



Draft

MINUTES

Commonwealth IT Solutions Committee

Monday March 30, 2009

Virginia Information Technologies Agency (VITA)
CESC

Attendance

Members Present:

The Honorable Aneesh Chopra, Chair
Walter J. Kucharski
Kenneth S. Johnson, Sr.
Bertram "Bert" Reese
Patricia Picard Cormier

Absent:

None

Others Present:

Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth
Jerry Simonoff, VITA IT Investment & Enterprise Solutions Director
Dan Ziomek, Associate Director, Commonwealth Project Management Division

Call to Order

Secretary Aneesh Chopra called the Commonwealth IT Solutions Committee to order at 2:40 pm. Following a roll call by Dan Ziomek, it was acknowledged that a quorum was present.

Approval of Minutes

Secretary Chopra called for approval of the minutes from the November 19, 2008, Committee meeting.

MOTION: A motion was made by Mr. Reese that the minutes from the November 19, 2008 meeting of the Commonwealth IT Solutions Committee be approved as written. Seconded by Dr. Cormier, the motion carried unanimously.

Status of Commonwealth Major IT Projects

At the request of the Chair, the Commonwealth Major IT Project status report was deferred to the April 16, 2009 meeting of the Board.

Data Standards and Data Management Update

Ms. Nadine Hoffman, Virginia Enterprise Applications Program, gave an update on the Data Management Program. Her presentation covered the accomplishments, opportunities, examples, cost of resources (including infrastructure) and short and long term deliverables.

Ms. Hoffman then directed the committee's attention to the December 1, 2008 report that was sent to the board chair James F. McGurick and CIO Lemuel C. Stewart. She asked that the following recommendations from that report be approved:

1) VEAP recommends the Commonwealth of Virginia adopt Extensible Markup Language (XML) as the technical standard for all new data exchanges (interfaces). All new data exchanges, internal and external, unless granted an exception, should comply with the XML standard. Extensible Markup Language (XML) was published as a W3C (World Wide Web Consortium) recommendation in 1998. XML continues to play an increasingly important role in the exchange of a wide variety of data on the Web and elsewhere.

2) VEAP recommends the Commonwealth of Virginia adopt and align to industry XML standards, whenever possible. Independent, non-profit, volunteer-led organizations, such as HR-XML Consortium (hr.xml.org) and Commerce XML (cxml.org) are dedicated to the development and promotion of industry specific XML specifications to enable e-business and the automation of data exchanges.

Discussion Followed.

MOTION: A motion was made by Secretary Chopra to accept the first two recommendations in the December 1, 2008 Data Management Program report and proceed with due process for the promulgation of a new or revised ITIB standard. Seconded by Mr. Reese, the motion carried unanimously.

University Applications for "Tier II" Status

Mr. Mike Sandridge, Commonwealth Project Management Division, presented the committee with five applications for Tier II status. George Mason University, James Madison University, Old Dominion University, Radford University, and Virginia Military Institute submitted requests to enter into memoranda of understanding with the Governor in the functional area of information technology. The *Code of Virginia* provides for the ITIB review and input on these requests. Mr. Sandridge briefed the committee on the higher education management agreement and the functional criteria for Tier II autonomy from IT and procurement oversight.

Mr. Sandridge concluded with the following recommendations and findings:

- James Madison University – Tier II is recommended: *Full compliance with criteria.*
- George Mason University – Tier II not recommended: *Not in compliance with criteria.*
- Old Dominion University - Tier II not recommended: *Not in compliance with criteria.*
- Radford University - Tier II not recommended: *Not in compliance with criteria.*
- Virginia Military Institute - Tier II not recommended: *Not in compliance with criteria.*

MOTION: A motion was made by Secretary Chopra that the Board approve the proposed letter response to the Secretary of Finance, which endorses the awarding of Tier II status to James Madison University and recommends deferral of all other applications pending submission of required documentation to substantiate compliance with Code- mandated IT functional area criteria. Seconded by Mr. Kucharski, the motion carried unanimously.

Other Business

None

Public Comment

There was no public comment.

Adjournment

The meeting was adjourned at 4:00 p.m.