STATE GOVERNMENT COUNCIL
of the
Nebraska Information Technology Commission
Thursday, January 13, 2011, 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-Enterprise Computing Services
Randy Cecrle, Workers' Compensation Court
Josh Daws, Secretary of State's Office
Keith Dey, Department of Motor Vehicles
Suzy Fredickson, Nebraska State Patrol
Lori Henkenius, Nebraska Department of Education
Eric Henrichsen, Department of Health and Human Services
Joe Kellner, Department of Roads
Terri Slone, Department of Labor
Tom Lamberson, Dept. of Environmental Quality
Kelly Lammers, Department of Banking
Mike Overton, Crime Commission
Jayne Scofield, OCIO-Network Services
Rod Wagner, Library Commission

MEMBERS ABSENT: Dick Clark, Policy Research Office; Carlos Castillo, Administrative Services; Mike Calvert, Legislative Fiscal Office; Pat Flanagan, Private Sector; Rex Gittins, Department of Natural Resources; Dorest Harvey, Private Sector; Bill Miller, State Court Administrator's Office; Gerry Oligmueller, Budget Office; Bob Shanahan, Department of Correctional Services; and Len Sloup, Department of Revenue

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 15 voting members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on December 7, 2010. The agenda was posted to the NITC website on January 7, 2011. A copy of the Open Meetings Act was available at the front table.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF OCTOBER 14, 2010 MINUTES*

Mr. Daws moved to approve the October 14, 2010 minutes as presented. Ms. Henkenius seconded. Roll call vote: Overton-Yes, Lamberson-Abstain, Bornemeier-Yes, Decker-Yes, Daws-Yes, Slone-Yes, Lammers-Abstain, Cecrle-Yes, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Fredickson-Abstain, Scofield-Yes, Wagner-Yes, and Kellner-Yes. Results: Yes-12, No-0, Abstain-3. Motion carried.

UPDATES - ENTERPRISE CONTENT MANAGEMENT SYSTEM
Kevin Keller

The goal for the Enterprise Content Management Shared Services is to provide better utilization of the State of Nebraska resources in the following functional areas:

- Capture & Indexing of content;
- Object Management;
- Search and Retrieval of content;
- Document Check-in and Check-Out;
- Lifecycle Management;
- Security;
- Workflow
- E-Form Creation and Execution;

Mr. Keller distributed a handout that described the core Enterprise Content Management functionality requirements for the State of Nebraska for each of the above functional areas. The project is in its second week of preliminary training of agency staff. The infrastructure for the project is being finalized. In February, the project will be implementing the HR system for the Department of Health and Human Services. Project User Groups are meeting monthly. Statewide external administration process for external users prototypes currently being developed.

STANDARDS AND GUIDELINES - NITC 5-101: ENTERPRISE CONTENT MANAGEMENT SYSTEM FOR STATE AGENCIES

Purpose - The purpose of this standard is to provide State government agencies a single technical solution for:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information from State Agency to State Agency, State government-to-external business partners and external business partners to State government and through automated workflow;
- Unify document management in a single system to take advantage of economies of scale.

Mr. Becker informed the Council that the Technical Panel has approved the standard for the for the 30-day public comment period. After the public comment period, if approved by the Technical Panel, it will go to the NITC for final approval at their March 1st meeting.

Discussion followed regarding the timing of the standard, prior to the contractor's proof of concept. Thus far, the scope has been document centric workflow. Members would like proof of concept for process centric, human centric and process driven workflow prior to the development of a standard.

Mr. Lamberson moved to recommend to the Technical Panel that this standard be tabled. Mr. Dey seconded. Roll call vote: Kellner-Yes, Wagner-Yes, Scofield-Yes, Fredickson-Yes, Henkenius-Yes, Henrichsen-Yes, Dey-Yes, Cecrle-Yes, Lammers-Yes, Slone-Yes, Daws-Yes, Decker-Yes, Bornemeier-Yes, Lamberson-Yes, and Overton-Yes. Results: Yes-15, No-0, Abstain-0. Motion carried.

STANDARDS AND GUIDELINES NITC 5-204: LINKING A PERSONAL PORTABLE COMPUTING DEVICE TO THE STATE EMAIL SYSTEM FOR DATA CLASSIFIED AS "INTERNAL USE ONLY" OR "UNCLASSIFIED/PUBLIC"

Purpose - This standard provides for the requirements to connect a personal Portable Computing Device ("PCD") to the State's email system. This standard does not apply to PCDs provided by the agency.

Brad Weekly stated that the standard applies to non-sensitive and internal use data only. This is a new arena for standards development.

Currently in the standard, classified and non-classified personnel are not addressed in the standard. The question was raised as to how soon the standard will take affect after the NITC has approved it and what will the process involve. When approved, the OCIO will send agency directors a report of the devices currently syncing. The employees given approval will need to complete the form with the Director's approval.

There are issues that should be addressed at agency level through their security policies.

Mr. Dey moved to recommend approval of [NITC 5-204](): Linking A Personal Portable Computing Device To The State Email System For Data Classified As "Internal Use Only" Or "Unclassified/Public". Ms. Slone seconded. Roll call vote: Slone-Yes, Lammers-Yes, Cecrle-Yes, Dey-Yes, Henrichsen-Yes, Henkenius-Yes, Fredickson-Yes, Scofield-Yes, Wagner-Yes, Kellner-Yes, Overton-Yes, Lamberson-Yes, Bornemeier-Yes, Decker-Yes, Daws-Yes,. Results: Yes-15, No-0, Abstain-0. Motion carried.

WORK GROUPS - ESTABLISH A NEW WORK GROUP TO ASSIST THE OCIO IN DEVELOPING STANDARD CONFIGURATIONS FOR PCS AND LAPTOPS*

The State of Nebraska would be able to receive better pricing from vendors if we would adopt standardized configurations for PCs and laptops. Larger state agencies, for example DHHS, already do this and get better pricing for bulk purchases.

By group consensus, it was agreed to establish an ad hoc work group to develop the initial standard configurations. Regular updates of the configurations will be done by the OCIO, and any issues or concerns can be raised at an SGC meeting.

Aaron Weaver, OCIO Network Services, was introduced as the lead for the work group. Keith Dey and Eric Henrichsen volunteered for the work group. Other interested persons were asked to contact Rick Becker.

OTHER BUSINESS

The Microsoft proposal continues to move forward. Also, beginning on February 1, the default mailbox size for the current system will be increased from 250 MB to 500 MB.

On January 24, the State Building Division will begin the process of replacing the UPS (Uninterruptable Power Supply) in the OCIO's 501 Building. The OCIO is taking steps to mitigate the risks associated with this project. Information has been sent to agencies.

AGENCY REPORTS

There were no agency reports.

ADJOURNMENT, NEXT MEETING DATE AND TIME

The next meeting of the NITC State Government Council will be held on Thursday, February 10, 2011, 1:30 p.m.

Mr. Dey moved to adjourn. Mr. Lammers seconded. All were in favor. Motion carried.
The meeting was adjourned at 2:35 p.m.