

## CNIC Steering Committee – Meeting Minutes

Date: November 30, 2004

---

DAS West in Conference Room B.  
3 to 5 p.m.

Committee members or designee present: Curt Amo, Ben Berry, Bill Crowell, Mike Freese, Gary Johnson, Stan McClain, Jill Petersen, Herb Riley and Baron Rodriguez.  
Others present: Cheryl Knottingham, Keith Kohan, Theresa Masse, Mark Matson, Rick Webb, Dean Willard and Sue Wilson.

Curt Amo brought the meeting to order at 3 p.m.

### **1. Review / Approval of Minutes**

**Motion:** Bill Crowell made a motion to approve the minutes from the Nov. 23, 2004 CNIC Steering Committee meeting and Ben Berry seconded. The motion passed unanimously.

Ben Berry requested that future minutes include all topics discussed even if minutes do not describe details. This will document all items discussed for the record.

#### Data Center Director PD

The two additions requested at the Nov. 23, 2004 meeting were reviewed and approved. After a thorough discussion, members agreed that the interview process should be tiered and a draft model was outlined.

Tier one: A subcommittee of the CNIC Steering Committee will do initial screening of applicants and recommend a small number to the full Steering Committee for review.

Tier two: Full Steering Committee will interview and screen applicants and will recommend to the Governing Board approximately three candidates.

Tier three: Governing Board will finalize the process.

**Action:** The Project Management Office will develop a recruitment plan. After approval by the Steering Committee at the Dec. 7, 2004 meeting, the plan and finalized PD will be presented to the Governing Board at its Dec. 13, 2004 meeting.

Jill Petersen questioned if the qualifications listed in the PD should be more specific. The members agreed that the wording should be changed from “experience consolidating” to “someone who has experience managing multiple clients/customers who may have conflicting needs.”

Sue Wilson asked for clarification from a recruitment perspective if the committee wants to be more inclusive or more exclusive. Herb Riley recommended being more inclusive and let the process weed out applicants who are not qualified for this particular job. The PMO will develop criteria and a process for screening applicants. This draft model will be presented to the Steering Committee at the next meeting.

**Motion:** Ben Berry made a motion to 1) approve the finalized PD for the Data Center Director with the changes discussed; 2) Present the PD to the Governing Board on Dec. 13, 2004. Stan McClain seconded and the motion passed unanimously.

Review ODOT list of Rumors/Issues.

Some of the issues are new and some have been addressed previously. The Steering Committee went through the seven items and approved the answers given. These issues will be placed on the CNIC Web site along with other FAQ's listed by date they are published. The PMO asked that the members continue bringing issues or questions forward so they may be addressed in a timely manner.

Bill Crowell asked if limited duration employees would be able to apply for the data center jobs. Sue Wilson said since limited duration positions are considered full status that yes these employees will be able to apply. Bill also asked if any consideration has been made on a retention plan to encourage key staff to stay until their positions end. Sue Wilson said that this was an issue she will take to the Labor Management Committee when they begin meeting again after bargaining.

**2. Backfill Process**

Mike Freese presented a document to illustrate several approaches to deal with potential disruptions as agency technical staff begin participating in the project. The document is an example of the decision-making process used in the event we are asked to defend the decision. Curt Amo asked that all agencies look at their schedules to see if backfill is needed or if projects can be reprioritized. Each CIO be ready to present this information before the Steering Committee for peer review.

Mike Freese reported that he is not asking for the full 2.2 million at this time to fund the backfill needs but is asking for only the amount needed this biennium, which is about \$550,000. Mike discussed several models that might be used for management of the funds:

- CNIC Steering Committee manages the process and who gets the money
- Delegate the function to the Governing Board
- Delegate the function to the PMO.

Bill Crowell stated he prefers the Steering Committee be responsible for the funds and approving backfill as a last resort. Herb Riley suggested adding a section that addresses the repayment strategy.

**Motion:** Stan McClain made a motion to assign the responsibility to manage the funds and make backfill decisions to the Steering Committee with the understanding that PMO will come back with a framework for a process. Herb Riley seconded and the motion passed unanimously.

Stan McClain asked the PMO to give some thought to voluntary overtime while developing the process.

Action: The PMO will present a draft for the backfill process at the next meeting for approval by Governing Board.

### **3. CNIC Steering Committee Charter**

Curt Amo recommended the PMO form a draft consolidated charter for the Steering Committee by the first of the year. Ben Berry agrees with the recommendation and asks the PMO use the two documents previously approved by the Steering Committee—"Operating Principles" and "Creating a Governance Framework for Success." Stan McClain requested that the PMO also use the Governance document presented to the Governing Board.

**Motion:** Stan McClain made a motion to approve the plan for the PMO to create a draft charter using the documents listed above for presentation to the Steering Committee by the first of the year. Ben Berry seconded and the motion passed unanimously.

The question arose about how long members serve on the committee. Will they continue after their agency has been consolidated? The consensus was that the Steering Committee would be absorbed into the CIO Advisory Council and that participation would be ongoing.

Dean Willard reported that the Stage Zero document would be distributed in time for review at the next Steering Committee meeting.

### **4. Steering Committee items for Governing Board 12/13/04**

- Senior Project Manager Introduction
- Data Center Director PD and Interview Process
- Draft Proposal Process for Backfill
- Stage Zero Update
- Project Status Report

The meeting adjourned at 5:00 p.m.

**Next Meeting:**       Tuesday, December 7  
                              3 to 5 p.m.  
                              DAS West – Conference Room A