



## CNIC Steering Committee – Meeting Minutes - Date: July 11, 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, Dan Christensen, Bill Crowell, Don Fleming, John Koreski, Stan McClain, Jill Petersen, Herb Riley, Baron Rodriguez, David Yandell.

Others Present: Eric Burgan, Tanya Crane, Kari Ensminger, Bill Fink, Sarah Gates, Raelynn Henson, Marianne Higham, Barbara Jensen, Keith Kohan, Jerry Korson, Julie Mallord, Theresa Masse, Sarah Miller, Kathryn Naugle, Steve Schafer, Adam Topkis, Rick Webb, Dean Willard, Mike Zanon.

### 1. Review/Approval of June 27 Minutes, Action Items, Standing Items

Motion: Stan McClain moved to approve the minutes. Bill Crowell seconded. The motion passed unanimously.

Action items from June 20 were re-reviewed for open items:

Action 1: Presentation of the Exception Process; this is on today's agenda.

### 2. Service Management

With Dean Willard's guidance, this group was able to come to consensus on the system and application DBA discussion last Wednesday, July 6. The new proposed Services Catalog was distributed to the committee. Steve Schafer reviewed the updates. There will be more additions to this document (a glossary, etc.) in the weeks to come. The team anticipates having everything wrapped up by the third week of July. Work continues on a functional diagram, functional processes, an SLA template and collaboration with the Human Resources Work Group. An issue was raised in regards to who will do the cabling in the State Data Center (SDC). This has been escalated to the Project Office (PO).

Action 1: Steve Schafer will work with the PO to devise a proposed solution to the cabling issue.

Action 2: Steve will post the updated proposed Services Catalog to QuickPlace and will send a link to the document to the Steering Committee.

Julie Mallord has been distributing the Functional Org Chart to work groups. It is important to note that it is not an org chart for *hiring* purposes. This represents a list of the *functions* that must be covered by a future org chart as the HR group and SDC Administrator see fit.

Action 3: Steve or Keith will e-mail the Service Management Work Group Functional Org Chart with a note declaring its purpose, to the Steering Committee.

### 3. Human Resources Work Group Charter Approval

Barbara Jensen noted that since its distribution for review, there have not been any suggested changes to the charter. There were some questions about the hiring process for SDC positions. As part of the Letter of Agreement, sessions for resume writing and interviewing skills will be available to CNIC in-scope employees in early August. There will be at least four sessions of each workshop. Employees can register online.

Motion: John Koreski moved to approve the HR Work Group charter as presented. Dan Adelman seconded. The motion passed unanimously.

The HR Work Group Project Plan was distributed for review. If committee members would like to make suggestions, contact [Barbara Jensen](#) before July 18.

Position descriptions for the SDC management team have been sent to HR for classification levels. These descriptions were written by the HR Work Group and the new SDC Administrator, Mark Reyer. The writing of position descriptions for all other SDC positions has not yet begun.

Jerry Korson clarified that there are 155 positions in scope with a confirmed 148 staff serving in those positions. (Some vacancies exist in the in-scope



positions.) Communication to keep these 148 employees informed will always come directly from Jerry or his office. This will include information on processes, training sessions, etc. Jerry is working with Labor Relations to script an initial message. The Steering Committee will be copied on all such communications.

#### **4. Process for Handling SDC Staffing Questions**

Julie Mallord noted that she has received a lot of questions in recent weeks on staffing the SDC. She wanted to discuss how to handle the answering of these questions and from whom they should come. Jerry Korson has two individuals on his team that will be 100% dedicated to the staffing of the SDC. They will be in constant contact with the in-scope employees.

LD to Permanent positions: Jerry is working to define a process for handling this issue. It is his goal to use the same processes and language for both the management recruitment and the other SDC positions. Raelynn Henson is working closely with Jerry to answer questions from staff on these processes. An existing process is in place to respond to rumors.

Action 4: Jerry Korson will distribute to the Steering Committee the contact information of his CNIC dedicated employees.

#### **5. Cross Communications Work Group**

Julie Mallord reviewed the history of this group and their proposed charter. Given the recently chartered Logistics Work Group and the fact that there are no defined tasks or deliverables for a Cross Communications Work Group, she made the recommendation that the group that has been meeting on an ad-hoc basis not be formally chartered. The committee agreed. There was discussion around the best way to convey this decision. The committee expressed appreciation of the work the attendees contributed especially prior to formal charter of various technical work groups. Julie will meet with the group leader, Randy Whitehouse who will be asked to convey the Steering Committee's thanks to other attendees.

Motion: Stan moved to not charter a Cross Communications Work Group with the understanding that members of the Whitehouse group will be considered for the Logistics Work Group. Curt Amo seconded. The motion passed unanimously.

#### **6. State and County CNIC Collaboration Opportunities**

Ben Berry proposed that John Margaronis, Marion County CIO and OAGITM President, be asked to join this committee so that he may carry information back to counties. Several members were concerned that having a voting member from the counties on the committee could be perceived as a scope change. After some discussion the committee agreed that John should be invited to join in a non-voting capacity. Baron Rodriguez noted that there are educational entities around the state that also need to be participating in these discussions.

Action 5: John Koreski and Julie Mallord will work together with John Margaronis to draft a document explaining the essence of John Margaronis' relationship to the CNIC project, the Steering Committee, and what role county staff might serve on design teams.

Action 6: Baron Rodriguez will work with Julie Mallord to write-up a proposed relationship with educational entities.

Action 7: Dean Willard and the PO will research the State Library System to see if they should also have a representative on Steering Committee.

It should be made clear that these members will have the responsibility to be proactive in their participation and information distribution.

#### **7. CNIC Mainframe Work Group - Print Strategy Deliverable**

The committee spent some time talking about the relationship of the SDC to Publishing & Distribution (the Print Plant). Ben Berry clarified that he wanted to consider a strategy for approaching this relationship. This has not been considered to date as it has not been in scope. One argument is that the SDC would manage Print Plant services as a



service to its customers. It seems that the existing model under DAS does this. DHS would be in favor of having this offered as another service of the SDC. Other agencies expressed a desire to continue with direct relationships that have been established with the Print Plant over many years. Julie suggested that the first step might be for this committee to decide whether or not this is in scope.

Action 8: Julie and Dean will work to create a recommendation on the relationship between Publishing and Distribution and the SDC.

### **8. SDC Service Exception Process**

Julie Mallord reviewed the original reason for this discussion with the committee. There had been questions around how to handle customers who request to purchase more bandwidth than they need. Julie distributed the proposed process and reviewed it with the group. SDC management should be the entity to make the final decision on this process. Don Fleming noted that there is an economic issue in this discussion pertaining to whether or not the SDC or the requesting customer should be the one to foot the bill. This is an important consideration in making the decision about whether or not this is an exception, part of a service level or specific to an agency. This committee has discussed whether or not there would be additional services to purchase above and beyond standard service levels. Ultimately, it should be up to the customers to define their needs and up to the SDC to define how to meet those needs.

Action 9: Julie will make changes to the process to include economic impacts of either decision.

### **9. Additional Discussion/Roundtable/Rumor Control**

The contents of a previous state and county meeting were reviewed. Jill Petersen suggested that effort is needed to map out the network of downstream customers impacted by the CNIC project. Dean Willard noted that these concerns will be addressed as a change control exercise during Stage Three (agency specific planning).

Bill Carpenter shared concerns he has heard about both Mike Freese and Don Fleming leaving the

state. Don Fleming spoke to the point indicating that Mark Reyer has far more data center consolidation and efficiency experience than himself. Further, the strength and leadership of the Steering Committee, the Project Office, the Governing Board and Laurie Warner (acting DAS director) will ensure the success of the project. While Don regrets leaving Oregon at this time, it is purely for personal reasons. Ben Berry echoed Don's comments indicating there is sufficient project leadership and infrastructure to ensure success.

Bill Crowell noted staff concerns about testing applications in the new environment.

Action 10: Dean Willard will work with the PO to send Bill a write-up of the intentions pertaining to application testing.

Stan McClain reminded everyone that next Monday, July 18 is the first of the detailed design presentations from work groups.

The Organizational/Individual Change Management group will launch tomorrow. As Executive Sponsors of the group, Stan made recommendation that Mark Reyer and Julie Mallord regularly inform Steering Committee of what it can do to support the CNIC effort, Project Office, change management, etc.

Julie shared the server procurement strategy: Generic procurements will be released shortly to be followed by detailed specifications after approval of work group recommendations on detailed design. It was suggested that once decisions are made, early contact with vendors will help expedite the process.

The meeting was adjourned at 2:50 p.m.

**Next Meeting:** Monday, July 18, 2005  
DAS West – Conference Room A  
1 to 3 p.m.