

## **CNIC Steering Committee – Meeting Minutes**

Date: February 28, 2005

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

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Dan Christensen, Bill Crowell, Mike Freese, John Koreski, Ken Magee, Jeff Marecic, Herb Riley and Baron Rodriguez.

Others present: Jerl Cate, Pat Fallon, Sarah Gates, Raelynn Henson, Margaret Kane, Cheryl Knottingham, Keith Kohan, Julie Mallord, Theresa Masse, Mark Mattson, Denise Teixeira, and Dean Willard.

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

Motion: John Koreski made a motion to approve the minutes from the February 14 meeting. Dan Christensen seconded and the motion passed unanimously.

### **2. Collective Bargaining Update**

Curt Amo reported the Collective Bargaining process has been completed. The members requested that this be removed as a standing agenda item.

### **3. Quality Assurance Report**

Pat Fallon presented a document of the final report from the Preliminary Project Review and Assessment.

Julie Mallord reported that the Quality Assurance RFP was scheduled to post this afternoon.

### **4. Review Master Schedule**

Julie Mallord presented the members with a Master Schedule document. It was requested that the schedule be accessible online at a high level. The Project Office will begin work to make this happen and that it would be updated on a monthly basis. Julie also explained that in later stages the schedule would become more detailed.

Bill Crowell asked what the review process would be. Julie stated that the Project Office would report to the

committee two weeks before a milestone due date for review.

### **5. Project Status**

Julie presented the members with a Project Status document. As the committee reviewed the document changes were discussed and requested as to the detail and information the committee would like to see in the future. The committee also agreed that any issues from the work groups go to the Project Office first and then to the CNIC Steering Committee.

### **6. Recommendation for Resizing Work Groups**

Julie Mallord distributed a handout with her recommended membership changes for the Network, Server and Single Perimeter work groups as directed by the committee at the February 14 meeting. Julie asked that each CIO communicate the changes to their own staff.

Ben Berry requested that Julie send out by e-mail the purpose for her recommendation to resize the work groups as well as a complete list of members for all groups.

**New Action:** The CIOs agreed to send their edits and recommendations to the Project Office within the next day or two.

### **Round Table:**

Sarah Gates distributed to each CIO their agency specific budget information. Meetings are currently being scheduled with each CIO and their agency budget analyst to meet with Mike Freese and Sarah to discuss agency budget reconfigurations because of the state data center.

This meeting will be the time to validate amounts budgeted for positions and services and supplies. The data center budget is being processed now so the agencies must provide their best guess on these numbers for now.

**Next Meeting:** Monday, March 7, 2005  
DAS West – Conference Room A  
1 to 3 p.m.