

CNIC Steering Committee Meeting Minutes

Date: March 7, 2005

Approved 3/21/05

Committee members or designee present: Dan Adelman, Bill Carpenter, Curt Amo, Ben Berry, Dan Christensen, Bill Crowell, Mike Freese, Gary Johnson, John Koreski, Doug Kosty, Stan McClain, Jill Petersen, Herb Riley and Baron Rodriguez.

Others present: Kari Ensminger, Sarah Gates, Raelynn Henson, Margaret Kane, Cheryl Knottingham, Keith Kohan, Julie Mallord, Theresa Masse, Mark Mattson, Denise Teixeira, Joe Wahl and Dean Willard.

1. Review / Approval of Minutes

Motion: Dan Adelman made a motion to approve the minutes from the February 28 meeting. Bill Crowell seconded and the motion passed unanimously.

QA Update: Mark Matson reported the RFP was posted and the Project Office has received information from 15 respondents so far. The RFP will close in two weeks.

2. Update on Data Center Manager Recruitment

Joe Wahl reported the recruitment process is well underway and that 85 applicants have responded to date. Joe reviewed the process and stages for the recruitment with the members.

Action: The two documents will be forwarded to the members within the week.

3. Print Services

Mike Freese reported that print services are not included in CNIC scope, however Publishing & Distribution is set up for remote printing at this time. If members have further questions they are asked to contact Mike Freese or Debbie Gallagher, 503-378-3397x225.

4. Development of CNIC Budget

Mike Freese reported that he and Sarah Gates have begun the process of meeting with each of the 12 participating agencies to identify all things in the agency budget tied to scope. Each agency's budget will continue through the Ways and Means process "as is"; when the time comes, line items will be

moved around to pay for CNIC. Mike explained the importance of being as accurate as possible with the numbers even though they will change as the stages progress due to more accurate information. The meetings are scheduled to be completed with the last agency by the end of next week.

5. Review of Finance Committee Charter

Dean Willard presented the new charter document for review. The changes focus on the committee's name, who they report to and the tasks they are asked to perform. Tasks focus on creating a charge back model and phase 2 activities.

Curt Amo expressed concern that the charter did not address the refresh of the business case. He asked the committee if this should be a task the finance work group would look at doing periodically. Dean Willard responded that the Project Office is now working on the business case refresh. Mike Freese reported that this is a different process than what was used before in that the business case will now go to BAM and LFO as part of the budget process.

Motion: Curt Amo made a motion to adopt the new charter for the Finance Work Group as written with the provision that the Project Office will provide a mechanism for an independent review of the business case. Bill Crowell and Doug Kosty seconded the motion. The motion carried with two opposed. Opposition noted:

- Stan McClain opposed the motion stating it should have been split into two separate parts as it is too complicated and unclear as stated.
- Bill Carpenter opposed the motion because it did not include clarity on the business case refresh.

During further discussion it was decided that the Steering Committee should establish a mechanism for an independent review of the business case, in which the Steering Committee will review and endorse the business case before sending it to the Governing Board for approval. There was discussion that perhaps the anticipated QA Contractor could provide that independent review for the committee.

Action: Project Office will recommend to the Steering Committee a suggested mechanism for providing independent review/validation of the business case.

6. Scope Clarification

Mike Freese reported on three issues now coming to light pertaining to scope:

- Networking and hosting technical architecture
- Data base administration
- Second and third tier support for computing and networking

Baron Rodriguez requested the Project Office provide a clarification statement for each of these issues so there can be no misunderstandings.

Action: The Project Office will provide a statement for each and post them on Quickplace.

7. Decision Making Model

It has come to the attention of the Project Office that there are several different opinions in the work groups as to how decisions are made and who has authority to finalize recommendations. Ben Berry presented a model for decision making to help the committee address the need to clarify the process within the work groups. The Steering Committee members are in full agreement that it is very important the work groups know their recommendations and input are heard. The concept of having work groups is to blend two bodies of knowledge: the state's knowledge of technology capabilities and needs and Accenture's knowledge on how to manage a consolidation process while implementing new technologies.

Dean Willard stated there is resistance from the work groups because they are being asked to work with a set of assumptions and beginning concepts and are not starting with a blank slate.

Stan McClain stated that the Steering Committee already made the decision to use Accenture's base assumptions (the implementation strategy). It will be important to clarify with the groups what decisions have been made that do not need to be readdressed.

All were in agreement that a consensus model was needed within the work groups, and that groups should not spend time rehashing decisions that have already been finalized. It was noted that reducing the size of some of the larger groups will aid in this process.

Action: The Steering Committee will empower Julie Mallord to script talking points to communicate these ideas to the work groups.

Action: Ben Berry will forward the Decision Making Model he shared to the Project Office to be distributed to the committee members.

Action: Julie Mallord asked the CIOs to attend work group meetings as their schedules allow. To help facilitate this request, the work group meeting schedules will be posted on Quickplace.

8. Prepare Governing Board Agenda for 3/14

Items suggested for the Governing Board Agenda:

- BCP Update
- CNIC project update
- Business Case / process for vetting budget information
- Review the role of the Governing Board
- Enterprise strategic planning update
- Data center construction update
- Julie will give a general status report and review risk items if there are any at this time.

Next Meeting: Monday, March 21, 2005
DAS West – Conference Room A
1 to 3 p.m.