

FINANCE/ADMINISTRATION LEADERSHIP GROUP
Meeting Minutes
January 25, 2005

Chairperson Birkle called the meeting to order at 2:01 p.m. in Room 126/127 of the Information Technology Building.

Members Present: Todd Birkle, Keith Sawdon, Cathy Shallal, Scott Oppmann, Patricia Davis, Art Holdsworth

Members Absent: Gina Bohn

Others Present: Chithra Chakrapani, Ed Poisson, Janette McKenna, Kevin Bertram, Mike Wilk, Dale Kukla, Phil Bertolini

Todd Birkle presented an agenda for the meeting.

I. Approval of Minutes from October 26, 2004

A copy of the minutes are posted on the "O" Drive at o:\infotech\leadgrp. Motioned by Sawdon, supported by Shallal to approve the minutes of October 26, 2004. Motion carried unanimously on a voice vote.

II. Review Quarterly Status Report

A. Vacant Position Report Status

Janette McKenna began the review of the Quarterly Status Report by referencing the Vacant Position Report (ref. Page B.6) which reflects 9 vacancies total. Received 3 new CLEMIS positions in the FY2005 budget. Applicants to fill positions 06367 and 10251 are currently being interviewed. Recently opened the Project Manager position 09752. There is now a 6.6% vacancy rate.

B. Technical Systems and Networking Division Status

Kevin Bertram gave an update on activities of the Technical Systems and Networking Division (ref Page A.26-29). A new category of "Technical Systems LG Planned Maintenance & Upgrades 2005-2006" was added to the Master Plan Quarterly Status.

Technical Systems LG Planned Maintenance & Upgrades 2005-2006	
Activity	Status
Server Admin	Discussed Mirapoint, an email server. Upgrade is in place and ready for production.
Workstation Services	Discussed McAfee engine upgrade, an anti-virus software with the latest patches for spyware protection. 150 pilot workstations tested. Spyware provides protection from viruses being loaded on local PC's. A common problem being experienced is constant pop-ups. WinInstall new release came out late December.
DR Plan	Disaster Recovery needs to be kept up to date. Standardizing tool kits. Wrapping up end of this quarter.

Technical Systems and Networking Division	
Project Priority #	Status
00	15 second access delay with root cause found. Work-around being tested.
01	7 offsite completed last quarter. Additional 21 sites. 30 sites left for this quarter. Completion expected mid-March/first of April.
02	Continue testing. Active Directory is 2-step process. 1 st phase done. Next phase is to move security piece from old to new system. Completion expected mid/late February.
03-07, 10	No Activity.
08	3 enhancements completed. 3 in progress.
09	3 completed, 3 left.

C. Review Master Plan Activity Status

Chithra Chakrapani provided an update on Finance/Admin Leadership group activities (ref. Pages A.6-8). Birkle inquired about fully funded projects. Project priority 02 with 12,600 allocated hours is the only one that is fully funded. It was discussed that if all allocated hours are not used, they must be presented back to the Board in order to be used for a different project. All hours must be used for the project intended as stated in the resolution.

Master Plan Activity	
Project Priority #	Status
00	99% complete with documentation remaining.
01	Completed on time.
02	Currently working with eVerge implementor to install PeopleSoft application.
04	Applied Taxes E&F during the first quarter.
05	Ready to go forward with implementing remaining modules.
06	RFP sent out, 2 bids received. Evaluation criteria was provided. Waiting for approval to move on.
07	Working on identifying tasks.
09	6 requests received, 5 completed.
10	4 requests received, 2 completed.
03,08,11-16	No Activity

D. Master Plan Analysis Status

McKenna stated that the Master Plan Analysis (ref. Page C.1) now includes the new category “Planned Maintenance/Upgrades”. McKenna noted that 12,000 hours were added in for Finance/Administration Enhancements/New Development. There is a 13% delivery overall.

III. Presentation of Project Management Office Website

McKenna stated that the “O” drive will be eliminated. All Quarterly Status Reports may now be found on the Information Technology website. The main page will contain the Master Plan. As you drill down, you will find the Quarterly Reports within that. Master Plan requests will be posted for all the projects. Minutes will be made available and posted as they are received.

IV. Other Business

Consolidation of PeopleSoft priority items 07 and 08

Consolidation of project item 07 “Continuation of roll out of PS eApplications” and item 08 “PeopleSoft Increased Workflow Functionality” would combine the total allocated hours of (07) 274 hours and (08) 424 hours for a total of 698 total allocated hours. Chakrapani explained that the Workflow is a part of eApps and is therefore essentially the same project. Oppmann stated that this action may possibly free up some hours for the leadership group. The name of the new combined project will remain the same (07) “Continuation of roll out of PS eApplications.” Strike priority item 08 “PeopleSoft Increased Workflow Functionality.”

Action: Motion by Oppmann, support by Sawdon to combine priority items 07 and 08, striking 08. Motion carried unanimously on a voice vote.

Central Services Enhancement Budget Request

Birkle made the request that 500 hours be allocated to Central Services.

Action: Sawdon made a motion that 350 hours of the 820 currently unallocated hours be allocated for Central Services Enhancement budget. Oppmann supported the motion. Motion carried unanimously on a voice vote.

Birkle suggested that this new allocation be prioritized at 16 (using the old numbers, 15 once item 08 is struck).

Action: Motion by Oppmann, support by Shallal to prioritize 350 hour allocation to Central Services as priority 16. Motion carried unanimously on a voice vote.

V. Adjourn

Next regularly scheduled meeting is April 26, 2005 at 2:00 p.m. in Information Technology's conference room 126-127.

Meeting adjourned at 2:37 p.m.