

CNIC Steering Committee – Meeting Minutes

Date: March 28, 2005

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

Committee members or designee present: Dan Adelman, Ben Berry, Bill Carpenter, Bruce Craig, Gary Johnson, John Koreski, Stan McClain, Kathryn Naugle, Jill Peterson, and Baron Rodriguez.

Others present: Sarah Gates, Raelynn Henson, Margaret Kane, Cheryl Knottingham, Keith Kohan, Julie Mallord, Theresa Masse, and Dean Willard.

1. Review / Approval of Minutes

Motion: Stan McClain made the motion to approve the minutes from the March 21 Steering Committee meeting. Dan Adelman seconded and the motion passed unanimously.

Action: At the March 21 committee meeting a request was made for Mike Freese to present a data center director recruitment update to include suggestions on how to ensure a streamlined timeline. Since Mike was not present this action was moved to the April 4 meeting as an agenda item. Stan McClain asked that the request be broadened to include the process for hiring staff and any other process that might be streamlined to ensure the project stays on track. Stan would also like the request to include any recommendations as to how the Steering Committee could assist in the process.

2. Governing Board Talking Points

Julie Mallord reported that the Project Office had not received any comments from members as requested in an action item at the March 21 meeting. The members agreed to review the draft document and send comments to the Project Office by April 1 for review at the April 4 meeting.

3. COP Debt Repayment Schedule

Sarah Gates reported that the cash flow model for the project is currently being put together and she will have detailed information soon.

Action: The members asked that Sarah come back to the April 11 meeting with an update.

4. Request for CNIC backfill approval request for Dept. of Revenue

Stan McClain presented a request for backfill funding for 03-05. The request will be reviewed by the Project Office and then come before the committee for approval. Stan noted that this is the first such request and provides opportunity to test the process the committee set up in December.

Action: Place this as an agenda item for the April 4 meeting.

5. Work Group Cross Communications

Julie Mallord requested the Steering Committee un-charter the Cross Communications Group. Chartering a group by this name occurred prior to Julie's arrival to the Project Office. Since her arrival, two avenues for cross-pollination of work group discussions/issues have been developed through the regular course of project management. Julie understood the original intention of the Steering Committee was for the group led by Randy Whitehouse to assume the cross-communication role, however, she concludes that the need for the group is currently being met.

Action: Julie will send the names of the remaining Whitehouse meeting participants to the CIOs.

6. Project Scope – 6 items

Dean Willard and Julie Mallord presented six items for proposed scope change/clarification.

Item 1: Remove the DOC Inmate Law Library network from scope due to potential security risks. Julie stated that this will not have an impact on the business case.

Motion: Dan Adelman made the motion to remove the Inmate Law Library from scope as requested. Bill Carpenter seconded and the motion passed unanimously.

Action: Dean will add this to the document of scope exclusions.

Item 2: Request for a statement to be added to the CNIC Guiding Principles for Scope Determination that explicitly says, "Eliminating the need for agencies to maintain / retain IT infrastructure skill is a CNIC objective and guiding scope principle."

Action: The Project Office is asked to re-word the request and to create a Vision Statement that will address the Steering Committee's intent going forward.

Item 3: The adoption of the physical and logical DBA clarifications as submitted by the Project Office. Baron Rodriguez expressed his concern that Microsoft Sequel DBA functions do not fit into the model. He will send his comments and concerns to the Project Office.

Action: The Project Office will re-write this statement as a result of the discussion today.

Item 4: Request the Steering Committee considers adopting a forward-looking statement regarding shared enterprise applications and capabilities.

Action: The Project Office is asked to re-word the request and to create a Vision Statement that will address the Steering Committee's intent going forward.

Item 5: Clarify the ODOT ITS scope exclusion statement. Intelligent Transportation System (ITS) includes specific servers; ITS specific end-point devices such as Road and Weather Information System (RWIS) units, traffic cameras, Variable Message Signs and Ramp Meters; Traffic Management Operations Center equipment in Portland; four Transportation Operations Centers equipment and those LANs/WANs/WLANs carrying only ITS information.

Motion: Ben Berry made the motion to accept the clarification statement of exclusion for the ODOT Intelligent Transportation System. John Koreski seconded and the motion passed unanimously.

Item 6: Request the Steering Committee adopt the CICS and Production Control clarifications as outlined in the current CNIC Scope Definitions matrix.

Action: The Project Office is asked to re-write the request regarding production control for mainframe vs. product control for server systems.

7. Current vs. Future Infrastructure Model Discussion

Dean Willard brought to the committee's attention that some of the agency specific decisions that have been made in the past needs to be revisited in the context of CNIC enterprise architecture and strategy. The objective is not to have 12 unique architectures under one roof.

Action: Mike Freese will address this topic as an agenda item at the April 4 meeting.

8. Decision Model

Julie Mallord distributed the Decision Model document to the committee. After a thorough discussion, the committee asked for an edit to slide four related to dissenting opinion.

Motion: Dan Adelman made a motion to accept the document to include the edit. Bill Carpenter seconded and the motion passed unanimously.

Next Meeting: Monday, April 4, 2005
DAS West – Conference Room A
1 to 3 p.m.