

CNIC Steering Committee – Meeting Minutes

Date: November 23, 2004

DAS West, Conference Room B.
3:00 to 4:30 p.m.

Committee members or designee present: Dan Adelman, Curt Amo, Dion Baird, Ben Berry, Bill Carpenter, Dan Christensen, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Stan McClain, Jill Petersen, and Herb Riley.

Others present: Raelynn Henson, Cheryl Knottingham, Keith Kohan, Mark Matson, Dean Willard and Sue Wilson.

John Koreski brought the meeting to order at 3 p.m.

1. Review / Approval of Minutes

John Koreski asked that the Nov. 16, 2004 minutes be revised to reflect his request that the position description for the Data Center Director reflect the relationship of the position to the CNIC Steering Committee.

Motion: Stan McClain made a motion to approve the minutes from the Nov. 16, 2004 Steering Committee meeting with the change requested above. Dan Adelman seconded and the motion passed unanimously.

Pending Action:

Definition of “affected” – Sue Wilson reported she and has met with the governor’s office, Laurie Warner and the Labor Management Committee to discuss how to define the term “affected.” The definition recommended at this time is, “positions which will be abolished.”

Sue stated that she expects the Steering Committee will get a request from SEIU to list the affected positions before bargaining begins. The committee members discussed how to provide this information.

The Bargaining Team will include Steering Committee members Curt Amo and Stan McClain.

Pending Action:

Senior Project Manager Recruitment – Mike Freese reported the announcement would be posted soon. As soon as it is posted the PMO will send the Steering Committee an e-mail with the link to the CNIC Web site. The recruitment will be open for one week from the day it is posted. Time will be scheduled with the selection committee to review the applicants, narrow down the list and develop the process for the selection. The goal is to have the Senior Project Manager on board by mid-December before the technical groups officially start.

2. Chartering Workgroups

Finalize Charter / Deliverables / Timelines: There were no changes for the revised Work Group Charter document.

Plan Kickoff Meeting: After a thorough discussion the members decided to postpone the kickoff meeting currently scheduled for Dec. 6, 2004. This will allow the Senior Project Manager to be actively involved in the planning and purpose for the meeting. Technical work groups will launch in mid-December in the sequence established in the charter.

Motion: Stan McClain made a motion to recommend to the Senior Project Manager a Kickoff meeting for technical work groups with a focused agenda; Ben Berry seconded the motion and it passed unanimously.

John Koreski asked the members to consider ways to get the broader message out to folks such as agency partners and customers. The decision was made to form a subcommittee to include Dan Christensen, Bill Crowell, Jill Petersen and Raelynn Henson. This committee will review the existing communications plan with a focus on extending the CNIC message to counties, etc.

3. Finalize Data Center Director Position Description

Mike Freese asked the committee for feedback on the draft position description for the Data Center Director.

Bill Crowell expressed concern that the document clearly addresses reporting relationships. Dan Adelman requested that recruiting requirements be specified.

Mike Freese will edit the document to articulate the relationship between the Data Center Director and the CIOs and will add recruitment requirements. The members agreed to these changes.

Once the Steering Committee finalizes the position description it will be presented to the CNIC Governing Board for approval at the Dec. 13, 2004 meeting. If approved by the Governing Board by mid-December, the selection could be completed by the end of January and the Director could be on board as early as February 2005.

Due to time constraints, remaining agenda items were held over to the next Steering Committee meeting on Nov. 30 2004.

The meeting adjourned at 4:30 p.m.

Next Meeting: Tuesday, November 30
 3 to 5 p.m.
 DAS West – Conference Room B