

# IM BOARD MEETING SUMMARY

## September 28, 2000

### Meeting Agenda

- Review agenda and 8/24/00 action items (Griffin)
- Obtain approval of FY01 IM Operating Plan (Griffin)
- Brief IMSC status (Hughes)
- Brief LPSO Plan for IM (Yockman)
- Brief CIAG review of printer policy (Green/Baker)
- Brief SNL/SC HQ collaboration effort (Griffin)
- Brief status on CIO IM consolidation effort (Yockman)
- Brief Program Summary Publication proposal (Millman)

### Meeting Attendees

| Name   | Role              | Organization  | Contact #     | Attendance   |
|--|-------------------|---------------|---------------|--------------|
| <b>Bill Valdez</b>   | <b>Chair</b>      | <b>SC-5</b>   | <b>6-9942</b> | <b>Phone</b> |
| <b>Ted Griffin</b>   | <b>Exec. Sec.</b> | <b>SC-621</b> | <b>3-4602</b> | <b>Local</b> |
| Bob Woods  | Member            | SC-22         | 3-4801        | Local        |
| Marvin Stodolsky   | Member            | SC-72         | 3-4475        | Local        |
| Greg Dilworth  | Member            | SC-17         | 3-2873        | Local        |
| <b>Jennifer Emanuelson for Bill Nay (Security Advisor)</b> | Attendee          | SC-80         | 3-9546        | Local        |
| Peggy Burris   | Member            | SC-4          | 6-7265        | Phone        |
| Mike Riches  | Member            | SC-70         | 3-3264        | Local        |
| Myrna Vallette   | Member            | SC-62         | 3-3444        | Local        |
| <b>Steve Eckstrand for John Willis (Member)</b>            | Attendee          | SC-55         | 3-5546        | Local        |
| Jerry Wills  | Ex Officio Member | OR            | 865-564-9277  | Phone        |
| Dick Yockman   | Presenter         | SC-621        | 3-3394        | Local        |
| Pat Rice   | Attendee          | SC-621        | 3-4556        | Local        |
| Gene Hughes  | Presenter         | SC-621        | 3-5409        | Local        |
| Joanna Martin  | Attendee          | SC-621        | 3-1017        | Local        |
| <b>Viana Briscoe for Jim Hirahara (Ex Officio Member)</b>  | Attendee          | OAK           | 510-637-1742  | Phone        |
| Larry Vann   | Ex Officio Member | CH            | 630-252-2875  | Phone        |
| Terry Davis  | Ex Officio Member | RL            | 509-372-4612  | Phone        |
| Jeanne Beall   | Attendee          | SC-621        | 3-4587        | Local        |
| Brent Baker  | Attendee          | SC-621        | 3-2345        | Local        |
| Robbie Green   | Presenter         | SC 621        | 3-6578        | Local        |
| Sue Ferrand  | Attendee          | SC-621        | 3-1884        | Local        |
| Kathi Centeno  | Attendee          | SC-621        | 3-5472        | Local        |
| Bill Millman   | Presenter         | SC-14         | 3-5805        | Local        |
| Paul Arveson   | Attendee          | SC-621        | 3-1893        | Local        |

## **Meeting Summary**

### **Review agenda and 8/24/00 meeting action items.**

The 8/24/00 action items were reviewed:

- Invite SNL to provide a briefing on IM tools at the September meeting (Griffin). Completed. Please refer to the 9/28/00 agenda for details.
- Notify PNNL of intent to defer the decision on CollabraSuite (Hughes). Completed.
- Determine a more thorough approach to searching for lab software that could meet SC Strategic Plan requirements (Griffin). Part of the FY 2001 SC HQ IM Operating Plan.
- Contact all Intranet Portal Team members to ensure their attendance, or that of a substitute, at the September 11, 2000 JAD/RAD session (Hughes). Due to a delay in hardware/software delivery by TELIS, the session has been postponed until mid-October. Attendees will be notified.
- Investigate the possibility of conducting the IM Board meetings via videoconference (Griffin). GTN conference rooms have been explored, but are too small. FORS has one conference room (IE267) that holds up to 40 attendees.
- Prepare a master list of contact information for all IM Board members and Operations Office representatives (e.g. names, phone numbers, mailing and e-mail addresses) to be made available at the September meeting (Griffin). Completed. A master list was transmitted electronically to all Board members prior to 9/28/00 IM Board meeting.
- Invite SC field participation at CIAG meetings (Griffin). How best to implement this will be discussed at the October meeting with the SC Operations Offices.
- Workforce Relations and Diversity Council to recommend to IM Board information to be posted (Derflinger). Shirley Derflinger will provide a recommendation at the 10/26/00 IM Board meeting.

### **Obtain approval of FY01 IM Operating Plan**

Ted Griffin reviewed the scenario of events that led up to the development of the draft FY01 IM Operating Plan (including his one-on-one Plan briefings with the IM Board members). He then obtained the IM Board's approval of the FY 2001 IM Operating Plan.

### **Brief IMSC status**

Gene Hughes provided an updated status of the rollout of IMSC. Mr. Hughes expects that IMSC will rollout no later than the weekend of October 28, 2000.

### **Brief LPSO Plan for IM**

Dick Yockman provided an overview of the LPSO Plan for Information Management including goals and activities.

### **Brief CIAG review of printer policy**

Robbie Green and Brent Baker presented the results of the CIAG's review of the current printer policy. The CIAG voted to maintain the "status quo".

### **Brief SNL/SC HQ collaboration effort**

Ted Griffin presented the SNL/SC HQ collaboration effort to determine if SNL systems exist that SC HQ can use instead of building planned new systems. One SNL system, IntraDoc (document management) and one SNL approach, Intranet Portal, have promise and will be followed up on. The Board will be kept informed of the results. The Board requested that the same collaboration effort take place with PNNL.

**Brief status on CIO IM consolidation effort**

Dick Yockman provided an update on the CIO's effort to consolidate IM services into the existing DOE Working Capital Fund.

**Brief Program Summary Publication proposal**

Bill Millman provided an overview of the BES Abstract Tracking System and requested that it be updated for a cost of \$15,000. Before making a decision, the Board requested SC621 to identify what might not get done in the FY01 IM Operating Plan if this initiative was undertaken. SC621 will formulate options, send them to the IM Board members for review, and request a decision.

**Action Items**

- Send the SC HQ FY01-05 IM Strategic Plan to PNNL for review (Griffin).
- Provide options to the IM Board members so that the development of an updated BES Abstract Tracking System can be considered.