

**CTS Advisory Council**

November 24, 2014  
1500 Jefferson Street  
Olympia, Washington

**Welcome**

Christy Ridout, Consolidated Technology Services (CTS), opened the meeting.

Attendees: Don Peck (DOH), Debbie Stewart (ECY), Cathy Munson (LSC), Steve Young (DNR), Sue Langen (DSHS), Nick Fuchs (DES), Dave Kirk (DFI), Michael Cockrill (OCIO), Adam Aaseby (HCA), Rod White (DFW), David Switzer (DOC), Grant Rodeheaver (WSDOT)

Guests: Wendy Huff (CTS), Laura Parma (CTS), Dan Mercer (CTS), Karen McLaughlin (CTS), Jay Knowlton (CTS), Bruce Ensign (DOR), Debra Spaulding (DOH)

**O365 Roadmap**

Wendy Huff reviewed the Office 365 (O365) Roadmap and Tenant Design considerations along with the benefits and challenges associated with both designs.

She also stated the SharePoint Online is currently enabled in the shared tenant, but there are still concerns/issues on how it works in a single tenant design.

CTS is currently completing design work on Exchange 2013 and Vault upgrade.

CTS wants to ensure the proposed O365 Roadmap aligns with the needs of the agencies. In addition to technical readiness, there are a number of business issues that need to be addressed. For example, agencies will need to have purchased O365 licenses before they can move to the new environment. In addition, a number of concerns with the master contract for Microsoft licensing may need to be addressed.

It was discussed in the meeting that members might have different requirements regarding the timing of cloud-based email, SharePoint, and Lync. The discussion concluded with agencies agreeing to document their requirements in the Roadmap template under the O365 section.

**Action Item:** CTS will follow up on:

- Potential ethics concerns with how the “per user” licensing model applies to use on personal devices.
- The Secretary of State’s position on how O365 complies with state Records Retention requirements.

**Action Item:** CTS will coordinate a meeting with Microsoft product development team where the agencies can learn more about Azure Active Directory capabilities.

**Action Item:** Agencies agreed to provide their requirements for O365 in the Roadmap template. The specific section of the template is the “Email & Collaboration” in the Service Category section. Agencies agreed to provide feedback to CTS by December 8, 2014. The [Template](#) has been posted to the ASK site on the CTS Strategic Roadmap main page.

**Action Item:** Agencies will be able to use the same template to capture input for the broader CTS Roadmap. CTS agreed to pre-populate the template with information from the agency specific Decision Package (DP) consultations conducted in the fall.

**Next Meeting**

December 3, 2014  
Conference Center Room 2331  
1500 Jefferson Street  
Olympia, WA