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
   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