

CNIC Steering Committee – Meeting Minutes

Date: December 21, 2004

DAS West in Conference Room A.
3:00 to 5:00 p.m.

Committee members or delegates present: Bill Crowell, Mike Freese, John Koreski, Stan McClain, Kathryn Naugle, Dorothy Oliver, Jill Petersen, Herb Riley, Baron Rodriguez and David Yandell.

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

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

1. Review / Approval of Minutes

Motion: Stan McClain made a motion to approve the minutes from the Dec. 16, 2004 CNIC Steering Committee meeting. The motion was seconded by Herb Riley and passed unanimously.

Senior Project Manager Recruitment:

Mike Freese reported that from the applicants one candidate will be interviewed on Dec. 23. Mike asked the members to forward names of other possible candidates to the PMO.

2. Collective Bargaining Update

Stan McClain reported no new updates at this time.

3. In Scope FTE

Mike Freese distributed the Job Function/FTE report from DAS as an example of the completed form. The CIOs are to have their agency numbers to the PMO by Dec. 29 to enable providing the report to SEIU by the first week of January.

John Koreski asked that the committee begin discussions on how the positions of managers will be affected. Mike Freese stated that the impact on small and medium agencies may not be significant because such managers have a blended role and their management of data functions is likely a small portion of their portfolio. Kathryn Naugle commented on the difficulty to determine this because it is not yet known what duties will be performed by the state data center. John noted that following the detail stage we will have that granularity.

Mike clarified that the designation of “management” (on the spreadsheet) does not mean agency managers; some IS staff are in a “management service” class.

Mike suggested that “assumptions” be developed to clarify the FTE estimates. Stan McClain requested that these assumptions be included with the final document presented to the union and the members agreed this should be added.

4. Follow-on Initiative Timing

Mike presented a revised version of the CNIC Acceleration Strategy to illustrate the project’s approach to follow-on opportunities. This version reflects the discussion on this topic at the Dec. 16 meeting. John Koreski asked to make sure there was a check point to ensure we are ready

to move forward before doing so. Mike Freese confirmed that it will be the Steering Committee's responsibility to make the decision to move forward with follow-on initiatives.

5. Stage Zero

Dean Willard from Accenture presented the revised Stage Zero summary with the requested edits from the Dec. 16 meeting. The edits were reviewed and approved, and some further suggestions were made.

Motion: Bill Crowell made the motion to approve the document with the requested changes. Stan McClain seconded and the motion passed unanimously.

6. Launching Work Groups

Mark Matson reported that IBM will meet with the storage and mainframe work groups in January for a disk/tape presentation.

Stan McClain asked for clarification on facilitators for the work groups. Mike Freese confirmed that facilitators for each work group will be assigned regardless of the status of the Senior Project Manager recruitment.

7. Additional Discussion/Roundtable/Rumor Control

Mike Freese reported on changes within the DAS IRMD E-Government program. Jim Hill is leaving for the private sector; Debbie Bryant will be acting manager until a replacement is found; IRMD will be outsourcing support of the E-Government platform. He stressed that customers will continue to interface with E-Government staff as usual.

Mike Freese and Raelynn Henson met last week with a group of agency technical staff known as the "Whitehouse" group (named for Randy Whitehouse of ODOT who organized the group). It is the suggestion of the PMO that this group be formalized by the Steering Committee to serve the following purpose: communications liaison group for technical work groups. There will be significant cross-over between the domain areas of the work groups; weekly or biweekly meetings to ensure work group understanding and communication is vital. The group would receive a charter from and make recommendations to the Steering Committee. The PMO will draft a charter. John Koreski said that this group also must be recognized in the project plan the next time it is updated.

Another group for peer communications will be formed. Mike and Raelynn will meet with this group on a regular basis to discuss rumor control. This request came directly from technical staff who would like to enhance the current written rumor control efforts. Technical staff from each agency will identify a delegate for this group.

Bill Crowell asked that other CNIC committees (e.g. facilities, finance) be contacted to clarify the need for them to come before the Steering Committee with reports before going before the Governing Board. The members decided to invite the other committee chairs to attend the Steering Committee meetings on an as-needed basis.

Stan McClain asked that the issue of defining the assumptions for the FTE report and a communications strategy for this report be added as an item to the next agenda.

The meeting adjourned at 4:00 p.m.

Next Meeting: Tuesday, December 28, 2004, 3 to 5 p.m., DAS West Conference Room B