

CNIC Peer Communications Group Meeting Minutes – Mar. 25, 2005

Approved 4/8/05

Attendees:

Paula Allen, DOR; Shawn Dawson, ODOT (via phone); Wes Ford, DHS; Dennis Green, Employment; Raelynn Henson, CNIC Project Office; John Hubbard, DOC; Natalya Ishenin, DHCS; Julie Mallord, CNIC Project Office. Minutes by Cathy Hoffman, DAS IRMD.

Dennis distributed “Guidelines for Secure Information Sharing” and stated it is important to make sure certain information stays within the group. The group needs to state in the first line of their e-mails whether the information is to be distributed beyond Peer Communications or not.

- Raelynn referred the group to the minutes of the first meeting for ground rules.
- It is important to let a person know their comments will be shared with the group but no names will be used.

Action Item

Dennis will send an e-mail to the group to remind everyone of the guidelines to ensure understanding.

1. Introductions and Agenda Review

Members introduced themselves. The minutes of the March 11 meeting were not available for review.

Action Item

Raelynn will follow up with Charlene on Monday and the minutes will be e-mailed to the members for review and approval.

2. Review Central Portal Prototype and Peer Web Site

Raelynn distributed a copy of the proposed CNIC Web portal and a draft of the message to be sent to announce the portal.

- The Rumor Mill link will take a person to FAQ.
- To access the page in GovNet, a person must use their state-supplied e-mail address even if it is not the address they normally use.
- John stated the log-on instructions were easy to follow once he got to the site. The form already has “@state.or.us” so a person just needs to fill in their name.
- GovNet is driven by LDAP so a person must be a permanent employee to use this. A temporary employee cannot access the information and should be encouraged to contact the representative on the Peer Communication Group for information.
- Perhaps the announcement of the portal should explain why the information is being sent and say something about “as recommended by the Peer Communication Group.”

Action item

Raelynn will expand on the “gateway” information and move it to the beginning of the portal announcement. Language will be included to let temporary employees know to contact a member of the Peer Communication Group for information.

CNIC Rumors

Raelynn distributed a list of CNIC rumors for distribution the week of March 28. Answers to the rumor about opting out of CNIC and the Smart Buy rumor about savings have been received and will be added.

- A question about the information pertaining to Smart Buy was asked. The information will show peripheral and hardware savings for the September 2004 and January 2005 timeframes. The savings are actual overall state savings based on pre-Smart Buy procurements.

Action Item

Members of the Peer Communication Group are to submit any feedback to the rumor list by early Monday, March 28. The information needs to be updated on the Web before the portal announcement goes out.

3. Tour of Facility and Next Meeting Location

Dennis explained that the next meeting will be held in the large conference room at Publishing and Distribution and will include a walkabout at the data center site. The tour will begin promptly at 10 a.m.

- Are there any plans for other tours? Yes, there are plans to designate a day to schedule several tours. People will be asked to sign up ahead of time.
- Is there a record of who has taken tours, what types of groups have toured the data center? The staff person coordinating the tours most likely has the information.
- Will pictures of the data center be included in any publications or Web pages? Pictures of the building from afar would be okay and have already been published in the local newspaper. Pictures of the interior would present security issues.

Action item

Raelynn will send out directions and carpool contact information prior to the next meeting.

4. Rumors, Issues, Information Sharing

Dennis shared e-mails pertaining to rumors and asked if the questions had been answered to the group's satisfaction.

- A recent agency publication cited the number of potential employees of the state data center in conflict with a recent FAQ. No one present was contacted by the agency to verify the information prior to publication. The conflicting information was presented not to pin down a number but to show that there is conflicting information. Because the project office has no control over what information an agency shares, Peer members should always verify information with Julie or Raelynn. It is not unusual for misinformation to surface in a project of this nature. It is common for things to be taken out of context and verification of information is a good idea.
- The guideline for publishing committee minutes is a one-week timeframe and they should be up-to-date. If not, please send a screen shot to Julie so she can look into the situation.
- The master calendar of committee meetings is on the portal. It will not be updated each time a meeting is canceled so please keep that in mind when reviewing minutes.
- There is a general buzz about backfill funding through a Certificate of Participation (COP) and a FAQ should be developed.
- The rumor about DAS employees having a competitive advantage for data center jobs because of involvement in the single perimeter group is addressed in the rumor sheet to be distributed next week. The issue has been discussed by CIOs. The way the rumor was submitted did not reflect the true concerns. There was a desire to be involved in the planning and design of putting the actual perimeter in place.

Action item

Wes will send Raelynn an e-mail with a DHS rumor and it will be included in the rumor list for the April 8 Peer Communications Group meeting.

Dennis asked the members to use caution when sending e-mails regarding rumors. Make sure the addressees include the correct people to ensure necessary confidentiality.

The meeting adjourned at 11:05 a.m.