

CNIC Technology Committee – Meeting Minutes

Date: October 5, 2004

The CNIC Technology Committee met at DAS West in Conference Room A.

Committee members present: Dan Adelman, Curt Amo, Ben Berry, Peter Byrne, Bill Carpenter, Bill Crowell, Kathy Dryden, Mike Freese, Gary Johnson, Keith Kohan, Doug Kosty, John Koreski, Mark Matson, Ken Magee, Jill Petersen, Marc Williams.
Others present: Cheryl Knottingham.

John Koreski brought the meeting to order.

1. Review / Approval of Minutes

Dan Adelman asked that a correction be made to the minutes from the Sept. 28, 2004 meeting. On page 2 the statement, *Dan Adelman asked that an addition be made to show the committee is here to support the business case*, should be edited to read that *the project must support the participating agencies' business needs*. This is correctly reflected in the principles and governance draft documents.

Motion: Bill Crowell made a motion to accept the minutes to include the edit, Bill Carpenter seconded. The motion passed unanimously.

2. Facilities Update

Keith Kohan presented the architect's design for the data center. The site is between the print plant and state lottery buildings. The group discussion focused on several key issues.

Power capacity: Keith reported that this design is planned to use 55 watts per square foot in the initial construction but also has the capacity to provide 110 watts per square foot at a later time as needed.

Security: Security features designed into the building include but are not limited to an assembly room, 4 separate levels of entry, seismic construction to meet international code and carefully planned access to the building from roadways and parking areas. The group consensus is to take every reasonable precaution and still provide a workable environment for staff.

Curt Amo asked what the cost of the building included. Keith Kohan explained that the cost includes everything up to tenant improvements. Curt then requested an estimate that would include everything. Curt also stated he would like Accenture to do a QA and sign off on the design.

John Koreski stated that the committee has been asked to approve the basic 'footprint' design at this time. This would include the size and what is 'in concrete' beginning in November. The committee must find a balance of having enough information to make decisions before they have all the details. Peter Byrne assured the members that the facilities committee has taken a very detailed approach in reviewing the design being presented today.

Motion: Bill Crowell made the motion to approve the design presented as a foot print design with the understanding that the committee will come back after Accenture has signed off for further review. Ken Magee seconded the motion. Jill Petersen opposed the motion stating she was not qualified to speak to an architectural design.

3. Review / Approval of Draft Documents

CNIC Steering Committee Principles

The group reviewed the documents for the requested edits from the last meeting.

Action: Mike Freese will add a description of the Stage Zero process between items C and D.

Motion: Dan Adelman made the motion to accept the first three documents to include the CNIC Steering Committee Operating Principles, the CNIC Project Management Expectations and the Scope Determination Principles. Bill Crowell seconded. The motion passed unanimously.

Governance Framework – draft for discussion

The members present agreed that the name of the CNIC Technology Committee be changed to CNIC Steering Committee.

Action: Bill Crowell requested a chart be added to represent operations.

Kathy Dryden asked when the smaller agencies that now buy services from DAS will be able to buy from the data center. Kathy also asked how the smaller agencies will have input into the management of the data center. The group agreed these questions needed to be brought to the governing board.

Action: John Koreski will ask the governing board to consider agency involvement.

Action: The committee members agreed that Mike Freese would present this document, even in draft form, to the next governing board meeting on Monday, October 11, 2004.

It was decided to table the Governance Framework document until the next meeting.

Next Meeting: Tuesday, Oct. 19
 1 to 2 p.m.
 Forestry Dept. – Tillamook Room