

Committee Charge

The Ad Hoc Committee for Exploring Outsourcing Faculty and Staff Email

June 14, 2012

There is hereby constituted the ad hoc committee for exploring outsourcing faculty and staff email (the 'Committee'). The Committee shall be chaired by Scott Baily of ACNS, with additional membership as follows: 3 members appointed by the CITAC, and two additional, non-CITAC members from the IAC. The Committee shall explore options for outsourcing faculty and staff email, calendar, and voicemail, exploring options such as Google and Microsoft, and consider functionality, cost, cost savings, efficiencies, and ease of transition. In their deliberations, the Committee should also explore and recommend elements of a communications plan and a training plan. The Committee may find it prudent to engage in discovery/briefings with those who provide and support central and distributed email systems, as well as the ACNS Middleware group.

The Committee shall endeavor to complete its analysis, and provide recommendations to the IAC by October 1, 2012, for its consideration. An IAC endorsement would result in the issue being forwarded to the ITEC.

At its first meeting, the Committee shall meet with the VP for IT, and together review and modify this charge.