



CNIC Steering Committee – Meeting Minutes

Date: May 2, 2005

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

Committee members or designee present: Dan Adelman, Ben Berry, Clint Branum, Dan Christensen, Bill Crowell, Ellen Doty, Gary Johnson, Jeff Marecic, Stan McClain and Herb Riley.

Others present: Gerald Duncan, Kari Ensminger, Sarah Gates, Raelynn Henson, Keith Kohan, Claudia Light, Peter Lundberg, Julie Mallord, Theresa Masse, Steve Schafer, Adam Topkis, Sue Wilson and Dean Willard.

1. Review / Approval of Minutes

Action: Kari Ensminger will begin bringing a sign in sheet for this meeting.

Motion: Dan Christensen made a motion to approve the April 25 minutes. Bill Crowell seconded. Motion carried unanimously.

2. Service Management Work Group Presentation

Steve Schafer distributed a presentation hand-out. There are three key tasks at hand for the Service Management Work Group:

1. Services
2. Processes supporting services
3. A high level organizational chart to support processes and services.

In early April, a survey was taken of services currently being offered amongst the CNIC agencies. This was used to finalize the services descriptions document included in the hand out. Steve then reviewed next steps. The goal is to develop a services catalogue that will be used for developing service levels agreements. A service matrix is coming but not until the services descriptions document is complete. The service management plan is the final deliverable of the detailed design phase. Steve clarified that there are about 15 members in this group. All but Forestry and Housing are represented, however CIO's of these two

agencies have been asked how/if they would like to participate.

Gerald Duncan distributed sample survey questions and noted how helpful agency staff has been during the survey process. He also distributed the survey results. This document notes the difference between the CNIC Services Definitions and the services currently being offered by CNIC agencies. It was suggested to differentiate in this document those services that are offered by the agency and those that are offered by another source.

Action: Gerald and Steve will provide an update to the Steering Committee two weeks from today.

3. Human Resources Work Group Discussion

Sue Wilson reported that the HR Work Group met last month. They are through the bargaining stage. There are still some potential issues but they will be addressed in the course of the regular bargaining process.

Because the state data center (SDC) will be a division of DAS, DAS Personnel becomes responsible for HR issues going forward. The HR Work Group will meet only as needed. The process for hiring the SDC director is moving along. Once HR is through this process, they are poised to move forward with the other SDC recruitments.

Sue Wilson will be attending the all-hands meeting this Thursday and will provide as much information as she can. The emphasis will be that the hiring process will follow the Letter of Agreement (which is available to all employees from the CNIC Web site) and employees can discuss specifics with their individual HR managers. The layoff process will not take place until after all positions for the SDC have been filled and after each agency has been lifted. Therefore, layoffs will be tapered.

DAS is treating the staffing issues posed by the pending CNIC recruitment workload as a top priority. Sue mentioned she can provide some Web links for the CNIC Web site that will serve as good resources for staff.



Action: Sue asked the committee members to send her any other concerns or topics for discussion at the all-hands before Thursday.

The budget group notes that there will be a transitional period of time when agency staff (regardless of whether they have been hired to work at the new data center) potentially report to work at the SDC. Plans for this will be more developed during individual agency migration planning (Stage Three).

4. Change Management

Stan McClain noted that he is providing a high-level overview of this new effort at this Thursday's all-hands meeting. Claudia Light explained that she is trying to introduce tools and techniques for managing people in a changing environment. The definition of change management, in this instance, is specific to the change that people experience. She then walked the committee through an overview of change management. Maximizing effective sponsorship refers directly to training for managers. Sponsorship by this committee is key to making the management of change a success.

Claudia is asking the committee for permission to develop a next step via an e-mail survey. She would then like to bring a report back to this committee for review. Julie made a note that the majority of issues brought forth by this presentation were predicted issues based on lessons learned research.

Action: Claudia will work with Julie to develop next steps which will be presented to the Steering Committee in two weeks.

5. Transition Resources

Curt Amo is not available today. This will be put on next week's agenda.

The committee discussed the agenda for the Governing Board meeting on May 9. It should include:

- SDC director recruitment progress
- Final SDC budget and affected agency budgets
- Approved architectures

- Change management
- Facility update.

It was suggested that the Governing Board meeting be rescheduled.

Action: A preliminary budget will be previewed at the Steering Committee meeting Monday, May 9 with the option to make changes up until the budget hearing.

Action: Any other Governing Board agenda items should be sent to Raelynn ASAP.

6. Presentation for May 5 All Hands Meeting

Raelynn distributed the current all-hands presentation. There were no suggestions for changes other than adding the CNIC timeline. The presentation will be added to the CNIC Web site. Bill Crowell (who was selected by the Steering Committee to facilitate this meeting) will open the meeting. Julie will then discuss the SDC tours and introduce the work groups. She will present information on Stage Two, Detailed Design, and then introduce Stan for the change management presentation. The meeting will end with the CIO panel Q&A session. Index cards will be distributed so that questions can be asked anonymously if that is a participant's preference. Verbal Q&A will also be encouraged.

Decision: Julie will address the project's history before she begins discussing Stage Two.

Raelynn reminded CIO's to issue a reminder to staff about the meeting.

7. CNIC budget update

Sarah Gates distributed a "value assets transferred to SDC" document. There is an issue as to whether or not agencies will get credited for their surplus equipment. Some of the assets that were originally federally funded will require a certain amount of the original money to go back to the feds. Some of these things are based on market value and some are based on the actual value received once turned over to surplus. Sarah noted that the more monies can be kept within the data center, the better off everyone will be. There should also be an attempt not to dilute



the 07-09 budget with equipment that gets temporarily reassigned and then returned to an agency. This process is simpler when treated with an enterprise approach. Book values for equipment should already exist for each agency based on already existing budget requirements. Every agency's finance staff will have this information. Surplus revenues will be estimated based on a rough guess of what agencies will and will not keep moving forward.

Sarah is asking the committee members for feedback on her recommendations by next Monday, May 9.

Action: Sarah will confirm the exact language of federally funded equipment reimbursements.

It was clarified that even leased equipment should appear on agency inventories.

Another handout on "in scope percentages as a percentage of agencies IT staff" was distributed. Sarah talked about these percentages and asked for input from the CIO's. This is a due diligence effort. Dean noted that these percentages seem low. The larger agencies ought to take a look at these numbers. The scope increased but the FTE to support it did not change. Ben had confidence that their strategy of sitting down with each agency was a good one anticipating that a lot of these answers will be addressed in those meetings.

8. Proposed Change in Scope for ODOT ITS

This was a one word change, "...LANS carrying 'a majority'" instead of "... LANS carrying 'all.'" Dean said that this would mean separating the physical from the logical. This can be addressed during the statewide LAN consolidation. Ben suggested figuring out a strategy for this during the detailed design stage.

Motion: Ben Berry made a motion to make this change to the scope. Bill Crowell seconded. Motion passed unanimously.

9. Internal Controls Group Discussion/Charter

Julie noted that those who wanted to see this information were not present and suggested waiting until the next meeting to discuss this. The charter was distributed and the committee will review it for discussion next week.

10. Additional Discussion/Roundtable/Rumor Control

Stan stated that the IRS will be doing their safeguards audit of Revenue and DHS in the coming months. He suggested that the Project Office, Revenue, DHS and the IRS get together to have a discussion.

Dan Christensen noted that Mike Freese is leaving and that there should be some discussion around this.

Action: Don Fleming and Mike Freese will be asked to come in for discussion on this issue.

Meeting adjourned: 3:01 p.m.

Next Meeting: Monday, May 9, 2005
DAS West – Conference Room A
1 to 3 p.m.