

Advisory Council Meeting Minutes 12/18/09

Facilitator: Perrin Damon

Notes: Andrea Blake

Present: Robert Hulshof-Schmidt, Perrin Damon, Andrea Blake, Greg Aldrich, Sven Anderson, Chane Griggs, Julie Yamaka, Kate McGann, Jim Scheppke

- 1) Meet and Greet with the staff.
- 2) Updates from Robert: Live help has had a slow steady launch and have had a couple of questions per day. A check is scheduled for January and are planning on including it in the promotion plan. People seem to enjoy this service so far.

Read All About it: the focus group ends this month, will take the feedback received and make suggested changes and go forward from there.

Staff changes: we have had two staff members leave. Joel was promoted to a position on the TBABS team. We have just completed interviews to fill this position and a candidate was selected and verbally accepted. They should start mid January. Arturo announced his retirement; his last day in the office was Wednesday. Recruitment for this position will start after the first of the year.

The Governor's Office will be moving back to the capitol in mid January; the date for our move back to our old office space is scheduled for early February (the 10th).

- 3) Budget Plans and Board Update: the Board accepted the Advisory Council's recommendations in regards to policy packages and our Assessment. February 16th is the first meeting of the Budget committee, and we will be discussing mission, goals, and strategies of each team. There may be an Administrative Rules change. WOU may be dropping from the Depository Program. Jim suggested we check with the other Depository libraries about program participation before we make the Administrative Rules change.
- 4) Upcoming projects: Agency conversations and champions project. The goal with this project is to learn more about the needs of agencies and determine how to best meet those needs. Out of this we would like to develop champions within those agencies. The intention is to have 5 conversations with targeted agencies and one cross agency group. After the conversations have taken place Kate will generate a report with the findings and share with the boards and the team. From that the team can develop products and services. This project is due to start in January and will run for 24 weeks. We would like to have at least one meeting in Portland and one in southern Oregon. The Council suggested that it might be easier to form groups of interested people as opposed to specific agencies; form types of groups. Ex: rehabilitative/corrections, natural resources, human

services, budget, etc. This would mesh well with another charter project customized portals.

Access Summit: cross agency online resources access summit. It is challenging to provide services to state employees at times because access to online resources varies from agency to agency. The first meeting would involve CIO's to see if we can set standards across the board. Consecutive meetings would involve staff at the IT level. Agencies we have difficulty serving: Revenue, Corrections, Employment, Education. We would also like to get some IT people on the Advisory Council to provide input.

- 5) Tour of the SEIC: this agenda item was moved to the meeting in March.
- 6) Future meetings: Robert will send out a link to a online meeting tool to set up the meeting for March and May.