

**Portal Steering Committee
Minutes
February 21, 2007**

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

Absent: Greg Dec, Kerry Gotham, Jennie Schaff,

Sub Committee Updates

Communication

The communication sub-committee will meet on Friday 2/23/07 with potential vendors for outsourcing the marketing campaign.

Zimbra/Portal Implementation

We expect to purchase the Network Edition of Zimbra Collaboration Suite shortly and Zimbra pilot testing can move forward once that has been installed and tested by ITS.

Additional Items

Academus Portal

Unicon Portal Training took place on February 14th and 15th.

Field List

We discussed how selective we want to be when defining groups to communicate with inside the portal. The ability to target small groups of people will require a large amount of data be transferred from Colleague and Benefactor to the portal on a regular basis. Conversely, a limited amount of data transferred from Colleague and Benefactor will limit the choices of groups able to be targeted. The Colleague-Academus interface has a default set of data (fields) that are transferred to the portal. Custom programming can be employed, at an additional cost, to expand the range of data that is imported to the portal.

Each committee member identified the particular groups of people that we expect to communicate with such as, all resident freshmen, all math majors with a particular advisor, etc., including the existing list serves that are used to send mass e-mailings. We will examine that list of groups to identify the fields that need to be imported from the Colleague and Benefactor databases in order to identify and communicate with these groups using the portal. Our list of fields will be compared with the default data included in the Colleague-Academus interface to determine the differences. That list of differences will provide the information to decide how to proceed.

Strategic Planning

Pat Genthner has asked Mary Heid to present a portal informational session to a Strategic Planning Subcommittee (Strategy 3.6.1) to give them an idea of it's communication potential so they have that knowledge as they continue their work.