

**Technical Panel
of the
Nebraska Information Technology Commission**
Tuesday, February 12, 2013, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Christy Horn, University of Nebraska
Brenda Decker, CIO, State of Nebraska
Kirk Langer, Lincoln Public Schools

MEMBERS ABSENT:

Michael Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:06 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the [NITC website](#) and [Nebraska Public Meeting Calendar](#) on December 17, 2012. The agenda was posted to the NITC website on February 8, 2013. The [Nebraska Open Meetings Act](#) was posted on the south wall.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF DECEMBER 11, 2012 MEETING MINUTES

Ms. Decker moved to approve the [December 11, 2012](#) minutes as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Horn-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Project Update - NDE - [Nebraska State Accountability \(NeSA\)](#) - John Moon, Valorie Foy, Brent Gaswick, Brian Halstrom, Nebraska Department of Education

An RFP has been released. The vendors will be discussed at the March 2013 meeting of the Board of Education. There were software issues with the writing portion of the text. The software was putting extra lines in or moving lines of text around. The department has been working with the vendor to correct the problem. A quick fix was sent out to districts. Mr. Langer stated that the feedback he was getting from teachers to the NESAs writing test was that it was very frustrating, especially when editing.

A question was raised about the accessibility of the software for students with disabilities for writing papers. Ms. Horn informed the project staff that the Federal regulations are saying there is no separate testing but equal. This will be a problem for the state if we cannot get software that our students with disabilities can also use. Federal lawsuits can be filed against the state. Vendors must provide accessibility. Ms. Horn recommended that the project do some research regarding the handwritten test versus online. The State of Nebraska has an accessibility clause in all contracts.

Mr. Langer expressed concern regarding the release of the RFP. A few months ago, the project provided a project update. The Technical Panel had expressed several concerns regarding mobile devices, project budget and accessibility compliance, as well as impact on Network Nebraska. The panel requested to be involved in the RFP process but so far have had limited opportunities for input. For

example, no Technical Panel members were invited to attend the vendor demonstrations. Mr. Langer asked the Department of Education that as it makes a decision on the vendor to keep in mind that this impacts technology choices for school districts.

Mr. Weir restated that the Technical Panel is willing to assist in the evaluation of the RFP. The panel members want to be part of the process.

Project Status [Dashboard](#)

Andy Weekly, Office of the CIO

Members had a follow-up discussion from last meeting on Nebraska Regional Interoperability Network (NRIN) project. The panhandle region is testing and working on their ring. They are experiencing problems with the provider. The project has a new Project Manager and is still struggling with governance issues. Mr. Weekly will work with Ms. Scofield to request an update at the next meeting.

STANDARDS AND GUIDELINES - Recommendations to the NITC*

[NITC 7-104: Web Domain Name Standard \(New\) - \[Comments Received\]\(#\)](#)

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

The State Government Council tabled action on this until their next meeting on February 14.

Staff recommended changes to the draft standard based on comments received. The recommended changes were included in the meeting materials.

Ms. Horn moved to recommend approval of [NITC 7-104: Web Domain Name Standard with the recommended changes](#). Ms. Decker seconded. Roll call vote: Horn-Yes, Langer-Yes, Weir-Yes and Decker-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

NITC 8-101: Information Security Policy ([Amendment](#)) - No Comments Received

The State Government Council has reviewed the amendment and has recommended approval. Section 8, Portable Devices, is amended to read

Portable Devices

All portable computing devices (e.g. 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.

Mr. Langer moved to recommend approval of the amendments to NITC 8-101: Information Security Policy ([Amendment](#)). Ms. Horn seconded. Roll call vote: Langer-Yes, Horn-Yes, Decker-Yes, and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

STANDARDS AND GUIDELINES - REQUEST FOR WAIVER

DHHS - [Request for Waiver](#) from the requirements of NITC 7-104: Web Domain Name Standard (Proposed)

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

The Department of Health and Human Services Web Team has asked for a waiver in order to build a microsite for 18-25 year olds to warn them of tobacco use and would like to use .org, .net or .com and would have a promotional campaign. The microsite would reside in nebraska.gov. The microsite would sit in front of the firewalls but would have the DHHS security.

Mr. Decker moved to approve the request for waiver from the requirements of NITC 7-104 Web Domain Name Standard. Mr. Langer seconded. Roll call vote: Weir-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

STANDARDS AND GUIDELINES - AFFIRM POSTING FOR 30-DAY COMMENT PERIOD*

[NITC 5-202](#): Blocking Email Attachments (Repeal)

Purpose: It is important to take steps to protect the state's computing environment against the threat of viruses. Email attachments with certain extensions are often used in virus attacks because of their execution access and the amount of damage they can cause. Therefore, the State of Nebraska prohibits certain attachments from being transmitted through email.

[NITC 5-203](#): Blocking Unsolicited Bulk Email / "Spam" (Repeal)

Purpose and Objectives: This standard addresses the burden on state resources due to UBE and how state agencies may address the issue. Agencies cannot expect to "solve" all problems that arise from UBE, only mitigate them. UBE creates a significant drain of technical and operational resources. In 2003, the state will receive an estimated 2 million UBE messages for approximately 12,000 employees using e-mail. These numbers will likely continue to rise. UBE needs to be reduced to the extent possible without adding excessive costs or exceptional risks to normal flow of legitimate e-mail.

Both of these standards were written when agencies were running their own servers. Now that we have a single system, these standards are no longer needed. The State Government Council recommended repeal.

Ms. Decker moved to affirm the posting of [NITC 5-202: Blocking Email Attachments](#) and [NITC 5-203: Blocking Unsolicited Bulk Email/"Spam"](#) for the 30-day comment period. Ms. Horn seconded. Roll call vote: Decker-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)

Security Architecture Work Group - Chris Hobbs. Staff is recommending that the Security Architecture Work Group be re-chartered under the State Government Council. The Technical Panel would continue to receive regular updates from the work group.

Ms. Horn moved to repeal the Security Architecture Work Group [Charter](#). Mr. Langer seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

Intergovernmental Data Communications Work Group - Tim Cao. Mr. Cao provided a PowerPoint presentation entitled "County server Consolidation Project Update February 12, 2013." Consolidation work began late 2009 and early 2010. The architectural and network design was completed 2010. The Proof of Concept was completed early 2011. Implementation of Phase 1 began in June 2011. The first

28 counties were consolidated in September 2011. Phase II began in January 2013. Implementation of Phase II is schedule to occur July-September 2013.

OTHER BUSINESS

There was no other business.

ADJOURN

Ms. Decker moved to adjourn. Ms. Horn seconded. All were in favor. Motion carried.

The next meeting of the NITC Technical Panel will be held on March 12, 2013, 9:00 a.m.

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