

**Information Management (IM) Board
Meeting Summary
February 28, 2002**

Agenda

10:00 - 10:05 Introduction

- Review agenda (Griffin)
- Review action items (Griffin)

10:05 - 10:35 External Review Results (Yockman)

10:35 - 11:00 IM Services Reports (Griffin)

11:00 - 11:20 IM Project Reports (Griffin)

- Status (Griffin/Hughes/Centeno)
- OA Report on IMSC (Talamini)
- Champions' Report on IMSC (Alleva/Stodolsky)

11:20 - 11:30 IM Board Reports

- CIAG Monthly Report (Dilworth)
- Security Report (Toy)

Meeting Attendees

Name		Role	Organization	Contact #	Attendance
Valdez	Bill	Chair	SC-5	6-9942	Local
Griffin	Ted	Exec. Sec.	SC-65	3-4556	Local
Riches	Mike	Member	SC-70	3-3264	Local
Baker	Melea	Member	ESMT	3-7486	Local
Baker	Brent	Attendee	SC-65	3-2345	Local
Briscoe	Vianna	Ex Officio Member Backup for James Hirahara	OAK	510-637-1742	Phone
Burks	Dru	Attendee	OAK	510-637-1738	Phone
Burris	Peggy	Member	SC-4	6-7265	Phone
Centeno	Kathi	Attendee	SC-65	3-5472	Local
Farrand	Sue	Attendee	SC-65	3-1884	Local
Forsythe	Todd	Attendee	SC-65	3-6409	Local
Hicks	Erskine	Ex Officio Member	OR	865-576-1113	Phone
Hughes	Gene	Attendee	SC-65	3-5409	Local
Millman	Bill	Member Backup for Greg Dilworth	SC-14	3-5805	Local
Oyler	Dean	Attendee	SC-22	3-6394	Local
Rice	Pat	Attendee	SC-65	3-4556	Local
Rossi	Steve	Member backup for John Yates	SC-82	3-5534	Local
Stodolsky	Marvin	Attendee	SC-72	3-4475	Local
Vann	Larry	Ex Officio Member	CH	630-252-2875	Phone
Woods	Bob	Member	SC-22	3-4801	Local
Yockman	Dick	Attendee	SC-65	3-3394	Local

Meeting Summary

Review agenda and action items

Mr. Griffin reviewed the status of the action items from the January meeting.

Action	Responsibility	Status
Contact M. Riches on the IM&T budget	J. Alleva	Complete; however, the budget status is still unclear.
Notify SC-5 of homepage redesign schedule change	T. Griffin	Complete
Provide revised Operation Plan to Board members at the February meeting	T. Griffin	Ongoing. Cannot be completed until budget decisions are finalized.

The next IM Board meeting is planned for Thursday, March 28, 2002, in room G-207.

External Review Results

Dick Yockman reviewed the IMSC Review Team Report that was presented to the SC Executive Steering Committee (ESC) on February 22, 2002. Mr. Yockman then presented his proposed five courses of action for the key findings of the review. These five courses of action in the form of a briefing were forwarded to Milt Johnson for consideration. Major discussion points follow.

?? During the AD/OD meeting, several task forces were established to address recommendations suggested by the IMSC Review Team.

?? The FY2002 IT budget is still not known.

?? Business process re-engineering and the new Office of Science Chief Information Officer are critical recommendations.

?? The SC Strategic Plan is two years old and out of date. SC-5 has the lead to develop a new plan, which should be finalized by September.

?? IM Board and Customer Information Advisory Group (CIAG) members should have their membership in these groups formalized and possibly added to their position descriptions (PDs).

?? There would be no negative impact on SC-65 if IMSC is managed as a separate project.

Fiscal year (FY) IM Services Reports

Time limitations precluded discussion on these reports; however, status information was included in the presentation package provided to attendees. Mr. Griffin gave an update on the budget status. SC-65 recently received word that the FY 2002 budget may be \$6.7 million, but to continue proceeding as if it is \$8 million until the end of March. At that time, the IT budget

should be known. Decisions on services to discontinue and projects to cancel will need to be addressed if the \$6.7 figure is confirmed.

FY 2002 IM Project Reports

Time limitations precluded discussion on these reports; however, status information was included in the presentation package provided to attendees.

IM Board Reports

Time limitations precluded discussion on these reports.

Action Items

- ?? Provide Mr. Yockman's briefing on IMSC External Review Courses of Action to phone-in participant s. (Griffin)
- ?? Provide to Milt Johnson (1) baseline infrastructure information (Operating Plan) and (2) a list of what products and services will be eliminated on April 1 if the FY 2002 IT budget is \$6,700,000. (Griffin)