

**Technical Panel
of the
Nebraska Information Technology Commission**
Tuesday, October 14, 2008, 9:00-10:30 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
Jeremy Sydik, alt. for Christy Horn
Kirk Langer, Lincoln Public Schools
Mike Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:08 a.m. There were five 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 October 1, 2008. The agenda was posted to the NITC website on October 10, 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 MINUTES OF SEPTEMBER 9, 2008 MINUTES

Mr. Winkle moved to approve the [September 9, 2008](#) meeting minutes as presented. Ms. Decker seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

STANDARDS AND GUIDELINES – RECOMMENDATIONS TO THE NITC

NITC 1-203: Project Status Reporting

One [comment](#) was received on this document. Members discussed the reporting form attachment and the alternative, shorter, format suggested by the comment. Members discussed balancing the need to have sufficient information to determine if a project is on track or not, and not burdening the agency. The panel is not managing the project, the issue is determining if the project is “healthy.” Mr. Becker noted that the policy provides that an alternative format could be approved by the Technical Panel for a project. For example, a large scale project may be using project management software that can automatically generate reports. The agency could ask the Technical Panel to approve the report format generated by the software. Members also noted that the Retirement system project is currently using the form, and the agency reports that form has been successfully used to keep multiple audiences informed on the status of the project.

Mr. Weir moved to recommend approval of [NITC 1-203: Project Status Reporting](#), and that the Technical Panel should review the form in six months. Ms. Decker seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

NITC 1-205: Enterprise Projects

One [comment](#) was received on this document. Members discussed the document.

Mr. Winkle move to recommend approval of [NITC 1-205: Enterprise Projects](#). Mr. Langer seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

NITC 5-202: Blocking Email Attachments (Revised)

No comments were received. Mr. Hartman noted that the purpose of the revision was to identify the email attachments which “would” be blocked by the email system, the prior version said they “may” be blocked. Also, the list was revised to reflect the current list of attachments being blocked by the system. Finally, the prior version allowed for the option of using ZIP files to circumvent the block, which is no longer true. Mr. Sydik noted that “bash shell scripts,” which may pose a threat, were not included on the list. Mr. Hartman indicated that they could be added to the list. Members asked if this would be a significant change. After discussion, members concluded that it would not. This addition would be consistent with the other file types already included in the list.

Mr. Weir move to recommend approval of [NITC 5-202: Blocking Email Attachments](#), with the change discussed. Mr. Winkle seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

NITC 8-301: Password Standard (Revised)

No comments were received. Mr. Hartman indicated changes were made to this standard to allow for additional types of non-expiring passwords, which could be approved without requiring a waiver. Mr. Hartman also indicated that the Security Architecture Work Group is working on another standard for e-government passwords. Mr. Becker indicated that this standard would be revised to reflect the new format for NITC standards and guidelines documents. Some non-substantive changes would be made to the document, such as eliminating the old exemption language which is now covered by the waiver policy.

Ms. Decker move to recommend approval of [NITC 8-301: Password Standard](#). Mr. Winkle seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

PROJECT REVIEWS - ONGOING REVIEWS (as needed)

Retirement Systems - Jerry Brown and Robin Goracke

[\(Handouts\)](#)

Mr. Brown and Mr. Goracke briefly reported on the status of the project. Details were included in the handouts.

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

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

The implementation consultant from CedarCrestone is meeting with the campuses as part of the implementation to:

- Kick off phase 1 of the Implementation - The purpose of Phase one is to review and confirm with all the parties the project Vision, Scope, Staffing, Priorities and Preliminary work plan. CedarCrestone account manager, Walter Kisner, met with and had very productive all day sessions with staffs at all seven campuses.
- We are also identifying the necessary training components of this project by outlining the types and content of upcoming training programs, discussing who should attend them and summarize the time lines that are associated with the training.

PROJECT REVIEWS - PROJECT PROPOSALS - FY2009-2011 BIENNIAL BUDGET - RECOMMENDATION TO THE NITC*

[Project summary sheets](#) [Note: Updated summary sheets for [27-01](#) and [65-01](#).]

[Full text of the projects](#)

The meeting documents included the summary sheets and full text of the IT project proposals for the FY2009-2011 biennial budget. Updated summary sheets, with additional reviewer scores and comments for projects 27-01 and 65-01 were distributed.

The panel reviewed each of the projects. The following individuals were available to discuss their agency's projects: Josh Daws, Secretary of State; Glen Morton, Workers' Compensation Court; and Michael Winkle, NET.

Through discussion and by consensus, the panel made the following comments on the projects:

Project	Q1	Q2	Q3	Comment
09-01	Yes	Unk	Unk	
09-02	Yes	Yes	Yes	Q2: This is a regular course of business hardware replacement.
09-03	Yes	Unk	Unk	Q2: Unknown until RFP or additional information is available.
19-01	Yes	Unk	Unk	
23-01	Yes	Unk	Unk	
27-01	Yes	Yes	Yes	
27-02	Yes	Yes	Yes	
27-03				Hold this project for review until the November meeting.
37-01	Yes	Yes	Yes	
47-01	Yes	Yes	Yes	
65-01	Yes	Unk	Unk	

Q1: Is the project technically feasible?

Q2: Is the proposed technology appropriate for the project?

Q3: Can the technical elements be accomplished within the proposed timeframe and budget?

Ms. Decker moved to forward the Technical Panel's review and comments on the project proposals to the NITC. Mr. Langer seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

Mr. Becker informed the panel that an additional project from DHHS was received on Friday. Individual reviewers will be needed for the project and the panel will need to have this on the agenda for the November meeting. Mr. Weir, Mr. Winkle, and Mr. Langer agreed to review and score the project.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

No reports.

OTHER BUSINESS

There was no other business.

NEXT MEETING DATE AND ADJOURNMENT

Due to the need to complete additional project reviews prior to the November 12, 2008 NITC meeting, the Technical Panel will meet earlier than usual next month. The next meeting of the Technical Panel will be held at 9:00 a.m. on November 4, 2008.

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

The meeting was adjourned at 10:55 a.m.

Meeting minutes were taken by Rick Becker of the Office of the CIO.