

PEER COMMUNICATIONS GROUP

Meeting Minutes – 1/27/2006

Approved 2/10/06

Meeting Name:	CNIC – Peer Communications Group
Date:	Friday, January 27, 2006
Time:	10:00 – 11:00 am
Location:	Conf Room 3, Employment Building, 875 Union St NE, Salem
Facilitator:	Dennis Green – Facilitator, CNIC Peer Communications Group

Invitees/Attendees

Status	Name	Status	Name
*	ALLEN, Paula - DOR	#	POPE, Pat - OSP
*	BOZZI, Julie – SDC	*	RIVERA – Dominic - DCBS
*	DAWSON, Shawn - ODOT	*	STOUTENBERG, Mary Jo - DHS
*	FORD, Wes – DHS	*	TOEPFER, Suzanne - Employment
*	GREEN, Dennis - Employment		
*	HENSON, Raelynn – DAS		
*	HUBBARD, John - DOC		
*	ISHERNIN, Natalya - Housing		
#	MARSHALL, Tim - Housing		GUESTS: None

* = attended, # = absent

Agenda

Item No.	Subject
1.	Review/Approve/Amend Minutes – January 13, 2006
2.	Glossary of Terms Work Session
3.	Future of Peer Communications Committee/Meeting Logistics
4.	Round Table

Minutes

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
1.0	<p><u>Review/Approve/Amend Minutes – January 13, 2006:</u></p> <ul style="list-style-type: none">• Dennis Green reported that in the December 16 meeting a rumor was reported about cost savings in this biennium (supposedly stated at a CNIC Steering Committee meeting). An investigation was done and the appropriate Steering Committee minutes were reviewed. The statement is unsubstantiated and this does not appear to be a widespread rumor. The 12/16/05 minutes will be revised to reflect this.• Raelynn Henson reported that the additional minor changes to the 12/16/05 minutes requested on 1/13/06 were made.• No additional adjustments are necessary to the 12/16/05 minutes.• The 1/13/06 minutes are pending approval; the committee will approve or edit them via e-mail.
2.0	<p><u>Glossary of Terms Work Session:</u></p> <ul style="list-style-type: none">• Dennis Green distributed copies of a Glossary of Terms created and maintained by Lisa Renner, Employment Department CNIC Project Manager. The Glossary is Employment Department-specific, but also includes state of Oregon and industry terms. The intent of providing this document to the group was to determine if it would be beneficial for use by the group and, if so, how much time the group wished to devote to its implementation.<ul style="list-style-type: none">○ The group discussed the following items in conjunction with the

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3.0	<p>Glossary:</p> <ul style="list-style-type: none">▪ Types of additions which would be relevant to everyone, not agency-specific.▪ Identification of target audience to use the Glossary.▪ Intended usage/outcome for the Glossary.▪ Level of technical language appropriate to use within the Glossary.▪ Determination of whether or not the Glossary should be split into two sections: Migration Terms and Next Phase Terms.▪ Will Glossary be preferred, or should agencies be directed to Wikipedia first?▪ Placement of the Glossary for use by agencies (possibly on CNIC Web site Library) or in QuickPlace▪ There was also discussion surrounding posting our Glossary on Wikipedia in a secure document. <p><u>ACTION ITEMS:</u></p> <p>-Julie Bozzi will initiate a conversation with Mark Reyer regarding his preferred location for the Glossary.</p> <p>-If Mark wants to post the Glossary on the CNIC Web site Dennis Green will coordinate with Lisa Renner of Employment regarding providing the document to Raelynn and keeping the current version posted (perhaps bi-weekly).</p> <p>-Dennis Green will provide the following Glossary update to Lisa Renner of OED: SPO – “State Procurement Office.”</p> <p><u>Future of Peer Communications Committee/Meeting Logistics:</u></p> <ul style="list-style-type: none">• Dennis Green reviewed the charter of the Peer Communications Group stating the group was originally charged to be an accelerated communication device regarding information surrounding the CNIC Project. Dennis opened a discussion regarding whether Peer Communications work group should “sunset”:<ul style="list-style-type: none">○ Currently the project is in flow and many of the “rumors” have now been handled.○ Much of the current content surrounds staffing, which is an HR arena.○ In-scope staff are now being contacted directly by DAS Personnel (there is open communication with those specified employees).○ Mark Reyer is now holding regular “brown bag” lunches at the State Data Center and everyone is invited to bring their issues to Mark personally.○ The Peer Communications Group feels it is appropriate for DAS to publish an announcement outlining the updated In Scope Employees list.• After discussion, it was determined the proper scope for the group would be to continue as an entity, but to suspend regular physical meetings. This decision will be reviewed by the group electronically on April 3, 2006.• A motion was made, seconded and approved to suspend regular physical meetings, but to continue as an entity. If the need arises, the committee will physically meet.• Members will continue to serve as a point of contact for their peers and will send issues or rumors to the project office (Raelynn Henson) for resolution. <p><u>ACTION ITEM:</u></p> <p>-Dennis Green will contact Jerry Korson and ask if DAS will publish an announcement surrounding the updated In Scope List.</p> <p><u>Round Table:</u></p> <p>None.</p>
4.0	

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Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps
	The meeting adjourned at 11:03 a.m.

Next Meeting

Next Meeting Date:	CNIC Peer Communications will no longer meet on a regular basis
Next Meeting Time:	None
Next Meeting Location:	None
Facilitator:	None