



MEMO TO: ITSC

FROM: Olga Lapczak, Portal Steering Committee Chair

DATE: December 21, 2006

SUBJECT: Committee and Portal Update

The Portal Steering Committee including both faculty and staff convened on October 19, 2006 with implementation planning sessions that consisted of a two-day workshop with the committee, members of the ITS staff, and a project manager from Unicon, the Academus 2.0 portal provider. During these brain storming sessions, significant progress was made in identifying a pilot Academus portal implementation plan. Discussions included the following topics; goal setting, success metrics, identifying user groups, defining portal layouts, defining content and the Zimbra e-mail system.

Our work to date has focused on the new e-mail system, Zimbra, which will begin a pilot implementation in January, 2007. We are highly sensitive to the impending resistance to these changes and have identified strategies to smooth the transition that include diversified education and training sessions, information sharing and ample opportunity for community involvement.

The Committee has made the following decisions.

- Allotted e-mail storage space will increase from current allowances. Students will be doubled and faculty/staff will be increased by a factor of twelve.
- Zimbra Network Edition with an annual cost \$20,212 will be included in the ITS budget requests. The enhancement is necessary to support shared calendars and syncing to mobile devices (PDA's and smart phones). These features are not supported by the current version.
- Saved e-mail received prior to the launch of Zimbra will remain easily accessible. It will be stored on the individual's computer hard drive and can be read with an email reader such as Outlook, Netscape, or Mozilla. No saved email will be migrated to the new system, with the understanding that migration plans would have to be found for special circumstances.
- We will continue the policy of not backing up e-mail with the following exception: senior staff's e-mail, calendar, and address books will be backed up.

Significant research and discussion has been conducted prior to coming to these decisions, details of which are recorded in the Portal Steering Committee minutes posted on a secure website <http://www.naz.edu/facstaff/portal/> accessible only from on-campus computers.