

**Technical Panel
of the
Nebraska Information Technology Commission**
Tuesday, April 12, 2011, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Jayne Scofield, Alt. for Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools

MEMBERS ABSENT: Mike Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on February 17, 2011. The agenda was posted to the NITC website on April 8, 2011. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF FEBRUARY 8, 2011 MINUTES

Ms. Horn moved to approve the [February 8, 2011](#) meeting minutes as presented. Mr. Langer seconded. Roll call vote: Scofield-Yes, Horn-Yes, Langer-Yes, and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Project Updates - Public Safety Wireless Project, Mike Jeffres

The project is going well and is currently working with Motorola regarding acceptance testing. Some utility companies and local agencies have expressed an interest in joining the system. Project staff and partner are developing user guidelines and determining participation fees. Project has had to adapt as it has been implemented and has learned to think ahead in regards to the users and agencies involved. Good partnerships have been developed with Motorola and NPPD. The project has gone through 4 phases. It is in its last phase and is working through tower, network, and frequency issues. There are still towers that need to be set up and there are operational type issues that are being discussed. It is anticipated to have complete beneficial use of the system by the end of this summer. Mr. Weir recommended that the project document best practices and to share this on the NITC website.

Project Updates - Public Safety Interoperable Project, Pete Peterson (telephone) and Bob Wilhelm

The project is in the process of putting microwave links at tower locations. There had been some difficulties with towers not meeting the structural requirements which have put the project a little behind schedule. The goal was to use local and state owned towers as much as possible but is has had to find other alternative. Final structural analysis on two towers is underway. It is anticipated that these will have equipment installed by the end of summer. Continued discussions will occur with public officials about the project. The Project is working with the Office of the CIO regarding network management. Mr. Weir stated that the University of Nebraska has certain spectrum available which may be useful to the project. Mr. Peterson was given Rick Golden's contact information for follow-up. NWIN and NCORE are working together to continue coordination and management of the projects.

[Project Status Dashboard](#) - Skip Philson. The ECM (Enterprise Content Management) project did not have a report for this month. There were two observations that Mr. Philson wanted to follow-up on from the last Technical Panel meeting:

- NeSIS and ADA compliance. Ms. Horn reported that the University has spoken to Oracle. It has been determined that there is a feature that can be turned on but is dependent on the browser being used. The University informed them that the browser requirement must be flexible for users. The project will be doing more accessibility testing.
- Lessons learned and how do we share this information. Mr. Weir recommended that project complete an "After Action Report" to be posted it on the NITC website. It was also recommended to post well written RFP's, develop RFP templates, and to include a list of contacts (who are state experts in the area of networks, public safety, microwave connections, etc.).

Mr. Langer requested that the Online Assessment Testing project provide a report at an upcoming meeting.

STANDARDS AND GUIDELINES

The Technical Panel must approve any revisions to the Project Status Form. Mr. Philson added the following items to the form, highlighted in yellow on the meeting document:

- Project Start Date: mm/dd/yyyy Project End Date: mm/dd/yyyy
- Monthly Status Summary

Mr. Becker will also revise the task section so that the sample percentages adds up to 100%.

Mr. Langer moved to approve the proposed changes to the [Project Status Form](#) (Attachment A to NITC 1-203). Ms. Horn seconded. Roll call vote: Scofield-Yes, Horn-Yes, Langer-Yes, and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. The work group has not met due to addressing accessibility issues with Distance Education and NeSIS projects.

Learning Management System Standards Work Group, Kirk Langer. Discussions have occurred regarding the Virtual High School and curriculum development.

Security Architecture Work Group - Brad Weakly. No report.

OTHER BUSINESS

There was no other business.

ADJOURN

Ms. Horn moved to adjourn the meeting. Ms. Scofield seconded. All were in favor. Motion carried.

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