

## **TECHNICAL PANEL**

of the

Nebraska Information Technology Commission

Tuesday, April 8, 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, Chair

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 9:00 a.m. There were four members present at the time of roll call. A quorum was present. The meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on March 7, 2008. The agenda was posted to the NITC website on April 4, 2008. 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 12, 2008 MINUTES**

**Ms. Decker moved to approve the [February 12, 2008](#) minutes as presented. Mr. Winkle seconded. Roll call vote: Decker-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 and Robin Goracke*

- Phase I is complete.
- The assigned developers from the Office of the CIO now have the program code from Phase I available for review. This activity will evaluate the maintainability of the code and provide detail knowledge of the system functionality and architecture.
- Phase II initial requirements validation meetings have been completed. The final documentation review process has begun, with 6 of the 13 functional area draft requirements (Use Cases) delivered to NPERS for review.
- Phase II Design/Development continues. Most of this is accomplished off-shore.
- Phase III (Batch) Requirements Validation is scheduled to begin May 5, 2008.
- Saber is currently evaluating the possibility of doing Phase II & III testing 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.
- We will be meeting with the OCIO Project Office to finalize the procedures to be followed in the use of Clarity project management software. This will include periodic update procedures and use of the Document Manager.
- Presentation of specific project Issues, Risks, etc. by Robin Goracke. The project has developed a method to address and track issues. There are currently 10 issues identified. There have been

addressed and closed with seven still in progress. The project is currently addressing three risk factors:

- Manager leaving NPERS. These duties have been delegated until someone is hired. There should be a new hire decision made this week.
- Saber Resource constraints using automated test scripts. Saber has a tool that may work and they are also bringing in their analysts.
- NPERS resource constraints. Testing timeframe has been changed to alleviate risk.

*Health and Human Services - MMIS and LIMS – No report.*

*Nebraska State College System and University of Nebraska - Student Information System, Walter Weir*

Bids have been received and vendor demonstrations will begin on Monday in Kearney. Each vendor will be given 2 days for their presentation. For the first day, general information about their product will be provided. On the second day, they will be asked to provide scripts and how they would be implemented. A total of \$20 million has been appropriated by the legislature. In May, the State College Systems will be incorporated into the University of Nebraska's SAP system. A vendor decision will be made by the summer for approval by the Board of Regent in June. The project will begin in September with a December 2010 completion date.

#### **STANDARDS AND GUIDELINES - Requests for Waivers**

*Game and Parks Commission.* Follow-up on conditional waiver granted by the Technical Panel on January 8, 2008 to NITC 8-301 (Password Standard)

The Technical Panel had approved a conditional waiver and requested that the agency report back to the Technical Panel. A letter from Rex Amack, Director, and dated February 21, 2008 was provided to the members.

**Mr. Winkle moved that the agency has met the conditional waiver requirement and to approve the waiver. Mr. Weir seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, and Decker-Yes. Results: Yes-4, No-0. Motion carried.**

*Department of Correctional Services.* Request for waiver from [NITC 8-301](#) (Password Standard)

Request for waiver reads as follows: "DCS requests an exception to the NITC requirement to change passwords every 90 days to permit the DCS to use a six month password change cycle for the inmate accounts assigned to thin client devices used to interface with the JDE Sales and Manufacturing modules of the NIS. When the thin client is logged into the system, it is done without the inmate entering the account ID or password. The OCIO support staff installs and updates the account IDs and passwords. The thin clients are configured to sign in and allow access to only those areas of the application deemed necessary. The NIS Team set up the application's security to meet this requirement."

A question was raised regarding privacy data. There is no access to social security numbers or confidential data.

**Mr. Winkle moved approval of the [Department of Correctional Services](#) waiver. Ms. Decker seconded. Roll call vote: Langer-Yes, Weir-Yes, Winkle-Yes, and Decker-Yes. Results: Yes-4, No-0. Motion carried.**

[Laurel-Concord Public Schools, et al.](#) Request for waiver from [NITC 7-403](#) (Scheduling Standard for Synchronous Distance Learning and Videoconferencing)

The request is being made because the polycam cart systems employed by these four school districts were not able to be controlled by the Renovo software at the start of the 2007-08 school year. Since the Renovo software could not control the single codec, internal MCU devices utilized by the cart system, the

districts were not in compliance with the standard. The waiver being requested is to be retroactive to the beginning of this academic year. After July 2008, the Renovo licensing should be available for purchase.

The panel members recommended to wait on the waiver until after ESU 10 presents their information.

**After hearing ESU 10 presentation, Ms. Decker moved to approve the [Laurel-Concord Public Schools, et al](#) waiver. Mr. Langer seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, and Decker-Yes. Results: Yes-4, No-0. Motion carried.**

[Educational Service Unit #10](#) . Request for waiver from NITC 7-403 (Scheduling Standard for Synchronous Distance Learning and Videoconferencing) ESU #10 Presentation [Slides](#)  
John Stritt and Ron Cone

Per documentation provided by ESU 10, the following is a brief overview supporting their request to be exempt from scheduling using the Renovo system. The request is for a one year waiver, July 1, 2008 to June 30, 2009.

- Renovo is the scheduling/reporting system selected to support the existing 3 and 1 codec solution and any bridge system. The southwest and the northeast distance education networks are supported for controlling their devices with Renovo software.
- ESU 10 has chosen to use a different technology solution in that each codec has an internal multiple connection unit (MCU). The reason ESU 10 chose this solution was that they felt it was less proprietary and would allow for a more mobile situation for locating the technology. Additionally the setup and purchasing cost of the 3 and 1 codec solution was at least twice as much as the mobile cart solution.
- In discussions with Renovo, they indicated that their current scheduling solution was especially well designed for the 3 and 1 codec solution or for working as a scheduler for point-to-point devices. In pre-RFP discussions, Renovo also indicated that they were not aware of an interest or need for multipoint device control.
- In November of 2007, Renovo shared that they were working on an upgrade of their scheduling system that would allow them to schedule internal MCU devices. Renovo is aware that ESU 10 schools are not planning on using the 3 and 1 codec system and yet they have not demonstrated or shared that they are now capable of supporting an internal MCU codec device.

These waiver requests raise issues that need to be considered by the NITC and the legislature regarding interoperability. Schools must be on Network Nebraska to qualify for the incentives of LB 1208. If schools are on Network Nebraska, then they must also meet the standard for the scheduling software. Phase II schools are purchasing equipment between now and July. Timelines are an issue to be eligible for funding. Higher education institutions are also stakeholders.

Technical Panel members need more information and discussion before granting a waiver. It was recommended to bring stakeholders to the table for discussion prior to taking action – Distance Education Council's Technology group, and technical staff from the Educational Service Units, Community Colleges, and the University of Nebraska.

**Mr. Weir moved to table a decision on the ESU 10 waiver until the May 13 Technical Panel meeting. Ms. Decker seconded. Roll call vote: Weir-Yes, Langer-Yes, Decker-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.**

Mr. Rolfes and Mr. Becker will organize the stakeholders meeting.

**STANDARDS AND GUIDELINES** - Discussion of documents relating to LB 823 and the Legislative Performance Audit

Mr. Becker informed that panel that the following items will be discussed at the next meeting:

- NITC 1-201: Agency IT Plan. [2004 version](#) form
- NITC 1-202: IT Project Proposal Form and Project Review Process - [Current form](#)

- NITC 1-203: Enterprise Projects
- NITC 1-205: Project Monitoring and Progress Reports

**REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES** (as needed)

*Accessibility of Information Technology Work Group*, Christy Horn. Ms. Horn was not present.

*Learning Management System Standards Work Group*, Kirk Langer. There was nothing specific to report.

*Security Architecture Work Group*, Steve Hartman. The Cyber Security Conference is being held on April 22 at the Downtown Holiday Inn.

**OTHER BUSINESS**

There was no other business.

**NEXT MEETING DATE AND ADJOURNMENT**

The next meeting of the NITC Technical Panel will be held at 9:00 a.m. on May 13, 2008 at Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

**Ms. Decker moved to adjourn. Mr. Winkle seconded. All were in favor. Motion carried.**

The meeting was adjourned at 10:57 a.m.

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