

AGENDA

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, December 13, 2012
1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

[Meeting Documents](#) (6 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [October 11, 2012](#)
4. Standards and Guidelines
 - [NITC 7-104](#): Web Domain Name Standard (New)*
 - NITC 8-101: Information Security Policy ([Amendment](#))*
5. Discussion: ECM - Business Portal - Kevin Keller
6. Agency Reports and Other Business
7. Adjourn (Next Meeting - February 14, 2013)

* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on November 20, 2012. The agenda was posted to the NITC website on December 7, 2012.

**State Government Council
of the
Nebraska Information Technology Commission**
Thursday, October 11, 2012, 1:30 p.m. - 3:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, Chair
Beverlee Bornemeier, OCIO-Enterprise Computing Services
Josh Daws, Secretary of State's Office
Dennis Burling, Department of Environmental Quality
Keith Dey, Department of Motor Vehicles
Suzy Fredrickson, Nebraska State Patrol
Rex Gittins, Department of Natural Resources
Dorest Harvey, Private Sector
Brent Gaswick, Department of Education
Eric Henrichsen, Department of Health and Human Services
Kelly Lammers, Department of Banking
Bill Miller, State Court Administrator's Office
Glenn Morton, Workers' Compensation Court
Jayne Scofield, OCIO-Network Services
Bob Shanahan, Department of Correctional Services
Terri Slone, Department of Labor
Len Sloup, Department of Revenue
Rod Wagner, Library Commission

MEMBERS ABSENT: Carlos Castillo, Administrative Services; Dick Clark, Policy Research Office; Mike Calvert, Legislative Fiscal Office; Pat Flanagan, Private Sector; Gerry Oligmueller, Budget Office; Mike Overton, Crime Commission; and Bill Wehling, Department of Roads

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 17 voting members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on September 5, 2012. The agenda was posted to the NITC website on October 5, 2012.

PUBLIC COMMENT. There was no public comment.

APPROVAL OF AUGUST 9, 2012 MINUTES*

Mr. Dey moved to approve the [August 9, 2012](#) as presented. Mr. Shanahan seconded. Roll call vote: Burling-Yes, Bornemeier-Yes, Decker-Yes, Daws-Abstain, Gittins-Yes, Harvey-Yes, Slone-Abstain, Lammers-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Gaswick-Yes, Fredrickson-Abstain, Scofield-Yes, Shanahan-Yes, Wagner-Abstain, and Miller-Yes. Results: Yes-13, No-0, Abstained-4. Motion carried.

STANDARDS AND GUIDELINES

New Resource Document - [NITC 7-RD-01](#): Telecommunications Facilities and Services*

Purpose: This resource document is intended to provide guidance to agencies on telecommunications facilities and services needed in an ordinary office setting and to provide a suggested allocation of responsibilities between a Lessor and Lessee (Tenant Agency). Any such work in a state owned building should meet these minimum requirements.

Matt Easton, Office of the CIO, Field Services Manager, was present to answer any questions. Based on input received on the draft document, Mr. Easton suggested the following changes:

- In Section 1, strike “Lessor and Lessee (Tenant Agency)” and insert “Lessor, Lessee, and Tenant Agency.”
- In Section 2.2, second paragraph, strike the first sentence and insert “The Lessor shall provide, at a minimum, a telecommunications information outlet at each desk and/or workstation.”
- In Section 3.5, second sentence, after “plan” insert “(paper copy and editable electronic copy)”.
- In Section 4 add the following definitions and renumber accordingly:
 - Home Run – Individual cable run installed from a central distribution point to termination point. Each cable run is a continuous length without a splice or intermediate point. Each cable run is a continuous length without a splice or intermediate termination point. Typically referred to as a “Star” topology.
 - Telecommunications Information Outlet – User connection facility provided in a Work Area as part of a Structured Cabling System.

Mr. Miller moved to approve [NITC 7-RD-01: Telecommunications Facilities and Services resource document with the proposed revisions](#). Mr. Dey seconded. Roll call vote: Miller-Yes, Wagner-Yes, Shanahan-Yes, Scofield-Yes, Fredrickson-Yes, Gaswick-Yes, Henrichsen-Yes, Dey-Yes, Morton-Yes, Lammers-Yes, Slone-Yes, Harvey-Yes, Gittins-Yes, Daws-Yes, Decker-Yes, Bornemeier-Yes, and Burling-Yes. Results: Yes-17, No-0, Abstained-0. Motion carried.

PROJECT PROPOSALS - 2013-2015 BIENNIAL BUDGET - RECOMMENDATIONS TO THE NITC*
[Project summary sheets](#) (62 pages)/ [Full text of the projects](#) (341 pages)

Mr. Becker reviewed the NITC’s project review process. Agency representatives were given the opportunity to discuss their projects and answer any questions.

Council members were asked to email Mr. Becker with their tier recommendations by Monday, October 22. The compiled scores will be posted as an after meeting link to today’s agenda [\[link\]](#).

AGENCY REPORTS

There were no agency reports.

OTHER BUSINESS

Ms. Decker provided the following updates:

- In the recently released Digital States Survey, Nebraska improved from a rating of B- to B+.
- [The Nebraska Digital Government Summit](#) will be held on October 30, 2012 at the Embassy Suites in Lincoln, Nebraska.
- The 2012 Statewide Technology plan has been posted to the NITC website.
- An understanding has been reached with the Lincoln Journal Star regarding online access to the newspaper.
- The State of Nebraska has been notified by IBM that the State will be going through an IBM software audit. The OCIO is currently working with IBM to define the scope of the audit. It will most likely be server based and not at the desktop level. The OCIO has requested that the audit be done after the legislative session.

ADJOURNMENT

Mr. Daws moved to adjourn. Mr. Harvey seconded. All were in favor. Motion carried.

The meeting was adjourned at 2:35 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker, Office of the CIO.

NITC 7-104

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 7-104 (Draft)

Title	Web Domain Name Standard
Category	Network Architecture
Applicability	Applies to all state agencies, boards, and commissions, excluding higher education

1. Standard

- 1.1. The official Nebraska government domain is nebraska.gov.
- 1.2. All public facing domains shall be registered as at least a third-level domain within the nebraska.gov domain. The third level domain name shall uniquely identify the state agency or service. In addition to nebraska.gov, the domain ne.gov may be registered as an alternate domain resolving to the corresponding nebraska.gov domain name.
- 1.3. All registered nebraska.gov domains shall adhere to all federal .gov domain registration requirements and guidelines.
- 1.4. Domains other than nebraska.gov may be purchased but cannot serve content or be publicly promoted.
- 1.5. Nonconforming domains in existence when this standard is adopted will be exempt from the requirements in Section 1.4 until December 31, 2014.

2. Purpose

The purpose of this standard is to provide for consistent domain names for state government websites.

3. References

- 3.1. Federal .GOV Domain Name Requirements and Guidelines: <https://www.dotgov.gov/>

VERSION DATE: DRAFT - December 7, 2012
HISTORY:
PDF FORMAT: (to be added)

AMENDMENT TO NITC 8-101 (Information Security Policy)

<http://nitc.nebraska.gov/standards/security/8-101.pdf>

1. Section 8, Portable Devices, is amended to read:

Portable Devices

All portable computing devices (notebooks, USB flash drives, PDA's, laptops and mobile phones) and information must be secured to prevent compromise of confidentiality or integrity. No device may store or transmit sensitive information without suitable protective measures that are approved by the agency data owner(s).

Special care must be taken to ensure that information stored on the device is not compromised. Appropriate safeguards must be in place for the physical protection, access control, cryptographic technique, back up, virus protection, and properly connected to the State network. All mobile devices must utilize the screen locking feature on their device when not in use and after a period of inactivity.

Devices storing sensitive and/or critical information must not be left unattended and, where possible, must be physically locked away, or utilize special locks to secure the equipment.

Employees in the possession of portable devices must not check these devices in airline luggage systems. These devices must remain in the possession of the traveler as hand luggage unless restricted by Federal or State authorities.