the next meeting include:
    - i. Committee may make general recommendations regarding an implementation plan
    - ii. Final report should be reviewed by OGC prior to being submitted
    - iii. Given this activity started a month after the charge was written, modify the report due date to be November 1, 2012
    - iv. The committee may elect to recommend that voicemail remain in-house, though email and calendaring should remain as a bundled service
2. Policies
  - a. Committee agreed it should focus on its charge and not dabble in the policy space
  - b. Committee discussed possible legal issues to consider such as FERPA and other privacy concerns. The committee agreed this is not part of the charge and the report would be shared with OGC. In addition, any contract would include terms and conditions related non-disclosure and address this issue.
3. Technical
  - a. Several (but by no means all) technical issues were discussed primarily to illustrate the complexity and critical importance of email communication on campus.
  - b. Calendaring, though not addressed in the agenda, is just as critical and must be very reliable
  - c. In summary, the committee agreed that any new service must ensure feature parity with legacy (in-house Exchange) services
4. Cost estimation (initial, ongoing, anticipated savings)
  - a. ACNS is working on compiling accurate costs of supporting the current environment
5. Discussion of the discovery and communication process
  - a. This entire process must be open and transparent
  - b. We will certainly want to have Microsoft and Google present. Baily described an activity conducted by the Research University CIO Conclave (RUCC), and will share the contract they crafted with the group (assuming there is nothing confidential there)
  - c. Meetings will be scheduled with appropriate campus organizations, e.g the CPC, APC, CAAG, and possibly the FCTL
  - d. Baily will contact Public Relations and ask for a contact to work with. May also want to reach out to the Collegian and let them know about the effort
6. The committee agreed to meet twice a month as schedules allow. Baily to schedule, with the next meeting to include Burns to discuss the charge.
7. The meeting adjourned at 3:15 PM