

TECHNICAL PANEL
of the
Nebraska Information Technology Commission
Tuesday, May 13, 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
Christy Horn, University of Nebraska, Compliance Officer

MEMBERS ABSENT: None

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:04 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 April 15, 2008. The agenda was posted to the NITC website on May 9, 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 APRIL 8, 2008 MINUTES

Ms. Decker moved to approve the [April 8, 2008](#) minutes as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-4, No-0. Motion carried.

Ms. Horn arrived at the meeting.

PROJECT REVIEWS - Ongoing Reviews (as needed)

Retirement Systems, Jerry Brown

- Phase I is complete.
- The assigned developers from the Office of the CIO continue to evaluate the maintainability of the Phase I code.
- It has been decided to do the Cube Method via a spreadsheet rather than add to PIONEER, which will save Saber some resource time that can be devoted to NPRIS. It will also save NPERS \$29,400. The Cube Method will be implemented in NPRIS.
- Phase II initial requirements validation meetings have been completed. The final documentation review process has been completed on all 15 (added Cube Method and DROP Plan) functional area requirements. Two of the 15 have final approval.
- Phase II Design/Development continues. Most of this is accomplished off-shore.
- Phase III (Batch) Requirements Validation is scheduled to begin May 20, 2008.
- The decision to combine Phase II and Phase III testing has been approved. Each of the affected area managers have provided input on resource availability and have been provided an estimate of testing time needed. Robin is performing an analysis on this information and will be meeting with the managers again in June.

- The OCIO Project Office is currently putting the Project Plan on the Clarity project management software. It was decided to use SharePoint for our document repository. This will make it simpler for others to have access to the documents.
- The Quality Assurance Project Manager (Paul Hakenkamp) has left the team. Kimberly and Joshua will meet with the Project Team while they are in the process of replacing Paul.
- Decision Points: There are 24 decision points (formerly entitled Issues), of which 19 have been closed. The remaining 5 are actively being addressed.
- Risks:
 - Manger Left: A new manager has been hired. Her name is Miden Ebert.
 - Saber Resource Constraints: More staff added for Cube and DROP.
 - NPERS Resource Constraints: Combined Phase II and III testing.
- Project is on-time and on-budget.

Members discussed the news that HP has purchased EDS and potential impact on the project.

Members discussed involving the OCIO project office in these project reviews and discussed the need for a common format for reporting.

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

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

A handout was provided entitle “NeSIS Major Events and Activities.” A meeting was held last week with the presidents and chancellors to review the project and costs. Three elements are being reviewed: 1. functionality, 2. implementation model, and 3. cost. The final ratings are to be completed by May 21. The project is on schedule to have recommendations to decision makers by June or July.

Members discussed the timing of the related work on SAP migration for the State College System.

STANDARDS AND GUIDELINES - Request for Waiver

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

This item was tabled at the April meeting. Subsequently, input was provided by various interested parties and a Technical Panel work session was held on May 2, 2008 to discuss the matter further.

Brenda Decker indicated that the terms brought about by the Technology Refreshment Clause for Contract 22707(O4) with Qwest/Renovo may help alleviate some of the technical and financial concerns brought by ESUs 10 and 11 on behalf of their schools. Ms. Decker reported that there is an opportunity to amend the contract to include unlimited regional site licensing for each phase of the Network Nebraska project. These new service and pricing options would address the concerns from K-12 and higher education that adding additional codecs could create financial challenges for school districts and colleges. The Office of the CIO and Qwest/Renovo would take immediate steps to solidify the contract terms and work with DAS Purchasing to have the contract amended in time for the Phase II software orders. The major points of the amended agreement would:

- Include an unlimited site license for CODEC control, Clearinghouse and Room Licensing for all entities listed in Appendix C of RFP# 1683 Z1.
- Include all yearly maintenance, installation and training as outlined in Renovo Software's response to RFP# 1683 Z1.
- Include development of control software for the BNI CODEC and any other “mainstream” CODECs for the 5 years of the contract.

- Not include control of desktop CODECs, though Renovo can still schedule and have other controlled devices initiate a call to a desktop CODEC.
- Not include centralized MCU's or other devices other than CODECs that would need to be controlled for Renovo to initiate video calls.
- Include the multipoint capability of CODECs.
- Include the support of the DCC45's for the Motion JPEG networks until such time that they are migrated to a new technology.
- Include development to the "must have" and "want to have" development items outlined in Section 1.3 of the Scope of Work created by Renovo in conjunction with the Distance Education Council work group.
- Include some sort of requirement put in place by the DEC where users would have to enter classes into the system to avoid conflicts that occur when things are not scheduled.

To cover the unlimited regional site licensing, Qwest/Renovo would be paid the appropriated money indicated in the LB1208 fiscal note for years 1-3 for software licensing, installation, and maintenance and annual maintenance for years 4 and 5 of approximately \$112,000 annually. All devices under this unlimited licensing must be on Network Nebraska and addressable by Renovo by the end of the five year term.

Members indicated that the panel needed to have a work group address technical issues and bring the parties together to determine the standards which should be incorporated into the Network Nebraska agreement. Members also discussed the importance of having the DEC involved in the process.

Mr. Winkle moved to take the following actions regarding the Request for Waiver from the requirements of NITC 7-403 (Scheduling Standard for Synchronous Distance Learning and Videoconferencing) submitted by Educational Service Unit #10 and dated March 4, 2008:

- **Grant a temporary waiver from the device control requirements of NITC 7-403, section 1.1, for a period of no more than one year beginning July 1, 2008.**
- **Reconvene the Statewide Synchronous Video Network Work Group, beginning with the available original members, and including representation from the Distance Education Council, with instructions to review the existing standard NITC 7-403 and report back to the Technical Panel with any recommended changes.**

Ms. Decker seconded. Roll call vote: Langer-Yes, Weir-Yes, Winkle-Yes, Decker-Yes, and Horn-Yes. Results: Yes-5, No-0. Motion carried.

STANDARDS AND GUIDELINES – Confirm 30-Day Comment Period

Mr. Becker indicated that the following documents were posted for the 30-day comment period on Friday, May 9, 2008.

- NITC 1-201: Agency Information Technology Plan.
- NITC 1-202: Project Review Process

The State Government Council reviewed these documents at their meeting last week and recommended changes to 1-201, which were made to the version posted for comment, and recommend approve of 1-202 as presented.

Ms. Decker moved to approve the posting of NITC 1-201 and 1-202 for the 30-day comment period. Mr. Winkle seconded. Roll call vote: Horn-Yes, Langer-Yes, Weir-Yes, Winkle-Yes, and Decker-Yes Results: Yes-5, No-0. Motion carried.

STANDARDS AND GUIDELINES – Approval of Revised Version of Attachment A to NITC 1-204

Attachment A to NITC 1-204, the list of preapproved items for purchase, was revised by making the \$500 limit not applicable to equipment that serves a purpose other than information management.

Mr. Langer moved to approve the revised version of Attachment A to NITC 1-204. Mr. Winkle seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes Results: Yes-5, No-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. Ms. Horn indicated that she would like to nominate Jeremy Sidek as her alternate on the Technical Panel to replace Lance Perez. This will be an action item at the June meeting.

Learning Management System Standards Work Group, Kirk Langer Mr. Langer reported that the Work Group has not met in the past month. However, within the next 30 days, the Distance Education Council would be presenting a proposal to the Technical Panel for purchase of a two-year content license from the National Repository of Online Courses (NROC). This Distance Education Council proposal requires Technical Panel approval since it is over \$10,000 (LB 1208). Mr. Langer said that the proper technical implementation of these content servers will be a key to the initiative's success.

Security Architecture Work Group, Steve Hartman. The work group will be revising the email attachment blocking standard. The group is also working on security templates for various user types.

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 June 10, 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 10:34 a.m.

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