

CNIC Steering Committee – Meeting Minutes

Date: February 7, 2005

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

Committee members or designee present: Curt Amo, Ben Berry, Bill Carpenter, Dan Christensen, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Stan McClain, Dorothy Oliver, Herb Riley and Baron Rodriguez.

Others present: Kari Ensminger, Raelynn Henson, Cheryl Knottingham, Keith Kohan, Mark Mattson, Julie Mallord, Jovan Ruiz and Dean Willard.

1. Review and Approve Minutes

Mark Matson requested an edit to the Quality Assurance update to read, 'The initial contract is for writing a review and to recommend changes to the statement of work for the full RFP'.

Motion: Curt Amo made the motion to include the edit and approve the minutes from the February 1, 2005 Steering Committee meeting. John Koreski seconded and the motion passed unanimously.

Mike Freese reported the Data Center Director recruitment has not been published at this time but hopes it will be completed by the end of the week.

Action: Mike Freese will send the announcement of the Data Center Director recruitment to the members of the Steering Committee.

Ben Berry introduced Pat Fallon with SPT who is conducting the Quality Assurance interviews. Pat reported that the report will be completed in mid March.

When questions or issues arise from the work groups, Julie Mallord requested the CIOs send them directly to her. Mike Freese said when general themes emerge they will be brought to the Steering Committee's attention.

2. Collective Bargaining Update

Curt Amo reported there was nothing new to report at this time. There is a formal meeting scheduled for February 10 and an update would follow at the next Steering Committee meeting.

3. Kickoff Debrief / Plan to Resolve Issues Raised

The consensus from the members was that the Kickoff went very well. The only suggested change would be to have a sign-in sheet at the next work group gathering to track attendees.

- Keith Kohan presented a document with itemized concerns of Security SMEs and explained a response had already been presented to the Information Security Council. The request to address these issues again was passed to the CNIC Project Office for appropriate resolution. Options being considered are 1) disseminate the information through the Peer Communications Group; and/or 2) Julie will attend an ISC meeting or Security Work Group meeting (or both) to address the issue personally. With either course, the project office will report back to the Steering Committee on how this was handled.

- John Koreski asked the CNIC Project Office to address the underlying assumptions of scope by clarifying the functionality and scope of the Data Center in relation to staffing issues.

Action: The project office will provide clarification of scope for the new Service Management work group.

- To address the timeline for recruitment process, Julie Mallord is developing a Master Schedule and will provide it for the committee's review at the February 28 meeting.

Action: Committee members are to get the names of staff they want to recommend for participation in the Service Management work group to the CNIC Project Office by February 14.

- The committee members decided to hold future CIO Q&A sessions on a quarterly basis.

4. Prepare Governing Board Agenda

The Steering Committee members do not have any items to present to the Governing Board at this time.

Action: The CNIC Project Office will send a email with status report to the Governing Board members.

5. Project Schedule

Dean Willard presented an updated Project Schedule for review. The Steering Committee members were asked to send any comments they have on this document to the CNIC Project Office. Review of this schedule will be placed on next week's agenda.

Julie Mallord distributed the Generic Project Quality Standards document for review. Stan McClain commented that this is a great idea as it reflects performance measures.

Action: Julie Mallord will send the document to the members by e-mail.

Action: Steering Committee members are to respond with their feedback to Julie Mallord by February 11.

6. Role of Finance Committee

The request was made by the CNIC Project Office for the Steering Committee to consider re-chartering the Finance Committee. The members requested the project office and Jovan Ruiz to bring back a draft of the new charter to the next Steering Committee meeting for review.

7. Additional Discussion/Roundtable/Rumor Control

Mike Freese reported he has received a letter from the state audit group requesting that an internal audit be included in the project. The members will review the letter and discuss this issue at the next Steering Committee meeting.

Action: Mike will send a copy of this letter to the Steering Committee members for review.

Next Meeting: Monday, February 14, 2005 (Note new day and time)
DAS West, Conference Room A
1 to 3 p.m.

There will not be a CNIC Steering Committee meeting on February 21, 2005.