

AGENDA

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, June 10, 2010
1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents (15 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [February 11, 2010](#)
4. Updates
 - Email Archive
 - Enterprise Content Management
 - Directory Services
5. Standards and Guidelines*
 - Revised: [Web Branding and Policy Consistency](#) (NITC 4-201)
 - Revised: [Agency Information Technology Plan](#) (NITC 1-201)
6. Other Business
7. Agency Reports
8. Adjourn

* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on May 10, 2010. The agenda was posted to the NITC website on June 7, 2010.

STATE GOVERNMENT COUNCIL
of the
Nebraska Information Technology Commission
Thursday, February 11, 2010, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, Chair
Beverlee Bornemeier, OCIO-Technology Support Services
Josh Daws, Secretary of State's Office
Keith Dey, Department of Motor Vehicles
Pat Flanagan, Private Sector
Suzy Fredickson, Nebraska State Patrol
Dorest Harvey, Private Sector
Eric Henrichsen, Department of Health and Human Services
Terri Johnston, Department of Labor
Kelly Lammers, Department of Banking
Bill Miller, State Court Administrator's Office
Mike Overton, Crime Commission
Bob Shanahan, Department of Correctional Services
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue
Rod Wagner, Library Commission

MEMBERS ABSENT: Bob Beecham, Nebraska Department of Education; Dennis Burling, Department of Environmental Quality; Mike Calvert, Legislative Fiscal Office; Carlos Castillo, Department of Administrative Services; Rex Gittins, Department of Natural Resources; Jeremy Hosein, Governor's Policy Research Office; Glenn Morton, Workers' Compensation Court; Gerry Oligmueller, Budget Office; and Bill Wehling, Department of Roads

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 16 voting members present at the time of roll call. A quorum existed to conduct official business. A copy of the Open Meetings Act was on the side table. Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on January 11, 2010. The agenda was posted to the NITC website on February 8, 2010.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF NOVEMBER 12, 2009 MINUTES *

Mr. Harvey moved to approve the [November 12, 2009](#) meeting minutes with the corrected spelling of "minutes". Mr. Flanagan seconded. Roll call vote: Overton-Abstained, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Flanagan-Yes, Daws-Yes, Harvey-Yes, Johnston-Yes, Lammers-Yes, Dey-Yes, Henrichsen-Yes, Fredickson-Abstained, Scofield-Yes, Shanahan-Yes, Wagner-Yes, and Miller-Yes. Results: Yes-14, No-0, Abstained-2. Motion carried.

Agenda item NebraskaMAP.gov was moved to end of the meeting.

Ms. Decker introduced and welcomed Eric Henrichsen, Department of Health and Human Services, as a new member on the State Government Council.

OTHER BUSINESS

Discussion: Agency Information Technology Plan Form for 2010 - [Previous Version](#) of the Form, Rick Becker. Council members were asked to review the document and provide feedback to Mr. Becker. A revised version of the form will need to be adopted for the 2010 plans.

Secure File Transfer, Brad Weakly. Linoma Software, out of Omaha, was awarded the contract for a secure file transfer product. The product is called GoAnywhere (<http://www.linomasoftware.com/products/goanywhere>). The Office of the CIO will be providing presentations on the software. The software has multi-functionality, logging ability, multiple ways of getting file transfers out, a multi-tier setup, and is web-based. Agencies will have ability to set up their own jobs. Contact Mr. Weakly for more information.

Firewalls. Ms. Decker announced that with the upgraded Fortinet firewalls, the state now has the ability to provide content blocking. All code agencies will have filtering turned on for pornography and gambling sites. A block page will come up informing users that the site is not allowed. If agencies request it, logging can be turned-on. Contact the OCIO if your agency has any issues. Non-code agencies will be approached to determine their interest in these filters as well.

SharePoint, Brenda Decker. Agencies have expressed an interest in SharePoint. The Office of the CIO will be establishing a work group to discuss SharePoint as a shared service and develop a statewide strategy. Council members were asked to contact Mr. Becker if interested in serving on the work group.

State Government Council Meetings, Brenda Decker. Ms. Decker indicated that some future meetings may be dedicated to a single topic for a more in depth discussion and allow agencies to have subject matter experts attend as appropriate.

AGENCY REPORTS

Department of Revenue. Mr. Sloup reported that their agency spends lots of time analyzing legislative bills. The agency has developed an internal tracking system. If anyone is interested, they would provide a demonstration.

Office of the CIO. Ms. Scofield introduced Jim Sheets, as the new State Network Manager. His team is responsible for the core infrastructure of the network – basically all switches, firewalls, etc. and all of the associated design, management, troubleshooting, security, rules, configurations and routing that is associated with that hardware. Ms. Scofield also announced that for open enrollment this year, the state will be utilizing Live Meeting for informational sessions. Dean Jeffrey of the Office of the CIO will be sending out information after details have been worked out with Administrative Services.

BRIEFING: NEBRASKAMAP.GOV

Steve Henderson, I.T. Administrator, Planning and Project Management; Larry Zink, GIS Coordinator; Jeff McReynolds, Co-Chair, GIS Council and Dan Fifer, Project Coordinator

Mr. Zink and Mr. Fifer provided a demonstration of the Nebraskamap.gov portal. Nebraskamap.gov has been a project that has brought interest and collaboration to the Council. Over the years, the Council has expressed the importance and need of central access point for datasets that impacts the state as a whole and that can be integrated into everyday life. The Council agreed that local, state, and federal entities needed to be informed about the project which is why it is being presented today. Up to this point, there has been one time funding from the State Records Board and the NITC's Government Technology Collaboration Fund to develop the portal. Jeff Reynolds, Co-Chair, stated that the Council is at the point where it can make data available to state as a whole through this portal.

Due to prior commitment, Ms. Decker had to leave the meeting.

The GIS Council has established a work group to develop a business plan and has been discussing options to sustain the project. Mr. Henderson encouraged Council members to speak with their GIS technical staff to see how their agency could provide financial assistance to sustain this project.

ADJOURNMENT, NEXT MEETING DATE AND TIME

Without further business, Mr. Henderson adjourned the meeting at 2:33 p.m.

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

STANDARDS AND GUIDELINES

Branding and Policy Consistency

Version Date: ~~April 14, 2005~~

Date Adopted by NITC: June 14, 2005

1.0 Standard

1.1 Header

1.11 The Brand Graphic shall appear in the upper left of every web page.

1.12 Any method of skipping links will come after the Brand Graphic.

1.13 The Brand Graphic must be saved on the individual web site.

~~1.14 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website"~~

1.14 The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 5.32).

~~1.15 No changes may be made to the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 5.3)~~

1.15 No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 5.3).

~~1.16 Use of HTML to stretch or condense the Brand Graphic on the web page is not permitted.~~

1.16 Use of HTML attributes to alter the size of the Brand Graphic on the web page is not permitted. The image on the web page must remain the exact size of the image file (see Section 5.31).

1.17 The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 5.32).

1.2 Footer

1.21 The bottom of each web page will contain a link to Nebraska.gov, the official State home page

1.22 The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.

1.23 The bottom of each web page will contain a link to the State security policy, or the agency's security policy.

2.0 Purpose and Objectives

2.1 Header

The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.

2.2 Footer

The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.

3.0 Definitions

3.1 Brand Graphic

~~The Brand Graphic is an twenty pixel tall image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background, with a drop shadow beneath.~~

3.1 Brand Graphic

The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on

a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.

3.2 Footer

The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.

3.3 Web Page

A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.

3.4 Web Site

A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.

4.0 Applicability

This standard shall apply to all state agencies, boards, and commissions.

5.0 Responsibility

5.1 Header Placement

Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard. The Brand Graphic shall be placed upon the home page within 30 days, with all other pages within six months.

5.2 Header Availability

The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created. (<http://www.webmasters.ne.gov>)

~~**5.3 Header Changes**~~

~~Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 5.31). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use.~~

5.3 Header Changes

Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. (Contact information available at <http://www.webmasters.ne.gov>) The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 5.31). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website (<http://www.webmasters.ne.gov>) and make the allowable changes (see Section 5.31) using the appropriate software.

~~**5.31 Allowable Changes to the Brand Graphic**~~

~~Allowable changes for the Brand Graphic are the color of the text, the color of the state, and the color of the background. The star will be available in several standard colors. The graphic will be available in 800 and 1280 pixel lengths. No changes may be made to the drop shadow; size or font of the text; position of the state; or the alt tag. Additionally, the colors for the Brand Graphic must be clearly visible/high contrast with clearly legible text.~~

5.31 Allowable Changes to the Brand Graphic

Allowable changes for the Brand Graphic are:

- The color of the text
- The color of the state
- The color of the background.
- The color of the star
- The drop shadow is optional.
- The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at <http://www.webmasters.ne.gov>.

The following changes are not allowed for the Brand Graphic:

- The size of the text
- The font of the text
- The size and position of the state
- The size and position of the star
- The size and position of the drop shadow (if used)

Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.

5.32 Brand Graphic Alt Tag and Link

The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be "Official Nebraska Government Website. Go to Nebraska.gov".

5.4 Footer Placement

Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard. The footer elements shall be placed upon the home page within 30 days, with all other pages within six months.

6.0 Exemptions and Extensions

6.1 Standard Exemption

Any web page that cannot be accessed from outside of an agency web site is exempted.

6.11 Example: A document specifically called up from a database, that cannot be found through a search engine.

6.2 Extension

Any agency may petition for an extension of time in which to make all pages marked with the brand graphic.

6.21 Application for extension will be reviewed and ruled on by the State Government Council of the Nebraska Information Technology Commission.

6.3 Exemption, Partial

An agency may petition for an exemption of some of its content. All main pages must still be marked with the brand graphic.

6.31 Exemptions will be considered on the basis of financial hardship.

6.32 Application for exemption will be reviewed by the State Government Council and ruled on by the Nebraska Information Technology Commission.

6.4 Exemption, Full

An agency may petition for a full exemption of its content with the exception of the homepage.

6.41 Exemptions will be considered on the basis of financial hardship.

6.42 Application for exemption will be reviewed by the State Government Council and ruled on by the Nebraska Information Technology Commission.

7.0 Related Documents

7.1 Brand Graphic Options

<http://www.webmasters.ne.gov/branding.html>

7.2 State Privacy and Security Policies

<http://www.nebraska.gov/privacy.phtml>

Nebraska Information Technology Commission
and the
Office of the Chief Information Officer

**Agency Information Technology Plan
2010 Form**

Due: September 15, 2010

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Notes about this form:

1. **STATUTORY REQUIREMENT.** "On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." ([NEB. REV. STAT. § 86-524.01](#)). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans.
2. **GENERAL GUIDANCE ON COMPLETING THIS FORM.** This form provides a basic format for providing the information requested. Agencies can add clarifying comments or modify the tables provided as necessary to provide the information. The agency should assume the information provided is a public record. Do not include information which would compromise your information technology security. Please indicate in the document where information is not provided for security reasons.
3. **DEADLINE.** The Agency Information Technology Plan is due on September 15, 2010.
4. **SUBMITTING THE FORM.** The completed form should be submitted as an attachment to the [agency budget submission in the Nebraska Budget Request and Reporting System](#). In the left-margin menu, under [Information Technology](#), click "IT Agency Summary". Click the "Narrative" tab, and then attach the completed Agency IT Plan by clicking the "Browse..." button to locate the desired file and then clicking the "Attach" button. Finally, click the "Save" button.
5. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

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Deleted: CIO at: ocio.nitc@nebraska.gov

Agency

Agency IT Contact

Email Address

Phone

1. Current Assets

1.1 Applications

1.1.1 Off-the-Shelf Applications

Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
<u>Google Chrome</u>		
Safari		
Other (Specify)		
Desktop Antivirus		
<u>Sophos</u>		
Symantec/Norton		
McAfee		
Other (Specify)		
Instant Messaging		
<u>Office Communicator</u>		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
Microsoft Visual Studio		
IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		

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1.1.2 Other Off-the-Shelf Applications

List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of Users/Licenses	Version(s) (Optional)

1.1.3 Custom Applications

List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

Application:
Platform:
Development Tools:
How Supported:

Application:
Platform:
Development Tools:
How Supported:

1.2 Data

1.2.1 Databases

List the significant databases maintained by the agency and a brief description of each.

Database:
Brief Description:

Database:
Brief Description:

1.2.2 Data Exchange

List the significant electronic data exchanges your agency has with other entities.

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

1.3 Hardware

1.3.1 General Description of Computing Environment

Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).

Description:

1.3.2 Hardware Assets

Complete the following table. For "current" assets, enter the total number of each item currently owned/leased by the agency. For "planned" assets, enter an estimated number of each item at the end of the biennium on June 30, 2013.

	Current				Planned			
	Windows	Mac	Linux	Other	Windows	Mac	Linux	Other
Desktop Computers								
Laptop Computers								
Servers								

Deleted: 2011

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency's hardware replacement cycle.

Narrative:

1.4 Network Environment

1.4.1 General Description

Provide a general description of the agency's network environment. You may optionally include any related diagrams, etc. Also, describe any desktop management and/or LAN monitoring tools used by the agency.

Description:

1.4.2 Network Devices

Complete the following table. For "current" devices, enter the total number of each item currently owned/leased by the agency. For "planned" devices, enter an estimated number of each item at the end of the biennium on June 30, 2013.

	Current	Planned
Firewalls (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
Web Servers		
IPS/IDS Appliances		
Non-OCIO provided Switches		
Application Delivery (e.g. Citrix, Terminal Services servers) (Specify)		

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Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.

Narrative:

2. Staff and Training

2.1 Staff and Related Support Personnel

Identify staffing necessary to maintain your current IT environment, including contractor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

2.2 IT Related Training

Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

3. Survey

	Yes	No	In Progress	Not Applicable
3.1 Security - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at http://nitc.ne.gov/standards/]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
If your answer to the previous question is YES, please list the other security policies. List:				
3.2 Disaster Recovery and Business Continuity - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
If your answer to the previous question is YES, have you revised your disaster recovery plan based on the results of your test?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				
3.3 Accessibility / Assistive Technology				
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? (See Neb. Rev. Stat. § 73-205. The Technology Access Clause is posted at http://nitc.ne.gov/standards/)				
Does your agency have procedures in place to identify the information				

	Yes	No	In Progress	Not Applicable
technology related requirements of users with disabilities?				
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?				
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities?				
If yes, what tools were used to evaluate accessibility?				
3.4 Geographic Information System (GIS)				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or services that is estimated to cost more than \$25,000?				
If your answer to the previous question is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				

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<http://www.w3.org/WAI/ER/existingtools.html>
<http://www.vischeck.com/>
http://www.henterjoyce.com/fs_downloads/jaws_form.asp
 _____ Other (please specify _____)

4. Projects and Future Plans

4.1 Projects Currently Active

List current IT projects, including a description of the project, the current project status, projected completion date and costs.

Project Title:
 Brief Description:
 Current Status:
 Projected Completion Date:
 Total Project Cost:

Project Title:
 Brief Description:
 Current Status:
 Projected Completion Date:
 Total Project Cost:

4.2 Projects Planned to be Started in FY2010-2011

List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

Project Title:
 Brief Description:
 Projected Start Date:
 Projected Completion Date:
 Total Project Cost:

Project Title:
 Brief Description:

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Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.3 Projects Planned for the **FY2011-2013 Biennium**

List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

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4.4 Long-Term Plans (Beyond the **FY2011-2013 Biennium**)

Describe any long-term plans for projects to be started after the **FY2011-2013** biennium.

Agency Narrative:

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4.5 Other Issues

This is a general comment section where the agency can identify issues not captured in another section of the plan. This provides an opportunity to address issues which may, or may not, impact an agency IT budget; such things as known risks, trends, or issues for which there is not currently enough information to be included in the other sections. This section can also be used to summarize the agency's strategies and future direction for the use of information technology within the agency.

Agency Narrative: