Email Task Force Meeting  
December 18, 2012  
8:00 a.m., Union 207

Participants: Rob Caffey (co-chair), Steve Coulson, Bill Chestnut, Don Crawford, Eric Dover, Seth Galitzer, Renee Gates, Rebecca Gould (co-chair), Larry Havenstein, Brian Lindshield, Josh McCune, Melissa Morris, Scott Schinder, Lisa Shubert, Theo Stavropoulos, Steve Waldron, Lynn Waugh, Dave Williams, and Marla Wood.

1. There has been degradation in email service recently. Merit sent an email to Ken stating that they would be moving “KSU Mailstores” to a new stack on December 19 from 7:00 p.m. to 11:00 p.m. There is no impact expected due to this maintenance and this will take longer than the 4 hour timeframe.

2. Those who participated in the demos were surveyed to ascertain which solution they prefer. The survey closes on December 19.

3. A discussion of the draft report produced these comments:
   • Staying with Zimbra doesn’t require change.
   • For web conferencing, MS 365 is the best of the three products.
   • The life cycle of Google apps is unpredictable. Google makes frequent changes.
   • Students are preparing to go out in industry where MS Office and Outlook are standard.
   • Google has a stronger API for integration with university apps.
   • Remove the comment on setting up personal groups.
   • Google does not have the capability to limit access to rooms and equipment. Although that can be handled through the IDM system, it requires standards and customizations. MS 365 is set up to restrict access to rooms and equipment.
   • The version of MS 365 demoed was 2010. 2013 will be available in January and that is the version K-State would be using. There has been no hands-on access to the updated version.
   • MS 365 collaboration is no stronger than Google.
   • The demo of MS 365 was slow.
   • Rob is still looking into the feasibility of implementing a hybrid solution. Integration is the issue.
   • The consensus from other institutions is that it is unwise to put part of the users on one system, and the others on another system.
   • MS 365 is more HIPAA compliant and would provide a more secure solution for a small subset.
   • Google is better at collaborating with outside entities like Extension.
   • Support is an issue with a hybrid solution.
   • Further research into a hybrid solution could push the timeline back.
   • Assessing the total cost of ownership is recommended as a next step.
   • The survey response rates were relatively low.
   • ‘Most’ people just want out of Zimbra, and don’t care if MS or Google is adopted.
   • Question 2 was not analyzed for all of the comments.
   • Lisa prepared a spreadsheet that will include faculty and staff on question 2 and 5. The response rate will be added.

4. The Provost has concerns about the survey. Rebecca will invite the Provost to meet with the group in mid-January.

5. The group will meet with Ken tomorrow.

6. Rebecca will send out the revised report to the group this morning for minor edits. The final draft will be provided to Ken for his review prior to presentation to the Provost.
7. Action items.
   • Distribute revised report to group for minor edits, and provide final draft to Ken – Rebecca
   • Invite the Provost to meet with the group in mid-January – Rebecca

8. The next meeting is at 8:15 a.m. on December 19, 2012, in Room 146G in the K-State Foundation Center.