

**TECHNICAL PANEL
of the
Nebraska Information Technology Commission**
Tuesday, December 11, 2012, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:

Walter Weir, CIO, University of Nebraska, Chair
Christy Horn, University of Nebraska
Brenda Decker, CIO, State of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, NET

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:06 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the [NITC website](#) and [Nebraska Public Meeting Calendar](#) on November 20, 2012. The agenda was posted to the NITC website on December 7, 2012.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF OCTOBER 9, 2012 MEETING MINUTES

Ms. Decker moved to approve the [October 9, 2012](#) minutes as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ENTERPRISE PROJECTS

Project Closure - Administrative Services - LINK-Human Capital Management*

Dovi Mueller and Andy Russell, Acting Director, Personnel

Mr. Russell was introduced as the Acting Director of State Personnel. Although the Human Capital Management module is completed for Open Enrollment, the project is still working on the Performance Management module. Open enrollment went well with positive feedback. One of the project's goals was to make the system easy for the user. There are three components to LINK which are NeoGov, Workday, and Cornerstone. Each of these components requires a different log-in and password. This has been the biggest complaint from users. The project is working on a single sign-on and is working the OCIO to get this accomplished. So far, the project has gone through one upgrade since implementation. Another upgrade is scheduled for next weekend. Ms. Mueller entertained questions from the panel members.

Ms. Horn arrived to the meeting.

ADA compliance was a concern of the panel. Ms. Mueller indicated that the Workday and Cornerstone vendor were to report back to the project regarding compliance issues. Mr. Weir requested that the Technical Panel be informed when compliance has been met. Members asked what the project's plans were for change management as well as communication plans for system downtimes. Information is posted daily on the Workday website. Also, AS-Human Resources has the AS Learning Help Desk that works closely with the OCIO Help Desk. Mr. Weir asked the project to provide a report of best practices, recommendations and lessons learned.

Mr. Winkle moved to recommend to the NITC that the LINK-Human Capital Management project be designated as a closed and completed project. Ms. Horn seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Decker-Yes, and Horn-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Project Status [Dashboard](#)

Andy Weekly, OCIO Project Manager

Mr. Weekly reported that seven updates were received this reporting period. The NRIN project is showing at risk due to the local issues. The timeline target dates are fluid and could be missed. It was recommended to have the project report at the February meeting.

Members discussed the Message Switch Replacement project and the NeSA project. Mr. Weekly will ask the NeSA project to report in February. The Technical Panel requested that the decision-making administrator also attend to be part of the discussion.

PROJECT REVIEWS

Technical Review: ESUCC - Nebraska's BlendEd eLearning System* ([Summary](#) | [Full Text](#))

Matt Blomstedt, ESUCC Executive Director

Mr. Blomstedt provided an update on the project proposal. Mr. Blomstedt has met with Mr. Langer to discuss the project issues from a technical perspective. Members indicated that conceptually the project is good but that a lot of things have to be done behind the scenes to make it work for all entities. Staffing and support will be important considerations (will there be an implementation manager, who will be responsible for maintain applications, troubleshooting, database management, patches, report writing, etc.). There also needs to be a discussion about governance.

Mr. Blomsted was commended for his willingness to communicate and share information with the Technical Panel.

Mr. Decker moved to provide the following review comment for the ESUCC-01 project: Q1: Is the project technically feasible? Yes; Q2: Is the proposed technology appropriate for the project? Yes; Q3: Can the technical elements be accomplished within the proposed timeframe and budget? Unknown. Mr. Winkle seconded. Roll call vote: Decker-Yes, Langer-Yes, Horn-Yes, Weir-Yes and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Informational: Department of Education - State Wide Longitudinal Data System

Brent Gaswick, Nebraska Department of Education

A year ago, the Nebraska Department of Education received a federal grant for data analysis and research. The grant has other goals. Mr. Gaswick is responsible for Goal 1 Data Dashboards:

- Compile key metrics in a simple and easy to interpret interface
- Present data so one can quickly and visually see status or progress, etc.
- Combine data from various streams, including state and local, to present a clear and comprehensive picture

In addition, Goal 1 entails a reporting system:

- NDE's Data Reporting System is a dashboard.
- Multiple programs: Student/staff data and program information
- State data: Aggregated (privacy protected) and Only data NDE collects
- Allows analysis and comparison at the state and district levels

The grant has other goals but with a different focus. NDE can build the program themselves or go out with an RFP. The project is looking at Blackboard as an analytic tool but not certain it will be sufficient.

Security at the school level will need to be addressed. Mr. Gaswick entertained questions from the panel members.

Mr. Winkle moved to recommend that the Department of Education - State Wide Longitudinal Data System project be designated as an Enterprise Project. Mr. Langer seconded. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Decker-Yes, and Horn-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.

Ms. Horn left the meeting.

STANDARDS AND GUIDELINES

Resource Document - [NITC 7-RD-01](#): Telecommunications Facilities and Services (Revised)*

Purpose: This resource document is intended to provide guidance to agencies on telecommunications facilities and services needed in an ordinary office setting and to provide a suggested allocation of responsibilities between a Lessor, Lessee, and Tenant Agency. Any such work in a state owned building should meet these minimum requirements.

Since the last Technical Panel meeting, the State Government Council has reviewed the document and made a few modifications. There was some discussion regarding listing of specific categories of cables. It was suggested to insert the wording "at a minimum" in those sections.

Mr. Winkle moved to approve the resource document with the recommended changes. Ms. Decker seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

Set for 30-Day Comment Period - [NITC 7-104](#): Web Domain Name Standard (New)

Purpose: The purpose of this standard is to provide for consistent domain names for state government websites.

Mr. Langer moved to post NITC 7-104: Web Domain Name Standard for the 30-day comment period. Mr. Winkle seconded. Roll call vote: Decker-Abstain, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-3, No-0, Abstained-1. Motion carried.

NITC 8-101: Information Security Policy ([Amendment](#))

Purpose: The purpose of this Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, availability and privacy of State of Nebraska information collected, stored, and used to serve the citizens of the State of Nebraska. This Information Security Policy contains the minimum safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment.

Previously, the standard did not require screen locking for state issued mobile devices. This amendment specifies, "All mobile devices must utilize the screen locking feature on their device when not in use and after a period of inactivity."

Mr. Winkle moved to post NITC 8-101: Information Security Policy ([Amendment](#)) for the 30-day comment period. Mr. Langer seconded. Roll call vote: Decker-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.

ELECTION - TECHNICAL PANEL CHAIR FOR 2013

Ms. Decker nominated Walter Weir to serve as the Chair of the Technical Panel for 2013. Mr. Langer seconded. There were no more nominations. Roll call vote: Decker-Yes, Langer-Yes, Weir-Abstain, and Winkle-Yes. Results: Yes-3, No-0, Abstained-1. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

Accessibility of Information Technology Work Group, Christy Horn. No report.

Learning Management System Standards Work Group, Kirk Langer. No report.

Security Architecture Work Group, Chris Hobbs. Mr. Hobbs will be organizing his first Work Group meeting. Items for discussion will include their goals for their agencies security and how the OCIO can help, security awareness, collaboration, 2013 direction, centralized or consolidated system for information of highly sensitive data such IRS and HIPAA. Mr. Weir invited Mr. Hobbs to attend the University of Nebraska Security Information Group meetings.

Intergovernmental Data Communications Work Group, Tim Cao. No report.

OTHER BUSINESS

There was no other business.

ADJOURN

The next meeting of the NITC Technical Panel will be held at 9:00 a.m. on February 12, 2013.

Mr. Langer moved to adjourn. Ms. Decker seconded. All were in favor. Motion carried.

The meeting was adjourned at 10:30 a.m.

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