Enterprise Computing Committee (ECC)

August 5, 2003
Meeting Summary

ECC Attendees: Neal Axelrod, Jim Davis, Tom Lifka, Mike McCoy, Sam Morabito, Andrew Neighbour, Steve Olsen

Guests: Matt Anderson (AIS), Brad Erickson (Campus Service Enterprises), James Muh (Mail, Document & Distribution Services), Nick Reddingius (OIT), Jackie Reynolds (AIS), Esther Woo-Benjamin (OIT), Don Worth (AIS)

Agenda:

1) BruinPost Campus Electronic Mailing Services

James Muh and Jackie Reynolds gave an overview and Matt Anderson gave a demonstration of BruinPost, a web-based email system that transmits authorized University business and related communications to the broad UCLA community or to selected groups of faculty, staff and students. BruinPost is administered by Mail, Document and Distribution Services (MDDS).

Four types of communications/services are handled by BruinPost:

• **Emergency Communications** contain information regarding emergencies or extremely urgent situations. Email is sent to all UCLA faculty and staff with university email accounts and students with registered email addresses. This is a *no charge to the user* service that was implemented in February 2003.

• **Official Notifications** contain important official University business-related communications that require individual and time-sensitive delivery. Email is sent to broad or pre-defined segments of the faculty, staff and student populations as dictated by the content of the message. This is a *no charge to the user service* that is target for campus rollout in Winter 2004.

The difference in how the Deans & Directors list is defined in the current MDDS system versus how it is defined in the BruinPost system is notable. In BruinPost, the Deans, Directors, Chairs and Administrators is a pre-defined list that uses the nightly updated EDB database, abstracting data based on actual payroll titles whereas MDDS currently uses an internally maintained bi-annual survey list abstracting data from volunteered information and includes designees for original recipients.

• **A Weekly Digest** is available to all faculty and staff to submit and receive a weekly e-newsletter that contains headlines and hyperlinks to web pages with
information about what is happening at the University, campus resources, announcements and other business-related communications. Email is initially sent to all UCLA faculty and staff, but recipients can opt out and back in at any time. This is a no charge to the user service that is targeted for campus rollout in Winter 2004.

- **Customized Electronic Distribution Lists** will be generated on an ad hoc basis for UCLA business-related communications targeted at segments of the UCLA population not defined by an established BruinPost electronic mailing list. This is a fee for service option that is targeted for campus rollout in Winter 2004.

The ECC endorsed proceeding with the planned implementation.

**Meeting Schedule for Remainder of 2003:**

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<th>Tuesday</th>
<th>September 2</th>
<th>11 – 12:30</th>
<th>2121 Murphy</th>
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<tr>
<td>Tuesday</td>
<td>October 7</td>
<td>11 – 12:30</td>
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<td>Tuesday</td>
<td>November 4</td>
<td>11 – 12:30</td>
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<td>Tuesday</td>
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