



CNIC Steering Committee – Meeting Minutes - Date: June 13, 2005

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

Committee members or designee present: Dan Adelman, Curt Amo, Ben Berry, Bill Carpenter, Bill Crowell, Don Fleming, John Koreski, Baron Rodriguez, Stan McClain, Jill Petersen, Herb Riley, David Yandell and Gary Johnson.

Others present: Kari Ensminger, Sarah Gates, Keith Kohan, Peter Lundberg, Julie Mallord, Dean Willard, Pat Middelburg, Joe Wahl, Sue Wilson, Jerry Korson, Barbara Jensen and Tanya Crane.

1. Review/Approval of Minutes, Action Items, Standing Items

Item 3: “Sarah has set up a meeting with each agency contact...” should read “Sarah *will* set up a meeting with each agency contact.” There was some discussion around whether or not Sarah had intended to sit down with each agency individually or have one meeting with several agency representatives.

Action 1: Any CIO who feels they or their budget representatives need one-on-one meetings with Sarah Gates should contact her directly.

Motion: Curt Amo moved to approve the June 6 minutes as corrected. John Koreski seconded and the motion passed unanimously.

Action items were reviewed:

Action 1: E-mail was not sent and will be sent this week. Action 2: Moved to pending actions. Action 3: Done. Action 4: Moved to pending actions. Action 5: Moved to pending actions.

There was discussion around the upcoming presentation of the 05-07 budget in the Governing Board meeting. The committee wanted to clarify that this is an operating budget for 05-07 only. It was clarified that the board is being asked to receive the new business case as a deliverable and to approve only the 05-07 budget.

2. IT Asset Management (ITAM) Action Memo

An action memo was distributed. It was based on work that was done for a request for proposal for an enterprise asset management repository and discovery tools. An RFP was done but with very little response. The State Data Center (SDC) will have a need for these kinds of tools. There is also a lot of overlap in schedule between this group and the completion of the SDC. Sean asked for the committee’s approval to expand the scope of the ITAM project to include CNIC ITAM tools. There were reservations about doing anything that will expand the scope of the project without first talking to the appropriate work group.

Action 2: The ITAM team will develop their business case and work plan before returning to the Steering Committee for a vote.

Motion: Curt Amo moved to support the ITAM work group in the development of this business case. Dan Adelman seconded. Motion passed unanimously.

3. SDC Human Resources Process

Jerry Korson reviewed a draft processes document with the committee related to the processes necessary to hire staff for SDC positions. Julie made a note that under “Responsible Party” it should read, “CNIC PO *and* Quality Assurance.”

Jerry also noted that the SDC Director hiring will be announced as soon as possible.

4. Draft Hiring Roles & Responsibilities

Barbara Jensen presented on the SDC staffing plan. A draft document outlining roles and responsibilities was distributed. Barbara will be back with a presentation in next week’s meeting to outline the strategy and processes involved in moving forward.

5. Project Status

Julie Mallord distributed the current project status report and reviewed it with the committee. There were some questions around whether or not staffing recommendations will be included in the detailed



design deliverables. It was noted that recommendations can be done but that they will be subject to the SDC director's input once he or she is on board. Julie noted that the Service Management work group will be creating and delivering a functional organizational chart and that the SDC Director will then make the final decisions.

Action 3: Julie will define the request for staffing recommendations from the work groups.

Action 4: Julie will begin tracking deliverables on the next project status plan.

October 1 is the date on which DAS will receive keys to the SDC. It will likely be possible to put equipment on the floor during the testing phase as long as it is not plugged in. The new mainframe will be up and running at DAS before the lift and drop. Testing on this machine can be done at this time.

Action 5: Julie will see that this status report gets posted on the CNIC Web portal.

6. Public and Media Perceptions around the SDC

Stan McClain reviewed some of the recent CNIC publicity. Don Fleming clarified the reasons behind some of the concerns from legislative members. He then talked about lessons learned and the meetings he and Laurie Warner have been having with individual legislators since the IMT hearings. Generally, the concerned members just needed more details, which DAS has been providing.

Action 6: Don Fleming will talk to Laurie Warner about attending the Peer Communications meeting this Friday.

Action 7: Raelynn Henson will develop talking points to distribute to the CIO's.

7. SDC Manager Recruitment Update

See Agenda Item 3.

8. Additional Discussion/Roundtable/Rumor Control

Don Fleming clarified that recent meetings with legislators have primarily been to clarify the compelling business case. The detailed budget information will be dealt with through the Ways and Means process.

Pat Middelburg will be filling in for Julie while she is on vacation June 20-July 1.

The Cross Communication work group discussion needs to be revisited as no draft charter has been received.

Decision: If the Cross Communication work group has not presented a charter by Monday, June 20, it will be denied.

Meeting was adjourned at 2:55 pm.

Next Meeting: Monday, June 20, 2005
DAS West – Conference Room A
1 to 3 p.m.