

Configuration Control Board (CCB) Meeting Minutes
 Thursday, January 21, 2010
 DPI, Room 224

Attendees:

Attendee's Name	Affiliate
Ms. Monica Adams*	Watauga County
Mr. Joe Baisely*	Currituck County
Dr. Angie Blalock*	Burke County
Ms. Deb Branham*	New Hanover
Ms. Michele Burton	DPI, Communication Specialist
Mr. L. Russell Dixon*	Granville County
Elan Goodman*	Clinton City
Ms. Debbie Harman*	Winston-Salem/Forsyth
Ms. Nancy Hatley*	Stanly County
Mr. Robin Honeycutt*	Catawba County
Ms. Jennifer Jenkins*	Cabarrus County
Ms. Jody Hawley*	Cumberland County
Mr. Robin Honeycutt*	Catawba County
Ms. Emily Jones*	New Hanover County
Ms. Dot Lodge*	Gaston County
Ms. Alicia McGee	DPI
Ms. Jane Peebles*	Buncombe County
Ms. Phyllis Price	DPI
Mr. Brian Tenpenny	DPI
Mr. Ken Weiss	DPI
Dr. John Wetsch	IT Director, Academic Services
Mr. John Wykoff*	Chapel Hill-Carrboro City

Call to Order and Welcome: Mr. Honeycutt welcomed all attendees and asked for introductions. She announced the minutes will be approved via e-mail within the next few weeks. There were no changes to the revised charter. Ms. Hatley made the motion to approve the revised charter and Mr. Dixon seconded the motion.

Incidents Requirement: Mr. Weiss and Mr. Gattis reviewed the changes related to this enhancement especially related to off school ground activities. The term school year will be changed again to capture the correct meaning. Though the goal was to approve this requirement today, there were some additional amendments that will be made and resubmitted for review and approval.

Brainstorming Session II: Mr. Weiss indicated that there have not been any changes to the brainstorming session. However, he asked if anyone wanted to view the list again. Ms. Hatley reviewed what was agreed at the last meeting related the requirements. Mr. Weiss suggested that the update the list categorizing the requirements as mandatory and desired be completed at the March meeting. Also, it is hopefully that the symposium meeting will bring forth come new ideas.

Roundtable: Mr. Dixon voiced concerns related to the four year course plan. He stated it was discussed during symposium last year. Mr. Dixon indicated that his school district cannot print the report in mass as opposed to student by student. It is supposedly in the report however, this function is not enabled. He has placed a ticket last February to rectify this problem. Dr. Wetsch apologized stating he was not aware Mr. Dixon's ticket had been logged and unanswered this long. He took the ticket number down and will follow up with him on the ticket's status. Also, Mr. Dixon inquired about the race/ethnicity upload status and the availability to enter the student's information. He stated what he knew from Karl's information at the last UAB meeting specifically that there has been some leniency on submitting the information. Ms. Kitts indicated the AdHoc fields have been activated and a communication will be sent on how to use the fields. However, she did not suggest adding anything to these fields until communicated to do so. She pointed out on the basic demographic screen there is an AdHoc field. Mr. Dixon did notice the field yet it is not viewable and an error message appears. Ms. Baugess and Ms. Kitts were not aware of the error message and will work on the error message.

Mr. McLaurin attended the meeting per Dr. Wetsch request to discuss the current performance issues. He reported many issues are related to the current system's hardware age. Yet, the last outage was caused by a bad memory dim and the dim is on order to be replaced. Again, he reiterated the hardware's age has impacted the performance as well as the overall system's capacity with users and simultaneous tasks. However, the hardware refresh project is being worked on for implementation to hopefully improve performance. He and his team are doing as much as possible to prevent performance issues. Consequently, the failing equipment makes it hard to detect when a memory dim will die. A question was asked related to the hardware project being implemented by the July timeframe. Mr. McLaurin and Dr. Wetsch agreed this is the projected timeframe. Dr. Wetsch added that the George Batten will be attending tomorrow's ESC to review and discuss the project's direction. Furthermore, Dr. Wetsch will provide more information in detail at the symposium. Mr. McLaurin added the maintenance schedule should be sent for the board's approval in the symposium or the March meeting. Dr. Wetsch commented on the parent assistant concern voiced by Mr. Wykoff. He stated there has not been any budget for this project. It has been included in the expansion budget and if it is approved then the project will move forward. Dr. Wetsch should have more information in February. Ms. Hatley asked about any information the House bill related to changing the beginning school date. Mr. Honeycutt indicated he believed the bill was lost in Senate and does not believe it was approved.

Action Item(s)	Responsible Person(s)	Due Date	Deliverable
Error Message		Next meeting	To research this issue.
Four Year Course Plan	John Wetsch	Next meeting	To follow up on this request.

Mr. Honeycutt adjourned the meeting and announced the next meeting will be February 23, 2010, at the NCWISE Symposium, 4:00 p.m., in Auditorium 1.