

Cross Agency Partnership (CAP): Full Taskforce Group

Meeting Minutes

# November 14, 2017

|  |  |
| --- | --- |
| Present: | Inta Morris, Diane Duffy, Julia Pirnack, Brian Pool, Mark Duey, Nathan (Lee) Wheeler-Berliner, Matt Cornett, Trevor Williams, Derek Blake, Twyla Esquibel, Megan McDermott |
| Next meeting: | TBA - Doodle will go out. Will be the first or second week of December, 2017  Time: TBA  Location: 1560 Broadway, Suite 1700, Denver, CO 80202 |
|  |  |

## Introduction

Megan McDermott, Communications Director for CIC/DHE, briefed the group on the recent meeting of the CAP’s communications group (see minutes of 11/13/17). Draft communications will be developed for all stakeholders with initial priority to administrators and professionals, then CIC other student and client users. The group discussed the best means to send the messages as well as the general thrust of the messages to each target audience.

## Discussion

Discussion during the meeting focused on two major work items: discussing and updating the draft vision statements and the consolidated implementation plan that will guide the task force over the next few months. The results of the discussion may be viewed on pages 10 and 12/13 respectively of the PowerPoint “CIC Implementation 11/14.” The task force also discussed potential deadlines for these items. Work will continue on the implementation plan for the product itself in the upcoming product/services group meeting on December 20.

## Action Items

Each of the four working groups must move forward quickly, recognizing that the timeline is quite aggressive to bring an RFP to bear by the April 2018 timeframe. Adequate funding for FY2019 must be locked by January 1 to allow adequate time for users. The concept of having a period of time to run the new system concurrently with the old was discussed but would require additional time to the implementation horizon.

Julia will send out a Doodle poll to set the next full CAP meeting for during the first two weeks of December.

Messages will be drafted and review by communications group prior to next full CAP meeting.