

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

1. Introductions
2. Discussion of the Charge
 - a. Scope
 - i. MS, Google, Other?
 - ii. Email, calendar, voicemail
 - 1.
 - b. Timeframe
 - c. Other
3. Policies
 - a. Colleges wishing to maintain their own email services
 - b. Spam Filtering
 - c. First.Last@ColoState Addresses
4. Technical
 - a. What about listserves, web-generated email systems, Application generated email (RamFam, Banner), EmergencyMail, RamSelect, alarms notification
 - b. Email alias handling – who does this, and where are they maintained (~170K aliases now)
 - c. Email logs (troubleshooting, verification, etc.)
 - d. Backup and restore
5. Cost estimation (initial, ongoing, anticipated savings)
6. Discussion of the discovery and communication process
 - a. Transparency
 - b. Desired resources (local and external) to leverage
 - c. Engagement with the campus – campus-wide meetings, existing committees/councils, etc.
 - d. Communication plan (throughout the process) – volunteers?
7. Meeting Frequency and Location
8. Review of Action Items
9. Other?
10. Adjourn