Email Upgrade Task Force Meeting  
October 16, 2012  
8:00 a.m., Hale Hemisphere Room  

Participants: Jonathan Bycroft, Rob Caffey (co-chair), Chris Casey, Bill Chestnut, Anthony Cobb, Eric Dover, Seth Galitzer, Rebecca Gould (co-chair), Larry Havenstein, Brian Lindshield, Anne Longmuir, Michael Raine, Lisa Shubert, Bobby Specht, Theo Stavropoulos, Lynn Waugh, and David Williams.

1) Gmail Apps Demo  
   • Eric Dover and Seth Galitzer provided a demo of Gmail Apps.  
     ▪ Mail Features  
       - Uses tags rather than folders; however, if using another email client, the tags appear as folders  
       - Filtering  
       - Marking emails as read/unread  
       - Labels  
       - Vacation responder  
       - Personal level indicators (whether message sent to a listserv or to the specific user)  
       - Add to contacts option  
       - Priority inbox based on past usage  
       - Supports POP3 or IMAP accounts  
     ▪ Calendar Features  
       - Provides ‘walk-through’ tutorial first time it is opened  
       - Groups  
       - Shares, with multiple options  
       - Multiple calendars visible on Smartphones  
       - Shows when participants are available as they are added to an appointment  
     ▪ Ancillary Features (not part of the committee’s charge, but as a bonus)  
       - Supports signatures  
       - Chat  
       - Web clips  
       - Labs  
       - Video Chat  
       - IM  
   • Calendars can’t be transferred to new users, but departmental identities can be used for calendars that may change owners from time to time.  
   • Shibboleth would be used to authenticate, rather than K-State credentials.  
   • Google has a two-factor authentication. If K-State decides to go to a two-factor authentication, it probably would be done at a higher level.  
   • The capability to do sub-domains within Google Apps exists, but that may not be a good idea.  
   • It is unknown if scheduling email for future distribution is possible.  
   • Gmail is client-based, not system-based.

2) The April 2012 Fac/Staff and Student IT Satisfaction Survey data has been compiled and is on the email upgrade website.

3) While the resources required to implement and oversee the recommended solution should be part of the committee’s report, costs should not be an overriding issue. Those decisions will be made at the next level.

4) A unit must be assigned for governance and oversight.

3) Action items:  
   • Committee members are encouraged to share the email upgrade web site broadly.
• Rob will forward relevant URLs provided to him by the University Google Rep to committee members.

4) The next meeting will be on Tuesday, October 23, at 8:00 a.m., in the Cottonwood Room. A Live 365 Rep will demo their product.