

**Portal Steering Committee  
Minutes  
December 6, 2006**

Present: Olga Lapczak, Daniel Birmajer, Greg Dec, David Drollette, Kerry Gotham, Mary Heid, Daniel Norton, Jennie Schaff, Alison Teeter, Francis Zablocki, Jacquie Popen, Alicia Nestle

*E-Mail Data Storage Space*

Having decided at the November 29, 2006 committee meeting not to migrate any saved email for users, we determined that we do not need to request funding to add additional e-mail storage space for the 2007-2008 budget year. Usage data will be collected and used to predict needs beyond the first year.

*E-Mail Backup Policy*

Current policy is that we do not back up e-mail. In practice, however, we currently keep a short-term backup of Orion that is recycled monthly. We voted to continue the policy of not backing up e-mail with the exception of Senior Staff. Senior Staff's e-mail, calendar, and address books will be backed up.

*E-Mail Migration Strategy*

There is continued committee discussion of the angst that the change in e-mail systems will precipitate and ways to alleviate it. Procedures and documentation will be developed to help e-mail users with the following transition tasks: archive (store) and access mail prior to the cutover to Zimbra, forwarding select archived mail to the active Zimbra account, migration of address books where possible. Some items to include in the Zimbra user training sessions are quota management, "trash folder" usage, functional and policy changes, support for saved messages and the applications used to access them.

*Zimbra Collaboration Suite Pilot*

The ITS department staff and student lab assistants will transition to the Zimbra Open Source Collaboration Suite in December, 2006 and will establish guidelines for e-mail forwarding and shared calendaring. The Portal Steering Committee members will be the next group added to the pilot to be followed by an inclusive formal pilot group.

*Zimbra Features*

The following questions will be researched in regard to Open Source vs. Network Editions of Zimbra Collaboration Suite

- Can we support handheld device synchronization with Zimbra Open Source?
- What are the exact mobile devices supported by Zimbra Network Edition?
- Is there a constraint on file types that can be emailed?
- Is there a limit of file size of a single message?
- Can we backup only portions of the email system?
- Can we backup or store archived data to an individual's computer?