

# MEETING AGENDA

## Technical Panel of the Nebraska Information Technology Commission

Tuesday, July 14, 2009  
9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska

### AGENDA

Meeting Documents: Click the links in the agenda  
or [click here](#) for all documents (8 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes\* - [May 12, 2009](#)
4. Project Reviews
  - Ongoing Reviews
    - Health and Human Services - MMIS - James Ohmberger
    - Nebraska State College System and University of Nebraska - Student Information System
5. Standards and Guidelines
  - Set for 30-Day Comment Period\*
    - [NITC 5-301](#): Use of Computer-based Fax Services by State Government Agencies (Revised)\*
  - Request for Waiver\*
    - [Nebraska Commission on Public Advocacy](#) - Request for waiver from NITC 5-201 Email Policy for State Government Agencies
6. Regular Informational Items and Work Group Updates (as needed)
  - Accessibility of Information Technology Work Group - Horn
  - Learning Management System Standards Work Group - Langer
  - Security Architecture Work Group - Weakly
7. Other Business
8. Next Meeting Date - August 11, 2009
8. Adjourn

\* Denotes Action Item

(The Technical Panel 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.)

NITC and Technical Panel websites: <http://nitc.ne.gov/>  
Meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on June 5, 2009. The agenda was posted to the NITC website on July 9, 2009.

**Technical Panel**  
of the  
**Nebraska Information Technology Commission**  
Tuesday, May 12, 2009, 9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege Street, Lincoln, Nebraska  
**PROPOSED MINUTES**

**MEMBERS PRESENT:**

Walter Weir, CIO, University of Nebraska, Chair  
Brenda Decker, CIO, State of Nebraska  
Christy Horn, University of Nebraska (Jeremy Sydik was present at roll call.)  
Kirk Langer, Lincoln Public Schools  
Michael Winkle, Nebraska Educational Telecommunications

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Mr. Weir called the meeting to order at 9:07 a.m. A quorum was present to conduct official business. The meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on April 15, 2009. The agenda was posted to the NITC website on May 8, 2009.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF APRIL 14, 2009 MINUTES**

Ms. Decker moved to approve the [April 14, 2009](#) minutes as presented. Mr. Winkle seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

**PROJECT REVIEWS NEBRASKA DEPARTMENT OF EDUCATION - STATEWIDE ONLINE ASSESSMENT SYSTEM**

Pat Roschewski, Brent Gaswick, and John Moon

John Moon was introduced as the Project Manager for the Statewide Online Assessment System project. At the last report, the field testing had not started but it is currently underway. Fifty-one percent (51%) which is just under 89,600 students grade 3-11 have gone through the field testing. Of this number, seventy-two thousand (72,000) did online testing. Since the beginning of the field testing, there have been only 169 phone assistance calls. A consultant out of Oregon who was part of the first online testing has been hired to assist with the project. The consultant informed the project that other states were receiving over 200 calls a day.

Ms. Horn arrived at the meeting.

Issues that were discovered during testing included:

- The sign-on tickets created a logistical challenge for larger schools like Lincoln Public Schools.
- Opportunities for testing and testing methodology.
- Testing students who are not part of the districts for purposes of AYP (Adequate Yearly Progress). This is difficult to determine given the mobility of students.
- Ultra mobile devices did not have proper screen resolution.
- Policy issue: Conduct one longer testing session versus two sessions

- Discussions need to occur with NDE and school districts regarding data warehouses and in what format will the information go back to the schools.
- Accessibility issues are still a major concern. The project completed the NITC accessibility checklist. These issues are being addressed by the vendor per the established NITC standards. The form was extremely helpful because it brought up issues that had not been considered. Horn stated that it would be interesting to see if the students testing online do better than students testing with paper.

The Governor and the Department of Education's Commissioner have been discussing the requirements and potential use of stimulus monies for the online assessment project.

Mr. Winkle recommended that the project complete the approved Project Status Reporting form that was developed by the Technical Panel. It would be good to acknowledge and address the risks involved and expected time frame.

Since the Project will have nothing new to report until August, Ms. Roschewski asked if the project could report in August. The Technical Panel agreed.

### **PROJECT REVIEWS HEALTH AND HUMAN SERVICES – MMIS**

James Ohmberger

Panel members received an electronic copy of the report prior to the meeting for their review. Mr. Ohmberger stated that communications continue with the project and vendor regarding issues identified in the report. The Project is still in "yellow" status. The Contract stipulates a 10-day cycle to report back to the vendor. Their deliverables document was not acceptable and the vendor was asked to revise and resubmit the document. The Vendor does not get paid until the deliverables have been accomplished. The Project must also sign off on the deliverable prior to payment. This is in mediation for review and acceptance.

The first year of the project was designed as a planning year with a year of testing. It is the first year deliverable that is currently being mediated.

### **PROJECT REVIEWS NEBRASKA STATE COLLEGE SYSTEM AND UNIVERSITY OF NEBRASKA STUDENT INFORMATION SYSTEM**

Rory Weaver, Project Manager

Panel members received an electronic copy of the report prior to the meeting for their review. A decision was made early in the project regarding the academic advising tool. Due to the special admissions requirements for some of their programs, the University of Nebraska-Kearney and The University of Nebraska-Omaha will be implementing their own academic advising tool. This was done in concurrence with the Chancellor Offices. Only the State College System will be using the advising module. Phase II (Student Information and Financial) IDPs are completed. The Summary of Project Status is in the yellow zone due to the uncertainty of the budget deficit request.

The online application piece is currently being developed but it is below expectation. Ms. Horn recommended the project take the accessibility checklist and go through it with the vendor.

The Project meets with the vendor and Provost on a regular basis. There is a group working on the development of post implementation governance. This business reporting tool product has not been selected. Three vendors are being evaluated and decision will be made soon. There are no "red" flags at this time in the risk register.

Mr. Winkle stated it has been beneficial to have the project reports prior to the meetings.

## **REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (AS NEEDED)**

*Accessibility of Information Technology, Christy Horn.* There was no progress to report. Ms. Horn stated that she was very pleased that the projects are using the Accessibility Checklist. The Panel needs to encourage other entities to use the checklist. She will take the form back to the work group and discuss methods of marketing the checklist.

*Learning Management System Standards Work Group, Kirk Langer.* There was no progress to report. Angel Learning is being acquired by Blackboard. There will be continued discussions within the learning community regarding neutrality of using the product. Ms. Horn stated there will be a possibility that the National Federation for the Blind will be contesting Blackboard and the Universities that use Blackboard because it is not accessible.

*Security Architecture Work Group, Brad Weakly.* Mr. Henderson reported that Mr. Weakly will be evaluating the meeting frequency and make-up of the Security Architecture Work Group. Rather than a large group working towards a solution, he'd like to have focus groups addressing issues. Mr. Winkle recommended that the work group develop a security checklist similar to the accessibility checklist. Mr. Henderson stated that the Office of the CIO and University of Nebraska have been working on a checklist for web site development.

## **OTHER BUSINESS**

There was no other business.

## **NEXT MEETING DATE AND ADJOURNMENT**

The next meeting of the NITC Technical Panel will be held on June 9, 2009, 9:00 a.m. at Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

With no further business, Mr. Weir adjourned the meeting at 10:50 a.m.

Meeting minutes were taken by Lori Lopez Urdiales and review by Rick Becker of the Office of the CIO/NITC.

# NITC 5-301 DRAFT

## State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

### NITC 5-301 (Draft Revised)

Title	Use of Computer-based Fax Services by State Government Agencies
Category	Groupware Architecture
Applicability	Standard for all state government agencies, excluding higher education

#### 1. Standard

State agencies needing computer-based fax services, including desktop and application based faxing, will use the "OCIO Internet Fax System" maintained and hosted by the Office of the CIO.

This standard does not apply to the use of stand-alone fax machines connected directly to a telephone line.

#### 2. Purpose

The purpose of this standard is to provide state government agencies a technical solution for sending and receiving electronic faxes directly from computers.

##### 2.1 Background

*Sending Faxes* - The traditional method for sending a fax is to scan a printed copy into a fax machine and manually entering a phone number to transmit a copy to an external fax machine. This method consumes staff time when copies must be sent to multiple destinations. Sequential transmissions to a large number of recipients can take too much time in an emergency situation.

An alternative method for faxing documents is the use of a high-capacity, state-run fax server activated directly from a computer. The sender never leaves the workstation and can fax documents directly from the email system. The body of the email can include a wide array of attachment formats.

Destination fax numbers can be stored in the email address book. Group lists can be used for mass distribution. Multiple destination fax machines can be contacted at the same time to reduce the total time to deliver information in an emergency situation.

*Receiving Faxes* - The traditional method for receiving faxes is to have incoming faxes printed at a local fax machine. An attendant watches for incoming faxes and manually routes the document to the intended user. Photocopies must be produced manually when the information needs to be routed to several people.

A fax server routes incoming faxes to an email inbox where the information can be reviewed for distribution. This electronic image can be forwarded to multiple email addresses without the need for printing or photocopying. An added benefit of receiving electronic fax images is that the image can be copied into a document management system for processing without the need for scanning the printed faxes.

*Fax Server* - A fax server is a computer connected to a network that uses a pooled

collection of phone lines for users to send and receive faxes. The state run electronic fax server system, called "OCIO Internet Fax System," is available for use by agencies within state government.

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VERSION DATE: Draft - June 11, 2009  
HISTORY: (to be added)  
PDF FORMAT: (to be added)  
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## Becker, Rick

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**From:** Jim Mowbray [jmowbray@ncpa.ne.gov]  
**Sent:** Friday, June 05, 2009 11:12 AM  
**To:** Becker, Rick  
**Cc:** Rita Wesely  
**Subject:** Request for Waiver

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Rick:

I understand our current waiver for NITC 5-201 has expired, and I am again requesting pursuant to NITC 1-103 a new waiver of the policy found in NITC5-201. In support of this request I submit the following:

1. The Nebraska Commission on Public Advocacy is still performing the same duties that it was when the first waiver was approved, and that is, we continue to represent individual clients who are charged with very serious criminal offenses. In other words, we are representing criminal defendants who are being prosecuted by, and in the name of, the State of Nebraska.
2. Our staff consists of six attorneys, two support staff and an investigator. The attorneys and staff are regulated by the Nebraska Rules of Professional Conduct. Rule 1.6 specifically prohibits the release of any attorney/client communications to anyone. Communications that are confidential include written correspondence as well as email. Much of the email correspondence we receive are from the experts that we have hired who are submitting written reports. These reports, which are known as "work product", are extremely sensitive and confidential. No one from outside this office can view or have access to these confidential communications in any form or manner. If these attorney/client communications were to be disclosed the attorney's in this agency would be subject to discipline and could lose their license to practice law.
3. If our email is stored on the state's servers then access is possible by someone other than the staff of this agency, which would clearly violate Rule 1.6 of the Nebraska Rules of Professional Conduct, thus, subjecting someone in this agency to disciplinary action by the Supreme Court. It is no different than when we store our closed files off site. No one, other than staff, can have access to those files. I realize other agencies have attorneys working for them, and they use the state email system, however, that is different from this agency because those state attorney employees do not have an individual client. They represent the State of Nebraska, not a private client, which makes my office unique. In fact, to the best of my knowledge we are the only agency that has attorneys' who represent individual private clients.
4. As I mentioned in our previous request, I again have contacted the Federal Public Defender's Office for Nebraska and they told me that the federal government has a similar requirement regarding emails as the State does, however, the Public Defender's offices have two to three servers around the country that handle all of the defenders' email information and those servers are located and maintained in the offices of the Public Defender. No one in the federal government has access to those emails except the staff of the public defender system. I also inquired with the counsel on discipline for the Nebraska Supreme Court, and he agreed that email is considered attorney/client communication.
5. Our sever that we presently use for our email is in house, in a secure location. It is backed up every evening 5 days a week, and the back up tapes are kept off premises in a locked and fire proof safe in my personal residence. The server is secured from the outside by a firewall with up to date software and hardware to protect the data and to prevent any breach.

Would you please see that this request is brought to the attention of the Technical Panel and ask that it be put on the agenda for the next regularly scheduled meeting. I will be happy to answer any questions, and if asked, I would be happy to attend the next Panel meeting if it is necessary.

James R. Mowbray  
Chief Counsel  
Nebraska Commission on Public Advocacy

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