

**Portal Steering Committee
Minutes
February 7, 2007**

Present: Olga Lapczak, Daniel Birmajer, Colleen Brennan-Barry, Greg Dec, David Drollette, Kerry Gotham, Mary Heid, Heather LaGoy, Mike McGwin, Daniel Norton, Jennie Schaff, Alison Teeter, Fran Zablocki

Sub Committee Updates

Communication

Colleen Brennan-Barry, Kate Philbin, Olga Lapczak, Mary Heid and Dan Norton met on 2/6/07 to discuss strategy for outsourcing the portal communication plan. Kate gathered a list of deliverables and will come back to the Communication Sub Committee with recommendations to include potential vendors to provide the service. To move forward with a marketing plan three things are needed. A name for the portal, a project timeline for the marketing plan and an audience profile. Colleen will have Kate author an email survey to be sent to the community requesting input on a name for the portal. Greg will set up an email account nazportal@naz.edu to receive that feedback.

Zimbra/Portal Implementation

Unicon and Nazareth are now meeting weekly to discuss the project progress. The first meeting was 1/31/07 and resulted in a drafted timeline for the portal project, detail of the next steps necessary by Unicon and by Nazareth and a review of the status of project deliverables. The portal training will take place at Nazareth on February 14th and 15th. At the second meeting on 2/7/07 Unicon delivered a support procedures document for Zimbra software, and had completed all of their action items. Action items presently in progress are primarily technical items for Nazareth to complete.

Additional Items

Much discussion was centered around the portal training, communication and roll-out plan. Current consensus is to be technically ready to roll out the portal with Zimbra before the end of the spring semester (05/07) and go live in October. We will use the time between to carry out communication and training. Kate Philbin was identified as the Nazareth contact person for Unicon to begin the branding process. Mary will forward Kate's contact information to Unicon. Jennie Schaff will contact Lindsay Korth regarding the PSC addressing faculty at the fall Faculty Assembly Day.