

# IM BOARD MEETING SUMMARY

## July 13, 2000

### Meeting Agenda

- Review agenda and 6/29/00 actions items (Griffin)
- Discuss vision and direction of expanded IM Board (Valdez)
- Brief IMSC status (Hughes)
- Discuss impressions of PNNL presentation (Members)
- Brief Cyber Security (Nay)
- Brief streaming video pilot results (Sevigny)
- Present "SC Workforce Relations and Diversity Council" White Paper for IM Board decision (Derflinger)
- Review planned topics for ESC briefing on IM Strategic Plan (Griffin)
- Review FY01 IM Operating Plan development status (Griffin)

### Meeting Attendees

<b>Name</b>	<b>Role</b>	<b>Organization</b>	<b>Contact #</b>	<b>Attendance</b>
Bill Valdez	Chair	SC-5	6-9942	Local
Ted Griffin	Exec. Sec.	SC-621	3-4602	Local
MaryAnn Scott	Member	SC-31	3-6368	Local
Robert Sevigny	Guest	SC-1	6-4518	Local
Pat Rice	Guest	SC-62	3-4556	Local
Gene Hughes	Guest	SC-621	3-5409	Local
Dean Pianta	Guest	SC-621	3-9002	Local
Sue Borda	Guest	SC-621	3-6592	Local
Kathy Centeno	Guest	SC-621	3-5472	Local
Steve Buswell	Member	SC-7	6-9741	Phone
Michael Lynott	Guest	SC-621	3-6409	Local
Greg Dilworth	Member	SC-17	3-2873	Local
Kirk Harrison	Guest	SC-621	3-5253	Local
Peggy Burris	Member	SC-4	6-7265	Phone
Bill Nay	Security Advisor	SC-80	3-6576	Local
Shirley Derflinger	Guest	SC-70	3-0044	Local
Jerry Wills	Ex Officio Member	ORO		
Lorna McAllister	Substitute for Myrna Vallette	SC-62	3-9142	Local
Anne Priebe	Guest	SC-621	3-2449	Local

## **Meeting Summary**

### **Review agenda and 6/29/00 meeting action items.**

All action items from the 6/29/00 IM Board meeting were completed. They were:

- Provide input to Ted Griffin regarding topics for his ESC briefing on the updated SC HQ IM Strategic Plan. (IM Board Members)
- Investigate the potential inclusion of DigiSource and PresentationSource into the SC Intranet Portal project. (Gene Hughes)

### **Discuss vision and direction of expanded IM Board.**

The IM Board chairperson noted that only one of five field ex officio members were present. He then stated that members should be present and when they cannot, to send substitutes. The Chairperson also requested that other IM customer groups (such as the Customer Information Advisory Group, the IMSC team, and JAD/RAD groups) invite field participation.

### **Brief IMSC status.**

Gene Hughes gave a presentation discussing Worksheet Exchange 1.0, the SC Homepage, and the SC Intranet Portal. Mr. Hughes was requested to send out a Beta 2 copy of the SC Intranet Portal to IM Board members. Funding for the SC Homepage will run out during August.

Mr. Hughes discussed his follow-up with PNNL on the potential inclusion of DigiSource and PresentationSource into the SC Intranet Portal project. There are two alternatives. One is for PNNL to host the service for 6 months and provide a link from the SC Intranet Portal. This effort was estimated to cost \$20K. The second option is for SC HQ to acquire the hardware and software to implement this service as part of the SC Intranet Portal project. The PNNL portion to support this option was estimated to cost \$60K. In both options, it was agreed that PNNL should be requested to participate in the SC Intranet Portal project JAD/RAD process to ensure that the right functionality is built in. The IM Board approved this strategy, favored option one, and requested that Mr. Hughes continue working with PNNL to refine the cost estimates and to determine maintenance costs.

### **Discuss impressions of PNNL presentation.**

IM Board members believed that the PNNL presentation was very beneficial and would like other SC laboratories to make similar presentations. However, concern was expressed over which IM capabilities should be presented. Ted Griffin stated that the approved SC HQ FY01-05 IM Strategic Plan includes the initial development of an SC-wide catalog of systems, from which those providing capabilities sufficiently similar to planned SC HQ development could be targeted for presentation to the IM Board.

### **Brief Cyber Security.**

Bill Nay gave a thorough presentation on the status of cyber security activities and provided a handout. Mr. Nay will e-mail the latest SC HQ Computer Security Protection Plan to the Chairperson.

### **Present "SC Workforce Relations and Diversity Council" White Paper for IM Board decision.**

Shirley Derflinger presented a request to have "SC Workforce Relations and Diversity Council" activities placed on the SC homepage. Currently, there is no funding to accomplish this. IM Board discussion led to two action items. First, the Chairperson will ask Ed Oliver, SC-30, for \$5K to fulfill this request. Second, Ms. Derflinger will send out a request to participants of the SC Workforce Relations and Diversity Council in coordination with the IM Board requesting suggested corporate information to be maintained on the SC homepage. Based on this information, Ms. Derflinger will make a recommendation to the IM Board.

### **Brief streaming video pilot results.**

Gene Hughes and Robert Sevigny discussed positive feedback received in regards to the videos released on the SC Homepage. However, funding to support the pilot and the SC homepage will run out during August. \$10K in additional funds is needed to continue both through the end of this fiscal year. The IM Board recommended that SC621 request the additional funds from SC60.

**Review planned topics for ESC briefing on IM Strategic Plan.**

Ted Griffin received no comments from IM Board members on planned topics for his presentation to the ESC (August 11) on the approved SC HQ FY01-05 IM Strategic Plan. Therefore, he will proceed with the development of the presentation

**Review FY01 IM Operating Plan development status**

Now that the IM Board has approved the SC HQ FY01-05 IM Strategic Plan, the next step is the development of the draft IM budget for FY01. SC621 plans to have this completed and to begin briefing each of the IM Board members individually to obtain their approval during the last week of July, 2000.

**Action Items**

- Brief status of CME at the August meeting. (Rasar)
- Invite SNL to brief IM tools at August meeting. (Griffin)
- Invite SC field participation at SC HQ IM customer groups (such as the Customer Information Advisory Group, the IMSC team, and JAD/RAD groups). (SC621)
- Members are to have substitutes if they can not attend. (Members)
- Send out a Beta 2 copy of the SC Intranet Portal to IM Board members. (Hughes)
- Refine cost estimates and determine maintenance costs for including DigiSource and PresentationSource in the SC Intranet Portal project. (Hughes)
- E-mail the latest CSPP to Valdez. (Nay)
- Ask Ed Oliver, SC-30, for \$5K to add "SC Workforce Relations and Diversity Council" information to the SC homepage. (Valdez)
- Request \$10K from SC60 to fund support for the SC homepage and video streaming for the remainder of this fiscal year. (SC621)
- Send out a request to participants of the SC Workforce Relations and Diversity Council in coordination with the IM Board requesting suggested corporate information to be maintained on the SC homepage. Based on this information, will make a recommendation to the IM Board. (Derflinger)

**Next scheduled IM Board Meeting**

- August 24, 2000 in Germantown, MD.