

Ad Hoc Committee for Exploring Outsourcing Faculty and Staff Email
July 25, 2012 2:00 – 3:00 PM ACNS Conference Room
Meeting Minutes

In attendance were: Pat Burns, Dell Rae Moellenberg, Robin McGee, Scott Novogoratz, Neal Lujan, Chris Seng, and Scott Baily

1. Pat Burns approved the committee's requested modifications to the charge. While OGC review is fine, the committee should focus more on features and functionality than legal considerations.
2. Dell Rae Moellenberg, Public Relations, agreed to assist the committee in formulating a communications plan (though someone else from PR may assume that role in the future). Some of the suggestions discussed include:
 - a. Communicate via many avenues (email, Today@ColoState, etc.).
 - b. Provide an organized means of providing and processing feedback from the campus.
 - c. Provide some context, i.e. what do we hope to gain, existing limitations or concerns, expectations, etc.
 - d. Schedule open forum events, then target campus communications about 2 weeks prior.
3. There was discussion regarding the two questions on the table: 1) Should the campus outsource faculty/staff email, and if so, 2) To which company. It is hoped that by proceeding with the open forum sessions, the campus will be better positioned to make an informed decision regarding both questions. This will also allow the process to proceed in a more timely fashion.
4. Webinars for the committee, presented by both Microsoft and Google, are being scheduled. Baily will attempt to get materials for the committee to consider ahead of time, perhaps at the executive summary level.
5. Other action items:
 - a. Baily will schedule a call with an analyst with Gartner
 - b. Baily will contact the University of Arizona regarding their experience with outsourcing email for faculty and staff
 - c. Baily to send to the committee the RUCC agreement with MS, CSU's Google agreement for outsourcing student email, and a copy of the letter UCB sent to Google regarding calendaring issues.
 - d. Peyronnin to draft an FAQ document (possibly based on questions contained in the State's outsourced email FAQ)
 - e. Novogoratz to draft reference check questions for other institutions
6. The committee adjourned at 3:00 PM.