

**TECHNICAL PANEL
of the
Nebraska Information Technology Commission**

Tuesday, July 14, 2009, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Steve Henderson, Alt. for Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:05 a.m. A quorum was present to conduct official business. The meeting notice was posted to the NITC website and [Nebraska Public Meeting Calendar](#) on June 5, 2009. The agenda was posted to the NITC website on July 9, 2009. 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 12, 2009 MINUTES

Mr. Winkle moved to approve the May 12, 2009 minutes as presented. Mr. Henderson seconded. Roll call vote: Henderson-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstain-0. Motion carried.

PROJECT REVIEWS - HEALTH AND HUMAN SERVICES – MMIS

There was no report.

Rory Weaver, Project Director for NeSIS, will be available later in the meeting to provide a project report of the new SIS system.

Christy Horn arrived at the meeting.

STANDARDS AND GUIDELINES - SET FOR 30-DAY COMMENT PERIOD: [NITC 5-301: USE OF COMPUTER-BASED FAX SERVICES BY STATE GOVERNMENT AGENCIES](#) (Revised)*

Standard: State agencies needing computer-based fax services, including desktop and application based faxing, will use the "OCIO Internet Fax System" maintained and hosted by the Office of the CIO. This standard does not apply to the use of stand-alone fax machines connected directly to a telephone line. Purpose: The purpose of this standard is to provide state government agencies a technical solution for sending and receiving electronic faxes directly from computers.

Mr. Becker reported that was formerly a guideline. At their last meeting, the State Government Council voted unanimously to make this a standard.

Mr. Winkle moved to approve posting the office for the [NITC 5-301: Use of Computer-Based Fax Services By State Government Agencies](#) standard for the 30-day public comment. Mr. Henderson seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Horn-Yes, and Henderson-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

STANDARDS AND GUIDELINES - REQUEST FOR WAIVER: [NEBRASKA COMMISSION ON PUBLIC ADVOCACY](#) - REQUEST FOR WAIVER FROM NITC 5-201 EMAIL POLICY FOR STATE GOVERNMENT AGENCIES

As indicated in their correspondence, their first justification for the waiver is as follows: "The Nebraska Commission on Public Advocacy is still performing the same duties that it was when the first waiver was approved, and that is, we continue to represent individual clients who are charged with very serious criminal offenses. In other words, we are representing criminal defendants who are being prosecuted by, and in the name of, the State of Nebraska."

The panel was concerned with justification number 5 as stated: "Our server that we presently use for our email is in house, in a secure location. It is backed up every evening 5 days a week, and the back up tapes are kept off premises in a locked and fire proof safe in my personal residence. The server is secured from the outside by a firewall with up to date software and hardware to protect the data and to prevent any breach."

Technical Panel discussed issue of security regarding the location of the offsite backup tapes and the need to set a time limit as was done with the previous waiver request. The Office of the CIO's Security Officer and the Policy Research Office have reviewed the request for waiver and have acknowledged the uniqueness of their agency. Mr. Becker stated that the Technical Panel can put conditions in the waiver if they wish to address security concerns.

Mr. Henderson moved to approve the waiver conditioned upon the agency performing a security review of their email system with the State Information Security Officer and implementation of recommendations made by the SISO. The SISO is to report to the Technical Panel by October 14 on compliance with this condition. Mr. Langer seconded. Roll call vote: Horn-Yes, Henderson-Yes, Winkle-Yes, Weir-Yes, and Langer-Yes. Results: Yes-5, No-0, Abstain-0. Motion carried.

Mr. Becker will contact Mr. Weakly about the waiver conditions.

PROJECT REVIEWS - NEBRASKA STATE COLLEGE SYSTEM AND UNIVERSITY OF NEBRASKA - STUDENT INFORMATION SYSTEM

Rory Weaver, Project Manager

Technical Panel members received an electronic copy of the report prior to the meeting. The Human Resources and Finance modules went live on July 1. So far there have been no difficulties or issues. The next piece of the SAP implementation will be the budget execution. The State Colleges will implement the budget piece in August with the University of Nebraska implementation scheduled for October. The project holds meetings every Tuesday morning to review time lines, updates, etc. A website has been created for the project NeSISNebraska.edu site. The online application, a beta product, is under production. The production hardware is in place now in two locations running dual redundant fiber - University of Nebraska and University of Nebraska Medical Center. There are no critical decision points at this time. A major project issue is the University's Computing Services Network staffing. Tom Conroy, Office of the CIO, serves on steering committee and has been working with the project to determine the earned value per task. This will help the project determine the gaps, reasons why and plans to address the gaps.

Mr. Henderson reported that at the July NITC meeting, the Commission approved the 8 designated enterprise projects:

- DHHS, New Medicaid Management Information System (MMIS)
- University of Nebraska and State College System, Student Information System and SAP
- Secretary of State, Enterprise Content Management System
- DHHS, Access Nebraska
- Administrative Services, Human Resources Talent
- OCIO, Public Safety Wireless Project
- OCIO-University of Nebraska-NET Network Nebraska – LB 1208
- Department of Education, Statewide Online Assessment System

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group – Christy Horn. Ms. Horn stated that she will get the work group together when the new 508 regulations are released. They are scheduled to be out very soon. The work group will review the standards and policies.

Learning Management System Standards Work Group – Kirk Langer. Mr. Langer stated there was no progress to report. Mr. Weir stated that the University of Nebraska signed off with Blackboard and that there are some staff who are concerned about the cost.

Security Architecture Work Group – Brad Weakly. Mr. Weakly was not present to report but Mr. Henderson reported that there have been meetings with the Architecture Work Group to re-organize smaller work groups.

OTHER BUSINESS

August 14 is the first deadline for BTOP grants. Mr. Becker and Mr. Henderson wanted to alert the Technical Panel that they may be involved with reviews of projects applying for the first round of broadband funding from the Recovery Act.

ADJOURNMENT AND NEXT MEETING DATE

The next meeting of the NITC Technical Panel will be held at 9:00 a.m., August 11, 2009 at Varner Hall, 3835 Holdrege Street in Lincoln, Nebraska.

Ms. Horn moved to adjourned. Mr. Langer seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 10:07 a.m.

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