TECHNICAL PANEL
Nebraska Information Technology Commission
Tuesday, February 12, 2008, 9:00 a.m. - 10:30 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:
Walter Weir, CIO, University of Nebraska
Steve Henderson, Alt. for Brenda Decker, CIO, State of Nebraska
Kirk Langer, Technology Director, Lincoln Public Schools
Mike Winkle, Assistant GM, Nebraska Educational Telecommunications

MEMBERS ABSENT:
Christy Horn, University of Nebraska, Compliance Officer

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:15 a.m. There were four members present at the time of roll. A quorum was present to conduct official business. The meeting notice Meeting notice was posted to the NITC Website and Nebraska Public Meeting Calendar on January 11, 2008. The agenda was posted to the NITC Website on February 10, 2008. The Open Meetings Act was posted on the south wall of the room.

Ms. Decker participated in meeting discussion via phone conference due to illness. Mr. Henderson was present as her alternate for voting purposes.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES* - JANUARY 8, 2008

Mr. Henderson moved to approve the January 8, 2008 minutes as presented. Mr. Winkle seconded. Roll call vote: Henderson-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

PROJECT REVIEWS - ONGOING REVIEWS (AS NEEDED)

Retirement Systems - Jerry Brown, Project Manager

- Phase I UAT is schedule to be completed by February 29, 2008.
- Phase II Requirements Validation began December 11, 2007. This Phase includes all remaining online processing that PIONEER performs, plus new requirements, such as Retirement Seminar Tracking. It is scheduled to be completed March 26, 2008.
- Phase II Design/Development began in January 2008, for the functional areas that were validated in December, 2007.
- Phase III (Batch) Requirements Validation is scheduled to begin May 5, 2008.
- Saber is currently proposing to do Phase II & III <u>testing</u> at the same time. We think this is a good approach, because many functions in Phase II require a batch processes to execute at multiple points during the entire process. Otherwise, the testing would have to simulate these batch processes.
- Mike Freese, Saber Senior V. P., who is responsible for reviewing client relationship and on-site activities for the NPRIS project will be on-site February 12 & 13.

- The project has discussed accessibility testing with Christy Horn for both mobility and cognitive impairment. Ms. Horn will be contacted when the project is a couple of weeks from needing to test for these impairments. Ms. Horn will coordinate with the people who will do the testing.

An updated project schedule from Saber has been received. The end date hasn't change. The project may be combining some phase testing. Implementation is still set for February 2009.

Paul Hackencamp has been hired by the quality assurance team to assist with day-to-day efforts. Steering Committee has signed a more detailed plan than originally approved.

Health and Human Services - MMIS and LIMS - James Ohmberger   No report.

Nebraska State College System - Student Information Administrative System
University of Nebraska - Student Information System
Becky Kohrs and Walter Weir

Mr. Weir reported that the partnership has been going well. An RFP has been released and a website by www.collegiateproject.com/nebraska has been developed. The website includes a project organizational structure between the University of Nebraska and the State College Systems. The joint Appropriations Committee hearing for Agencies 50 and 51 was well received. The pre-bid conference is scheduled for February 19 at Varner Hall. The Steering Committee and core teams will be present. The official bids are due March 19. The Steering Committee has been meeting every other Friday. Dave Krouse is chair of the project's Steering Committee. Mr. Weir will send members the link to the released RFP. Collegiate has a product called Decision-Maker where colleges can input their needs for a student information system.

STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC

Mr. Becker stated that all four of the recommended standards and guidelines have been posted for the 30-day comment period. The State Government Council moved to approve NITC 1-101, NITC 1-103, and NITC 1-204 at their January 10 meeting and will discuss NITC 8-401 at their meeting on February 14.

NITC 1-101: Definitions
General Provision: For purposes of the NITC Standards and Guidelines documents, the definitions found in this document apply. Some NITC Standards and Guidelines documents may contain additional definitions which will only apply to the document in which they appear.

Mr. Winkle moved to recommend approval of the NITC 1-101 Definitions. Mr. Langer seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

NITC 1-103: Waiver Policy
Purpose: Some agencies may have special circumstances or requirements that justify non-compliance with a standard issued by the NITC. This document authorizes the Technical Panel to issue waivers relating to the requirements contained in any of the NITC Standards and Guidelines documents and establishes the procedures for the submission and review of waiver requests.

Mr. Becker reported that the only change was that a generic email has been implemented rather than a staff's personal email.

Mr. Henderson moved to recommend approval of the NITC 1-103 Waiver Policy. Mr. Winkle seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

NITC 1-204: I.T. Procurement Review Policy Comments Received, Revised Version of Attachment A
Policy: By statute, certain state agency purchases of communications equipment and information management items require the approval of the Office of the Chief Information Officer (OCIO). This policy provides guidance to agencies for compliance with these statutory requirements.

Mr. Winkle moved to recommend approval of the NITC 1-204: IT Procurement Review Policy. Mr. Henderson seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

NITC 8-401: Incident Response and Reporting Standard - Revised Version

Purpose: A formally documented and coordinated incident response capability is necessary in order to rapidly detect incidents, minimize loss and destruction, mitigate exploited weaknesses, and restore computing services. It prepares agencies to: efficiently respond, protect systems and data, and prevent disruption of services across multiple platforms and between agencies across the State network. Incorporated within these standards are accepted best practices within the law enforcement and Information Technology (IT) security communities. These standards will facilitate cooperation and information exchange among those responsible for responding to and reporting on incidents on any State of Nebraska information system.

Mr. Becker reported that the State Government Council will have this on their agenda on February 14 and may recommend additional changes. Mr. Hartman informed the panel that the Security Architecture Work Group is developing a standard/guideline for training. Homeland Security is also working on CBT training that will be available to state employees.

QUALIS has been awarded the RFP for the vulnerability scan.

Mr. Winkle moved to recommend approval of the NITC 8-401 Incident Response and Reporting Standard. Mr. Henderson seconded. Roll call vote: Weir-Yes, Henderson-Yes, Langer-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

STATEWIDE TECHNOLOGY PLAN ACTION ITEMS

Technical Panel members were reminded that the NITC will be adopting the action items for the Statewide Technology Plan at their March 4 meeting.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group – Horn. No update.

Learning Management System Standards Work Group – Langer. Interest in the standard has increased. Mr. Langer has been working with Mr. Rolfes.

Security Architecture Work Group – Hartman. State of Nebraska has signed a letter of intent with PGP Encryption. This will be available under federal government agreement to state agencies for $13 plus $5 year after that. There is a lot of interest. Plans for the April Cyber Security Conference are underway. Greg Garcia, Assistant Secretary of Homeland Security, is the opening keynote speaker. The conference will be held on April 22, at the Holiday Inn Downtown. This year it will be opened up to the private sector and the invitation has been extended to a 3-state region. There will be a law enforcement track added this year.

OTHER BUSINESS

Mr. Winkle informed the panel that NETC will be applying to the FCC to convert from analog to video beginning in November 2008.

Legislative Update, Rick Becker. LB 823 was introduced by the Legislative Performance Audit Committee. The bill is currently on Select File. Mr. Becker provided a summary of the bill and the implications for the Technical Panel and the NITC.

NEXT MEETING DATE - MARCH 11, 2008

The next meeting of the NITC Technical Panel will be held on March 11, 2008 at 9 a.m. in Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

With no further business and with no objections, Mr. Weir adjourned the meeting at 10:40 a.m.

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