TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, June 14, 2011, 9:00 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
Christy Horn, University 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 9:05 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 May 13, 2011. The agenda was posted to the NITC website on June 10, 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 MAY 10, 2011 MINUTES

Ms. Decker moved approval of the May 10, 2011 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 Updates - Access Nebraska
Karen Heng and Eric Henrichsen

The technology has been working great so far. Approximately, sixty (60%) of the monthly application has been submitted over the web. Every month, more and more clients are entering case change information such as address, phone or income changes. Beginning July, departmental correspondence will be part of client's accounts. The submission of documents feature has been delayed until September due to document size. The Project has been working on the compression option for a solution. Electronic email submission is being addressed. All cases have been scanned and are in the system. Due to volume on previous phone line fax machines, the Project has recently switched to e-fax. ADA compliance testing is being done. Ms. Horn invited the Project to look at accessibility equipment at the University.

Project Update - Talent Management System
Mike McCrory, Dovi Mueller and Steve Sulek.

The previous application tracking system was 11 years old. The Talent Management System is a web-based system and has been in implementation for a year now. Since going live in June 2010, AS-Human Resources has received 65,000 applications, as well as job interest cards for over 9,000 applicants. With the interest cards, the new system will notify applicants when jobs are available in their particular areas of interest. There was a security issue but have addressed this. The vendor, NeoGov, has put a fix in the

system to stop future hacking attempts. The second component, the Learning Management System was initiated statewide in March. Agencies have the option of fully implementing this module with training designed for their staff. There are external agency staff that serve on an implementation team. There are currently over 300 courses available to employees. Project is working on new employee orientation for all state employees with agencies providing an orientation portion of their own. The Employee Performance module is scheduled to go-live in January 2012. The RFP was written so that the vendor can hire partners.   NeoGov was the vendor hired for applicant tracking. Workday is the vendor for the open enrollment enhancements which is scheduled to go-live for next year's open enrollment. So far all implementation has been 508 compliant. The Project is working on a contingency plan, as well as disaster recovery plan. Data is encrypted in transfer mode and when at rest. Next year's task will be to implement the Human Capital and Compensation Management module.

The Technical Panel requested an architectural diagram of the Talent Management Project with identified vendors and components. This would assist the Panel in determining data flow and security issues. It was suggested that the Project utilizing IV&V (Independent Verification and Validation).

eProcurement, Steve Sulek, Materiel Administrator. Although the Talent Management vendor is being used, the project functionality is completely different. The eProcurement Project has signed a contract with Workday. A fit gap will be done in July. Skip Philson will work with the project team as to the reporting process.

Ms. Horn urged the project to assure that training programs are accessible for all staff. Audio description for the hearing impaired is a challenge today. Ms. Horn will send the information she has on WC3 ADA compliance that is replacing 508 ADA Compliance.

STANDARDS AND GUIDELINES RECOMMENDATIONS TO THE NITC - NITC 4-205: SOCIAL MEDIA GUIDELINES (REVISED)

Mr. Becker reported that no comments received during the 30-day public comment period.   State Government Council's recommendation was to approve the standard.

STANDARDS AND GUIDELINES RECOMMENDATIONS TO THE NITC - NITC 5-204: LINKING A PERSONAL PORTABLE COMPUTING DEVICE TO THE STATE EMAIL SYSTEM (REVISED)

Mr. Becker reported that no comments received during the 30-day public comment period.   State Government Council will review the standard and make a recommendation at their meeting next week.

Mr. Langer moved to recommend approval of the NITC 4-205: Social Media Guidelines revised standard and the NITC 5-204: Linking a Personal Portable Computing Device to the State Email System revised standard to the NITC. Ms. Horn seconded. Roll call vote: Weir-Yes, Langer- Yes, Horn-Yes, and Decker-Yes. Results: Yes-4, No-0, Abstain-0. Motion carried.

LINCOLN PUBLIC SCHOOLS DISASTER RECOVERY EFFORTS

Mr. Langer thanked UNL and panel members for their assistance. LPS has disaster recovery resources but are limited for business continuity. The data is backed-up within 24 hours. Two weeks have passed since the fire and all other systems are up in running. Lessons learned will be discussed with recommended changes in policy and procedures. It is hard to estimate loss of paper files.

The Office of the CIO will set up a local video conference site for Mr. Langer to discuss this topic with the NITC at the June30 meeting.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. The work group has not met. Ms. Horn has been receiving and fielding information coming in from the federal government to update technology access clause.

Learning Management System Standards Work Group, Kirk Langer. The Work Group has not met. There was no report.

Security Architecture Work Group, Brad Weakly. Mr. Weakly was not available to report.

Discussion: New Work Group

Mr. Becker informed the Technical Panel that it states in statute:
> The Nebraska Information Technology Commission shall: "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including workgroups to establish, coordinate, and prioritize needs for education, local communities, **intergovernmental data communications**, and state agencies."

This group originally was NIDCAC (Nebraska Intergovernmental Data Communications Advisory Council) in statute but was repealed by the Legislature and replaced with the requirement that the NITC establish an advisory group. There will be a discussion to create a chartered work group under the Technical Panel as an action item at the next meeting.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Mr. Langer moved to adjourn. Ms. Horn seconded all were in favor. Motion carried.

The meeting was adjourned at 10:20 a.m.