Technical Panel
of the
Nebraska Information Technology Commission

Tuesday, September 13, 2005 - 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska

AGENDA

Meeting Documents:
Click the links in the agenda
or click here for all documents (xxx KB - xx pages)

1. Roll Call and Meeting Notice

2. Public Comment

3. Approval of Minutes* - July 12, 2005

4. Standards and Guidelines

   - Recommendation to the NITC*
     - Geospatial Metadata Standard (Note: Possible changes to the previously adopted recommendation.)

   - Requests for Exemption*
     - Commission on Public Advocacy
     - Department of Roads - Draft Approval Document

5. Project Review

   - Community Technology Fund Grants
     - Approve Reviewers*

   - State Records Board Grants
     - Barber Licensing System Update - Board of Barber Examiners*

6. Technical Panel Charter - Draft Revision*

7. Regular Informational Items and Work Group Updates (as needed)

   - Accessibility of Information Technology Work Group
   - CAP
   - Security Work Group
   - Statewide Synchronous Video Network Work Group

8. Other Business

9. Next Meeting Date

   Tuesday, October 11, 2005

10. Adjourn

* Denotes Action Item

NITC and Technical Panel Websites: http://www.nitc.state.ne.us/
Meeting notice posted to the NITC Website: 18 AUG 2005
Meeting notice posted to the Nebraska Public Meeting Calendar: 18 AUG 2005
Agenda posted to the NITC Website: 7 SEP 2005

TECHNICAL PANEL

Nebraska Information Technology Commission
Tuesday, July 12, 2005, 9:00 a.m.
University of Nebraska-Varner Hall
3835 Holdrege Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, State of Nebraska
Steve Henderson, Department of Administrative Services, State of Nebraska
Christy Horn, University of Nebraska, Compliance Officer
Bob Huber, (Alt. for Mike Beach, Nebraska Educational Telecommunications Commission)
Kirk Langer, Lincoln Public Schools
Walter Weir, University of Nebraska

REMARKS FROM LIEUTENANT GOVERNOR RICK SHEEHY

Lieutenant Governor Sheehy thanked the panel for their assistance and role in working towards accomplishing the state's IT goals. Both Governor Heineman and Lieutenant Governor Sheehy feel that information technology is very important to Nebraska's citizens for education, economic development and government services. Members were given an opportunity to ask questions or provide comments.

ROLL CALL AND MEETING NOTICE

Mr. Weir called the meeting to order at 9:15 a.m. A quorum was present at the time of roll call. The meeting notice was posted to the Nebraska Public Meeting Calendar on June 10, 2005 and the agenda was posted to the NITC website on July 8, 2005.

APPROVAL OF JUNE MINUTES

Ms. Decker moved to approve the June 7, 2005 minutes as presented. Mr. Langer seconded. Roll call vote: Huber-Yes, Decker-Yes, Henderson-Yes, Horn-Yes, Langer-Yes, and Weir-Yes. Results: 6-Yes, 0-No. Motion carried.

STANDARDS AND GUIDELINES – RECOMMENDATION TO THE NITC
GEOSPATICAL METADATA STANDARD
Larry Zink, GIS Coordinator

Comments were received and addressed. Metadata is basically data about data. What frequently happens is when designer of a data set leaves, so does the information regarding data and data sets. Implementation of this standard would provide a common set that anyone could understand: what was designed and how it works. Mr. Zink provided a brief history of the GIS Steering Committee. Mr. Zink entertained questions and comments from the panel.

Mr. Huber moved to recommend the Geospatial Metadata Standard to the NITC for final approval with the recommended changes in Comment 2, except for the suggested changes to section 1.0. Ms. Decker seconded. Roll call vote: Weir-Yes, Langer-Yes, Horn-Yes, Henderson-Yes, Decker-Yes, and Huber-Yes. Results: 6-Yes, 0-No. Motion carried.

STANDARDS AND GUIDELINES – COMMISSION ON PUBLIC ADVOCACY REQUEST FOR EXEMPTION (EMAIL STANDARD FOR STATE GOVERNMENT AGENCIES)

The basis of the agency's concern regarding the Email Standard for State Government Agencies is confidentiality and potential violation of Canon 4 of the Code of Professional Responsibility. If their email is stored on the state's servers then access to email and/or other confidential information is possible by someone other than agency staff.

Mike Carr, Security Officer for the University of Nebraska, provided his suggestions which included requiring state IT staff to sign confidentiality statements, an umbrella type signed agreement between the agency and state IT Staff, or have a separate server housed in the data center staffed by qualified IT personnel.

It was decided to take no action on the exception request at this time. Ms. Decker as the state's CIO, along with Mr. Carr, will meet with the agency to further discuss the standard. If the agency still wants an exemption, it was recommended to have the agency address the Technical Panel before a decision is made.

STANDARDS AND GUIDELINES – DEPARTMENT OF ROADS REQUEST FOR EXEMPTION (IDENTITY & ACCESS MANAGEMENT STANDARD)
Steve Hartman, Information Management Services, State of Nebraska

Mr. Hartman explained that the first application, Nebraska Automated Truck Permit System (NTAPS), is in production and was in production prior to the approval of this standard. The agency is in the process of authenticating to the company. Because of this type of authentication, the standard is not applicable and thus, the agency should be exempt. As a matter of protocol, Jon Ogden of the Department of Roads wanted to follow the proper procedure.

In regards to the second application, Highway Condition Reporting System (HCRS), that is also in production and does require individual authentication. An exemption request is being submitted because there is a plan in place to re-write the application within 18 months. After which time, the agency would comply with the standard.

After discussion, it was decided that for the first application no exception was required and for the second application to approve an exception with an 18-month time frame to be reviewed after the rewrite. Mr. Becker will have a draft motion for the August meeting.

TECHNICAL PANEL CHARTER – DRAFT REVISION

The required Technical Panel membership is stated in statute and is indicated in sections 6.2.1-6.2.3: one representative from the Nebraska Educational Telecommunications Commission: one representative from the Department of Administrative Services; and one representative from the University of Nebraska Computing Services Network. The Technical Panel and the NITC approved the additional membership to include: State of Nebraska Chief Information Officer; Executive Director of the NITC Commission (position no longer exists)' one member with expertise in assistive technology; and one member representing K-12 education. Section 6.2.8 states "Other members as specified by the Commission.

Discussion followed regarding the proposed change for Section 6.3:

> 6.3 Member Recommendations and Approval
> Recommendations for membership on the Technical Panel will be considered: from the agency represented for members in sections 6.2.1 through 6.2.3; from [*** TBD ***] for the member listed in section 6.2.6; and from [*** TBD ***] for the member listed in section 6.2.7. All members of the Technical Panel must be approved by the Commission.

The panel members made suggestions of possible sources for membership recommendations:

- Assistive Technology Representative: ADA Coordinator for the University of Nebraska, ADA Coordinator for the State of Nebraska (not currently filled at this point), State Voc Rehab Director, Assistive Tech Partnership Director.
- K12 Representative: Education Council to make the recommendation.

Mr. Becker will implement the suggestions and will have a revised charter for a future meeting. The revised charter will need to be approved by the NITC.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES

Accessibility of Information Technology Work Group, Christy Horn. The University of Nebraska has assessed a need for accessibility training of staff who are responsible for purchases.

CAP, Brenda Decker. CAP will be meeting today after the Technical Panel meeting. CAP has been a statewide collaborative effort with the University of Nebraska and the State as major leaders. Mr. Weir reported that there are over 250,000 users on Network Nebraska, and that I2 is now available to the entire educational community. There is an effort to consolidate I2 and the National LambdaRail (NLR) that would offer delivery of services at 10 gigabytes a second. The University has a LambdaRail at the Peter Kiewit Institute. Mr. Cone commented that Network Nebraska has been cost effective for ESU 10 in terms of dollars, bandwidth and delivery of services.

Security Work Group, Steve Henderson. The work group will be working with Mike Carr, University of Nebraska,

regarding security efforts. The group will also be discussing the possibility of having a security person serve on the Technical Panel. Mr. Henderson reported that over the past 18 months, there has been lots of progress between the State and the University of Nebraska in regards to disaster recovery and business continuity.

Statewide Synchronous Video Network Work Group, Bob Huber. Mike Beach has been involved in and attending the LB 689 Distance Education Task Force meetings. At the next meeting, there will be a demonstration of the synchronous video network.

OTHER BUSINESS

The NITC web site will be undergoing a redesign. All pages including the standards web site will have a new look. Some of the standards will need to be reviewed and updated.

NEXT MEETING DATE AND ADJOURNMENT

The NITC councils will be invited to participate in the August 9th Technical Panel Meeting. It will be held at 9:00 a.m. in Varner Hall, 3835 Holdrege Street, in Lincoln, Nebraska.

With no further business, Mr. Weir adjourned the meeting at 10:35 a.m.

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

Nebraska Information
Technology Commission

STANDARDS AND GUIDELINES

Geospatial Metadata Standard

Category	**Data and Information Architecture**
Title	**Geospatial Metadata Standard**
Number	**XX-XXX**

Applicability

☑ **State Government Agencies**
- ☑ All..... **Standard**
- ☐ Excluding _____.....**Not Applicable**

☑ **State Funded Entities -** All entities receiving state funding for matters covered by this document..... **Standard**

☑ **Other: Public Entities-** Other public entities developing or acquiring geospatial data not supported by state funding .....**Guideline**

Definitions:
Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of NITC Technical Panel.
Guideline - Adherence is voluntary.

Status	☐ Adopted	☑ Draft	☐ Other:_____
Dates	Date: July 12, 2005 Draft Date Adopted by NITC: Other:		

Prepared by: Nebraska GIS Steering Committee for consideration by Technical Panel of the Nebraska Information Technology Commission
Authority: Neb. Rev. Stat. § 86-572(2c), 86-516(6)
http://www.nitc.state.ne.us/standards/

1.0 Standard

All state agencies and entities that receive state funding used, directly or indirectly, for geospatial data development or maintenance should ensure that geospatial data it collects, produces, maintains, or purchases and which is used for policy development, implementation, or compliance review is documented with metadata compliant with the latest version of the Federal Geographic Data Committee (FGDC) Content Standards for Digital Geospatial Metadata.

1.1 Steps/Timeline for Implementation

a. State agencies and other applicable state funded entities shall institute procedures for complying with standard for new geospatial data development or acquisition upon adoption of standard by the NITC.

b. State agencies shall complete initial listing of existing, applicable geospatial data holdings within three months of the adoption of standard by NITC.

c. State agencies shall complete meta-lite documentation of existing, applicable geospatial data holdings within six months of the adoption of standard by NITC.

d. State agencies shall complete FGDC-compliant metadata documentation of existing and applicable geospatial data holdings within 12 months of the adoption of standard by NITC.

2.0 Purpose and Objectives

The purposes of this standard is to preserve the public's investment in geospatial data, to save public resources by avoiding unnecessary duplication of expensive geospatial data acquisition, to minimize errors through inappropriate application of geospatial data, and to facilitate harmonious trans-agency public policy decision-making and implementation through the use of shared geospatial data.

2.1 Background

Broadly defined, geospatial data is any data that includes locational or positional information about features in the dataset. Geospatial data provides the data foundation for applications of Geographic Information System (GIS) technology.

The development and maintenance of geospatial data is usually the most expensive component in the implementation of GIS technology. In most cases, this high initial investment is justifiable because of the powerful capabilities of the technology and the fact that, if appropriately maintained, the data will be useful for a very long period, and in many cases, for a wide range of applications.

Most geospatial datasets include numerous attributes and parameters that relate to data variables, methodologies and assumptions. Knowledge and understanding of the implications of these variables is a key to the appropriate utilization of that data. Without appropriate documentation, this specialized knowledge usually resides only in the memory of the GIS specialist(s) who developed the original data. Because of the power of the GIS technology, geo-spatial analysis is increasingly being used to develop and implement a wide range of public policy. In many cases, these public policy applications endure long past the availability of the GIS-specialist(s) who developed one or more of the original geospatial datasets upon which the public policy and its subsequent implementation are

based. Without appropriate documentation of attributes and parameters of a geospatial dataset assumptions and variables, it may be difficult for an agency to determine the appropriate use of a dataset after the GIS specialist who originally created the data is no longer available. Without this documentation, it may also be difficult to appropriately maintain the dataset and therefore maintain the value of the original public investment in the data. In the case of a legal challenge to a public policy or its implementation, for which geospatial data application is integral, it may be difficult to defend that application if the original data developer is no longer available and the dataset was not appropriately documented.

Due to the relatively high costs of developing and maintaining many geospatial datasets, it is important that public investments in this data are undertaken in a manner to maximize the long-term return on these public investments. Appropriately documenting a dataset is one way to ensure a dataset's long-term usability. It is also a key to enabling the use of that dataset for multiple applications by multiple users. Without documentation, it is difficult for other users within the same agency, in other state agencies, or other public entities at various levels of government to be confident they are appropriately utilizing a geospatial dataset.

One of the great strengths of GIS technology is the ability to integrate and analyze disparate data based on its common or adjacent location. GIS has evolved to be a mainstream technology, used for a very wide range of applications, highly integrated with other information technology, and employed by users with a wide range of technical expertise and knowledge. As GIS has evolved, users now routinely access geospatial data, via the Internet, from multiple sources and integrate that data with other geospatial data and make public policy decisions based on analysis of the interaction of those datasets. Only when a geospatial dataset is adequately documented is it prudent to incorporate that data into a GIS analysis.

To address this wide range of concerns and needs for geospatial data documentation, the Federal Geographic Data Committee (FGDC) has worked with a wide spectrum of geospatial data users to develop a national standard for documenting geospatial data. This standard is known as the Content Standard for Digital Geospatial Metadata (CSDGM). This standard has gone through a couple revisions and will be reviewed and updated as necessary.

2.2 Objectives

This standard requiring the documentation of geospatial data with standardized metadata has the following objectives:

2.2.1. Preserve public investment in data collection/development beyond the tenure or availability of the original data developer.

2.2.2. Preserve the background geospatial information used to justify and make public policy decisions and preserve the information needed to guide appropriate implementation of those decisions beyond the tenure of a particular data developer.

2.2.3. Save public resources by facilitating the sharing of expensive geospatial data among public agencies or sub-divisions of agencies and avoid the costly duplication of developing similar geospatial datasets.

2.2.4. Minimize problems and potential liability the might be caused by the inappropriate use of undocumented geospatial data.

2.2.5. Facilitate harmonious, trans-agency public policy decision-making and implementation by enabling multiple agencies and levels of government to access and appropriately use common geospatial datasets and thereby make it more likely that intersecting public policy decisions, across levels of government, will be based on the same information.

3.0 Definitions

3.1 Geospatial Data

A term used to describe a class of data that has a geographic or spatial nature. The data will usually include locational information (latitude/longitude or other mapping coordinates) for at least some of the features within the database/dataset.

3.2 Metadata

Data describing a GIS database or data set including, but not limited to, a description of a data transfer mediums, format, and contents, source lineage data, and any other applicable data processing algorithms or procedures.

3.3 Metadata-lite

A subset of the full FGDC-compliant metadata (data title, data subject matter, map projection, geographic extent, data owner and access information, etc.) used primarily for the purposes of cataloging and enabling the use of automated search tools to find and access available geospatial data. Does not fully document the dataset's variables, assumptions or development process that is commonly needed to guide appropriate use. An online metadata-lite development tool is available through the Nebraska Department of Natural Resources website.

3.4 Content Standard for Digital Geospatial Metadata

A comprehensive national metadata standard developed and adopted by the Federal Geographic Data Committee (FGDC) under the authority of Executive Order 12906, "Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure," which was signed on April 11, 1994, by President William Clinton. Section 3, Development of a National Geospatial Data Clearinghouse, paragraph (b) states: "Standardized Documentation of Data, ... each agency shall document all new geospatial data it collects or produces, either directly or indirectly, using the standard under development by the FGDC, and make that standardized documentation electronically accessible to the Clearinghouse network." This standard is the data documentation standard referenced in the executive order. Since its initial development, this metadata content standard has undergone revision as deemed necessary by the FGDC, and will like undergo further revisions in the future.

4.0 Applicability

4.1 State Government Agencies

All State agencies are required to comply with this standard.

4.2 State Funded Entities

Entities that are not State agencies but receive State funding, directly or indirectly, for geospatial data development (i.e. Legislative appropriations, Enhanced Wireless 911 Fund, Infrastructure Fund, etc.) are required to comply with this standard.

4.2 Exemption

Exemptions may be granted by the Nebraska Geographic Information System Steering Committee *(or NITC Technical Panel)* upon request by an agency.

4.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the Nebraska Geographic Information System Steering Committee *(or NITC Technical Panel).* Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the CIO via e-mail or letter (Office of the CIO, 521 S 14th Street, Suite 301, Lincoln, NE 68508). The GIS Steering Committee *(or Technical Panel)* will consider the request and grant or deny the exemption. A denial of an exemption by the GIS Steering Committee *(or Technical Panel)* may be appealed to the NITC.

5.0 Responsibility

5.1 NITC

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (N.R.S. 86-516 §6)

5.2 State Agencies

Each state agency will be responsible for ensuring that geospatial data developed, maintained, or purchased and which is used for policy development, implementation, or compliance review with be documented consistent with this standard.

5.3. Granting Agencies and Entities

State granting or fund disbursement entities or agencies will be responsible for ensuring geospatial metadata documentation requirements are included in requirements and regulations related to fund disbursements.

6.0 Related Documents

6.1 Content Standards for Digital Geospatial Metadata

http://fgdc.er.usgs.gov/metadata/meta_stand.html

Rick Becker

From: Jim Mowbray [jmowbray@ncpa.state.ne.us]
Sent: Tuesday, February 08, 2005 11:20 AM
To: info@cio.state.ne.us
Cc: ron.ritchey@hhss.ne.gov

To Whom It May Concern:

Pursuant to Email Standards 4.2 we are requesting an exemption. The reason for the exemption is unique and specific to this agency.

The Nebraska Commission on Public Advocacy is not a typical state agency in terms of our documents being a part of the public domain. We represent individual clients who are charged with criminal offenses. Our staff consists of six attorneys, two support staff and one investigator. The attorneys and staff are regulated by the Code of Professional Responsibility which mandates that all attorney/client communications are strictly confidential. Those communications include any written correspondence either by word documents or email communications. No one from outside this office can view or have access to those confidential communications in any form or manner. If these attorney/client communications were to be disclosed the attorney's in this agency would be subject to discipline and could lose their license to practice law.

If our email is stored on the state's servers then access is possible by someone other than the staff of this agency, which would violate Canon 4 of the Code of Professional Responsibility. It is no different than when we store our closed files off site, we must insure that no one has access to these files. I realize that other agencies have attorneys working for them, and they use the state system, but that is different from this office, because they do not have an individual client, they represent the State of Nebraska, not a private client. In other words, to the best of my knowledge, we are the only agency that has attorneys' who represent individual private clients.

I contacted the Federal Public Defender for the State of Nebraska and asked him how the federal government deals with this issue. He told me that they too have an email standard similar to the State's, but what they do is put the two or three servers that handle the public defenders' offices emails on site in one of the public defender's offices. That way, the emails are not off site, and no one has access to them except the staff of the public defender system.

I realize that there may other options, that you may feel would work, however, unless the option is putting a state server in this office, the only alternative is to make our in house server our mail server.

If you should have any questions, or need to discuss this further, please contact me.

James R. Mowbray
Chief Counsel
Nebraska Commission on Public Advocacy
P.O. Box 98932
Lincoln, NE 68509
402-471-7778

NITC - Security Architecture
Identity and Access Management Standard

Request for Exemption

The Nebraska Department of Roads has identified two applications that are accessed via the Internet that we are requesting exemption from the 'Identity and Access Management Standard'. The first one is the Nebraska Automated Truck Permit System (NTAPS) and the second is the Highway Condition Reporting System (HCRS).

NTAPS is a customized application, developed for us by a 3rd party, which anyone wishing to acquire an Oversize / Overweight Truck Permit may use. This application allows two types of 'log-ons'; first is the anonymous log-on for those who just want to make an application for a permit and receive it either via fax, e-mail, or printed; the second is one that creates an account (for those individuals or companies that use this application many times) that stores information concerning the company and vehicle information to reduce the data entry process. As the application has an account manager built into it and the application is already in production and would be costly to modify we request an exemption.

HCRS is a customized web application, developed by a 3rd party company, which collects highway condition information and creates a data store. This data store is then used by the Traveler Information Program (TIP) a web application that displays the highway conditions to the public from the Department's web page. The HCRS application has a security already built into it and TIP is available to anyone on the internet. During the next 12-18 months we will be replacing the current version of HCRS with an enhanced and improved version and it would not make sense to revise the current application.

Please feel free to contact me if more information is needed or questions arise.

D R A F T

Technical Panel
of the
Nebraska Information Technology Commission

Standards and Guidelines
Request for Exemption

Requestor:	Department of Roads
Standard/Guideline:	Identity and Access Management Standard
Technical Panel Action:	Exemptions Granted
Date:	September 13, 2005

The Technical Panel, having reviewed the Department of Roads request for exemption from the Identity and Access Management Standard, finds that:

- An exemption is merited for the "Nebraska Automated Truck Permit System (NTAPS)" application based on the following: 1) for the anonymous log-ons allowed by the application, this type of access is not covered by the standard and 2) for the account creation and log-on process, the application is already in production. Adherence to the standard should be considered by the agency when fiscally prudent or upon an upgrade to the application.
- An exemption is merited for the "Highway Condition Reporting System (HCRS)" application based on the following: the application is already in production. Adherence to the standard should be considered by the agency when fiscally prudent or upon an upgrade to the application.

Attachment: Department of Roads - Request for Exemption

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NITC - Security Architecture
Identity and Access Management Standard

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Please feel free to contact me if more information is needed or questions arise.

2005 TIGER Reviewers

#	Applicant	Project	Reviewer 1	Reviewer 2	Reviewer 3
1	City of Holdrege	Technology to Market Business Opportunities	Lance Hedquist	Linda Fettig	Anne Byers
2	Lied Imperial Public Library	ETA (Entrepreneur Technology Access)	Kit Keller	Len Benson	Anne Byers
3	Wayne Public Library	Computer Course Development	Kit Keller	Ted Smith	Anne Byers
4	City of Aurora	IT Businesses: Assessment, Marketing, Recruitment	Lance Hedquist	Linda Fettig	Anne Byers
5	Village of Hyannis	Village of Hyannis Web Site	Lance Hedquist	Linda Fettig	Anne Byers
6	Kearney Visitors Bureau, Buffalo Co.	Implementation of InfoTrac Software	Norene Fitzgerald	K.C. Belitz	Anne Byers
7	Hartington Public Library	Expanding Technology Horizons	Kit Keller	Ted Smith	Anne Byers
8	City of Valentine	Community Technology Program	Chris Anderson	K.C. Belitz	Anne Byers
9	UNL Extension in Burt Co.	Oakland Business Portal	Chris Anderson	Norene Fitzgerald	Anne Byers
10	Atkinson Public Library	Hometown Competitiveness: Entrepreneurial Training	Ted Smith	Len Benson	Anne Byers
11	Nemaha County Development Alliance	IT Training Modules for EDGE Program	Norene Fitzgerald	K.C. Belitz	Anne Byers

TIGER 2005

Applicant Summaries and Reviewers

Project Title: Technology to Market Business Opportunities and Quality of Life in the South Platte

Submitting Entity: City of Holdrege

Grant Amount Requested: $3,000

Web-based technology provides a self-help opportunity for South Platte communities to attract economic development. The ***Business Beyond the Farm*** website sends the message that small towns in the South Platte thrive, entrepreneurial businesses prosper, schools educate, and rural Nebraska communities offer attractive amenities and quality of life. TIGER will provide training materials, mileage dollars and equipment to train designated contacts in twenty-three (23) South Platte communities how to use web-based technology to market the assets of their community on the ***Business Beyond the Farm*** website and to build small world networks.

The City of Holdrege and ***Business Beyond the Farm*** request $3,000 from TIGER grant to purchase a mobile presentation projector and develop and deliver training to designated contacts in twenty-three (23) communities in the South Platte.

Reviewers: Lance Hedquist, City of South Sioux City; Linda Fettig, Nebraska Rural Development Commission; Anne Byers, Nebraska Information Technology Commission

Project Title: ETA (Entrepreneur Technology Access**)**

Submitting Entity: Lied Imperial Public Library

Grant Amount Requested: $2200.00

Library will purchase and install the digital networkable copier/scanner/fax, the staff will learn to operate the equipment and then train patrons to use the equipment. Training workshops will be offered to patrons/entrepreneurs as well as one on one assistance during regular business hours.

Reviewers: Kit Keller, Nebraska Library Commission; Len Benson, Faith Regional Health System; Anne Byers, Nebraska Information Technology Commission

Project Title: Computer Course Development

Submitting Entity: Wayne Public Library

Grant Amount Requested: $1,680.00

As a public library providing service to the entire Wayne County we are a central provider of life-long learning for our residents. In response to patron requests, we intend to develop computer coursework to aid in improving office skills and on-line job searching techniques . Through the grant we will create four 2-hour courses (excel, powerpoint, internet searching, e-mail). The project will also include teaching each course twice to work out any kinks. After the project is complete, the developed courses will fold into our current computer offerings, and will continue to be taught by city staff or qualified volunteers. As with all the library programs, these classes will be free and open to the public.

Reviewers: Kit Keller, Nebraska Library Commission; Ted Smith, Norfolk Public Library; Anne Byers, Nebraska Information Technology Commission

Project Title:
Information Technology Businesses: Assessment, Marketing and Recruitment

Submitting Entity: City of Aurora

Grant Amount Requested: $5,000

The City of Aurora has a unique opportunity to enhance economic development in Aurora and the area surrounding Hamilton County through the Aurora Technology Center. The Aurora Technology Center, operated under the direction of the Hamilton County Information Technology Corporation (HCITC), serves as a focal point for the incubation of information technology related companies. What has been missing for a number of years is a comprehensive analysis of the information technology needs of area businesses. Once needs are determined, targeted recruitment of companies providing specific services utilized by area business can help to bring new information technology companies to the area creating a symbiotic benefit to all businesses and economic development to the area.

This project proposes to develop and administer an assessment instrument to determine the information technology needs of area businesses and begin a recruitment process to bring those businesses that provide those needs to the local area. This project has gathered the interest of the Aurora Area Chamber & Development Corporation with verbal commitment to provide sustainability following completion of the TIGER grant funding. In order to augment the recruitment process, the project proposes to revamp the marketing material of the Aurora Technology Center. Currently the Center's website is sorely out of date and needs restructuring along with the brochures used for marketing. The TIGER grant will help to launch a long-term sustainable approach to the recruitment of information technology based companies to central Nebraska.

Reviewers: Lance Hedquist, City of South Sioux City; Linda Fettig, Nebraska Rural Development Commission; Anne Byers, Nebraska Information Technology Commission

Project Title: Village of Hyannis Web Site

Submitting Entity: Village of Hyannis

Grant Amount Requested: $4888.00

The project is intended to build and execute an outstanding functional web site for the Village of Hyannis. The site is intended to coordinate with village signage to provide visible web presence and raise awareness for municipal and civic activity, all village and area businesses, entrepreneurs, organizations, churches, and activities. The grant will fund purchase of hardware, software and minimal labor to implement the site. The project will also be sponsored by the Village of Hyannis and volunteers and be coordinated with Nebraska Public Power District, Nebraska Economic Development, and Consolidated Telephone Company.

Reviewers: Lance Hedquist, City of South Sioux City; Linda Fettig, Nebraska Rural Development Commission; Anne Byers, Nebraska Information Technology Commission

Project Title: Implementation of InfoTrac Software

Submitting Entity: Kearney Visitors Bureau, c/o Buffalo County

Grant Amount Requested: $5,000

The Buffalo County special events and convention business is currently tracked through a very limited account management database which was custom-made in 2001 by a Kearney computer consulting firm. Account management and tracking software is an integral part of the Kearney Visitors Bureau's daily operation and is necessary to keep accurate and current records of the conventions and special events that bring significant revenue to Buffalo County. The database in use at this time currently houses more than 1,100 accounts. It was not designed to grow as quickly as Buffalo County's special events, convention business, and tourism draw has in the last four years. We have outgrown the original program and need to update it in order to fuel the growth this industry has created in Buffalo County.

To maintain the economic growth Buffalo County has seen in the last few years, and to stay at the forefront of the evolving convention business while capitalizing on tourism in Nebraska and our region, an account management database designed specifically for the Convention & Visitors Bureau industry is a necessity. The TIGER grant will fund the purchase of the InfoTrac software which will allow us to move forward by providing more efficient tracking of the tourism, convention, and special events business Kearney receives. At this time, we are unable to provide any estimated historical revenue which a particular event or convention brings to Kearney and Buffalo County. With the information from InfoTrac at our fingertips we can anticipate, prepare, and adjust to deliver the best services possible and take advantage of opportunities we might otherwise have missed.

Reviewers: Norene Fitzgerald, York County Development Corporation; K.C. Belitz, Columbus Area Chamber of Commerce; Anne Byers, Nebraska Information Technology Commission

Project Title: Expanding Technology Horizons

Submitting Entity: Hartington Public Library

Grant Amount Requested: $2, 119.04

The Hartington Public Library serves in providing computer classes and workshops to expand educational and business opportunities in our area. The goal of our project is to replace one half of the aging computers in our public library's technology lab in order to continue to meet with the needs of our current patrons, as well as to serve new patrons. We have established a replacement schedule for our hardware and software in the tech lab, this grant would help us fund the first phase of our update, by purchasing four new computers with Pentium 4 processors with CD-RW drives.

Reviewers: Kit Keller, Nebraska Library Commission; Ted Smith, Norfolk Public Library; Anne Byers, Nebraska Information Technology Commission

Project Title: Community Technology Program

Submitting Entity: City of Valentine

Grant Amount Requested: $5,000

The Cherry County Economic Development Board is the product of a new, Inter-local agreement between the City of Valentine and Cherry County. This Board, formed on Monday, August 29, 2005, is the first of its kind in Cherry County or Valentine, and is poised to pursue opportunities that will enhance economic development within Valentine and the County. The Board will depend on the work of a director, who will execute, explore, report, and network to achieve the mission, goals, and objectives of the Board. This director will require computer hardware and internet connectivity to conduct these activities. The purchase of this hardware, related software, and internet access, forms the basis of this funding request. Expected outcomes include: completion of a community survey by September 30, 2005; production and city council approval of the resulting economic and strategic plan by October 30, 2005; conduct public education regarding economic development and LB 840 specifically by January 30, 2006; and, passage of a city sales tax ballot initiative including LB 840 authority of using a portion of city sales tax funds for economic development (by March 1, 2006). This project will provide the critical impetus for launching the city and county into an era of unprecedented economic prosperity.

Reviewers: Chris Anderson, City of Central City; K.C. Belitz, Columbus Area Chamber of Commerce; Anne Byers, Nebraska Information Technology Commission

Project Title: Oakland Business Portal

Submitting Entity: UN-L Extension in Burt County

Grant Amount Requested: $5,000

This project entails building business portal for home-based and small businesses to use for advertising and marketing good and services produced in the Oakland (NE) area. The goal is to initially offer a free Web presence to spur growth in local businesses. As these businesses grow and their needs change, so will their Web sites. The business portal will be sustained by having businesses owners pay for modifications, upgrades and more sophisticated back-end applications as needed.

The business portal will include a user-friendly content management system, so that business owners can update and add content to their own Web sites. Training will be provided to help business owners understand the need for a Web presence and how it can benefit them. They will also get help in developing content and graphics for their Web sites. The grant funds the development of the business portal including the content management system, databases and Web page templates.

Reviewers: Chris Anderson, City of Central City; Norene Fitzgerald; York County Development Corporation; Anne Byers, Nebraska Information Technology Commission

Project Title: Hometown Competitiveness: Entrepreneurial Training Program

Submitting Entity: Atkinson Public Library

Grant Amount Requested: $3,598

With small rural communities losing businesses and families, local economic development leaders and the Atkinson Public Library are working together to offer business development classes to anyone within Holt County and the surrounding area to encourage the starting, expansions, and management of small businesses. Computer classes would include business feasibility, developing a solid business plan, efficient business management, effective marketing through Web site development, creating brochures, fliers, etc., and marketing strategies for the small business. The students would in turn use this information to establish a business, or increase their present business viability, using the computer and Web. In order to operate a successful business in the 21st Century, owners must be skilled in applicable computer technology.

Working in conjunction with economic development this project is designed to bring jobs and residents to this rural area. With a new library facility ready for use in January, these classes could be a reality at the Atkinson Public Library. In order to accommodate the number of students expected, the information technology needed includes two new computers with Microsoft Office, as well as, salaries for library staff who will serve as instructors.

Reviewers: Ted Smith, Norfolk Public Library: Len Benson, Faith Regional Health System; Anne Byers, Nebraska Information Technology Commission

Project Title: IT Training Modules for EDGE program

Submitting Entity: Nemaha County Development Alliance

Grant Amount Requested: $2,312.50

The Nemaha County Development Alliance (NCDA) has been a leader in small business development and support for entrepreneurship in Southeastern Nebraska for the past eight years. The centerpiece of our support system is the EDGE (Educating, Developing and Growing Entrepreneurs) Program, a training course sponsored by the University of Nebraska's Center for Applied Rural Innovation. The curriculum for the 14-week EDGE course addresses practically every aspect of small business development, including initial market research, product marketing, financial management, and legal structures. One important element of small business development that is limited in the EDGE curriculum, however, is how information technologies can be used to enhance all phases of business operations and reach new markets beyond local and regional borders. With Nemaha County's universal wireless Internet system becoming operational in early 2006, all businesses, regardless of location, will have broadband access. This technology and accompanying training in its use presents a great opportunity for new and existing businesses to extend their capabilities and participate in the global commercial community. In addition, our progress in reaching these goals might serve as a model for other rural Nebraska communities.

The purpose of the proposed project is to develop training modules on the use of information technology to use with the existing EDGE program that is now taught in 5 Southeast Nebraska counties. Rather than developing a specific course that would duplicate Electronic Main Street or other e-commerce courses, these modules could be used in all aspects of the EDGE curriculum but would also stand alone as a business training tool. The result will be business plans that take maximum advantage of all of the benefits and resources offered through information technologies from initial product and market research to daily operations, tailored to the specific characteristics of each individual business. Adding this dimension to our rural businesses environment should have the dual economic impacts of stimulating new Internet-based businesses and making southeast Nebraska's overall business community more robust and competitive.

Reviewers: Norene Fitzgerald, York County Development Corporation; K.C. Belitz, Columbus Area Chamber of Commerce; Anne Byers, Nebraska Information Technology Commission

Nebraska State Records Board
State Capitol, Suite 2300
Lincoln, NE 68509

John Gale
Chairman
(402) 471-4070
http://www.nol.org

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

(State Agency Grant Application)

State Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. **Name of agency applying for grant** Board of Barber Examiners

2. **Title of project** Barber Licensing System Update

3. **Brief Description of Project**

Convert the existing Barber Licensing System from the obsolete and unsupported Windows 3.1 operating system and dBase database platform to the widely used and supported Windows/MS Access environment.

3. **Grant request amount** $ 25,000.00

4. **Will there be a fee for accessing records associated with this project?** NO*

Additional charges are accessed for the production of listings and labels. The authority to charge these fees is given in (71-219).

5. **If yes, provide any statutory reference or authorization for the fee**

II. Grant Detail

1. Please describe the project in detail (you may attach this description)

This project would convert the existing system functions and features to the generally accepted and supported Windows environment using Access as the database. As such, present system function remains and only the hardware and software deployed are changed.

See attachment (Exhibit A) on system functionality.

Existing hardware was purchased in August of 1993 and the current application was developed and implemented in March of 1995. Current hardware/software are no longer supportable.

2. Please describe whom the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service

The Board of Barber Examiners will benefit from the information available from a more stable, reliable and supported system, which contains all licensee information. All individuals and businesses licensed through the Board of Barber Examiners (barbers, instructors, shop and school owners) will be better served by the proposed systems update.

3. Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).

Implementation is expected to be completed by January 1, 2006. A conversion will occur as soon as possible to minimize the risk of continued operation of an non-supported system.

4. Agency contribution to project (labor, equipment etc.)

Computers, software, printers and balances due to IMServices, in excess of the $25,000 will be funded from the Boards budget.

5. Has this project ever been submitted as a budget request (explain)?

NO: As a cash funded agency, sufficient monies have not been available to complete this project. This Grant is the only known source of available funds to accomplish this implementation.

6. Does the project require additional statutory authority (explain)?

NO.

7. Why is the grant money needed for the project, and, if applicable, how will the service be sustained once the grant money is expended?

Project costs for Information Technology labor and materials are quite high and well beyond the financial abilities of the Board. As previously explained, this system project must be completed to assure proper, needed, and ongoing services to board clientele. The new system will be maintained by in-house technical users and IMServices personnel assuring ongoing performance.

8. Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed)

This project will enhance delivery of licensing services by:
°Providing a stable source of imformation to the Board and its employees.
°Stabilizing services provided and required by statutes.
°Providing accountability to the public and our licensee whom we serve.
°Providing the foundation for expanded and enhanced delivery,including the opportunity to place forms and applications on the internet.

9. Please describe how this project will 1) Improve the efficiency of agency operations; 2) Facilitate collaboration among state agencies; 3) Facilitate collaboration between state agencies and other public institutions; Support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed)

Existing services provided by the Board can only be maintained if a stable, reliable system is in place. Therefore, this project will allow all existing efficiencies, collaboration and partnerships to be maintained and/or enhanced.

The Board of Barber Examiners has been and will continue to be focused on the needs and expectations of the client. The redevelopment of this application will position the Board to enhance and improve its operation and better meet the needs of the client.

III. Technical Information

1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.

Reference to: IMServices quote and suggestions marked as Exhibit B

2. Address any technical issues with the proposed technology including:

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

No technical issues.

3. Describe how technical support will be provided.

In-house technical users and IMServices personnel.

IV. CONTACT INFORMATION, SIGNATURE

Contact person for any questions regarding this application Ronald J. Pella

phone # 471-2051 **E-mail** barbers@barbers.state.ne.us

Signed this 1 **day of** August, 2005

Ronald J. Pella
Agency Director

Please Return to:

State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

Possible Barber System Screens

Attached are possible screens for the new Barber Licensing system. Please review and provide any suggestions or comments – any fields you may want moved around, or fields left off, or fields not needed, or any other changes. These are just mock-ups, so any changes can be easily made at this time.

The actual screens may vary somewhat from these mockups, but they are designed to give you an idea of what the screen will look like.

The grey squares indicate command buttons.

We have attempted to leave space so changes can be noted on this document. We have also tried to retain some of the current system look and feel in order to make this new system easier to use.

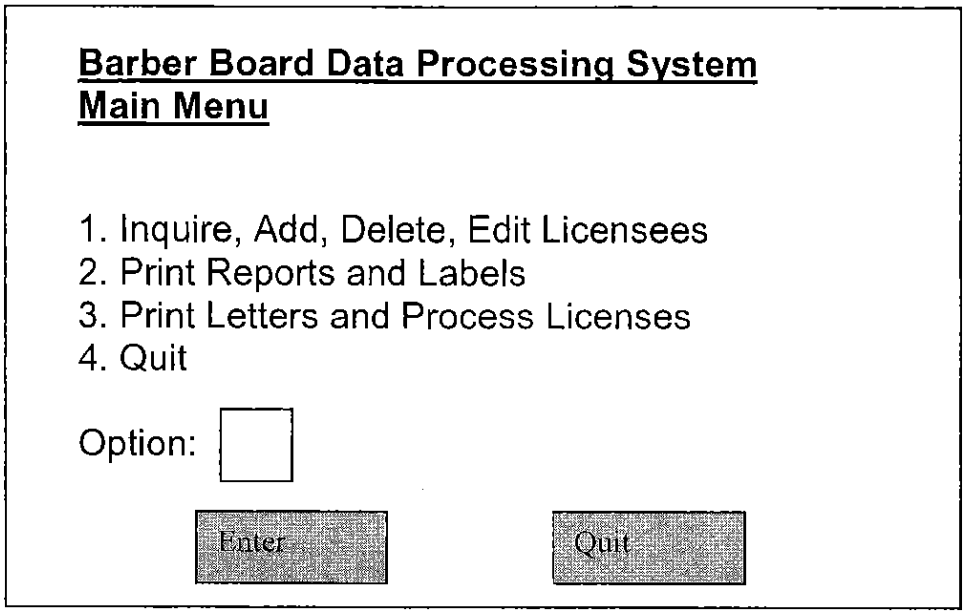
System will ask for confirmations on deletes before deletes actually occur. If user answers no, then no deletes will occur.

Main Menu 2
Inquire, Add, Edit, Delete Menu 3
- Barber Lastname Inquire, Add, Edit, Delete Screen 4
- Barber License Number Inquire, Add, Edit, Delete Screen 5
- Instructor Last Name Inquire, Add, Edit, Delete Screen 6
- Instructor Lic Number Inquire, Add, Edit, Delete Screen 7
- Shop Name Inquire, Add, Edit, Delete Screen 8
- Shop License Number Inquire, Add, Edit, Delete Screen 9
- School Name Inquire, Add, Edit, Delete Screen 10
- School License Number Inquire, Add, Edit, Delete Screen 11

Report and Label Writer Menu 12
Print Letters and Process Licenses Menu 13
- Process Renewal Notices 14
  - Test Printer Alignment 15
  - Barber Renewal Forms 16
  - Instructor Renewal Forms 17
  - Assistant Instructor Renewal Forms 18
  - Shop Renewal Forms 19
  - School Renewal Forms 20
- Process Restore Notices for Barbers and Instructors 21
- Print Late Letters for Shops 22
- Print Renewal Report 23
- Process License Payments 24
  - Process License Payments (cont'd) 25

RECEIVED
JUL 2 0 2005
BY:

Main Menu


Barber Board Data Processing System
Main Menu
1. Inquire, Add, Delete, Edit Licensees
2. Print Reports and Labels
3. Print Letters and Process Licenses
4. Quit
Option:
Enter
Quit

Inquire, Add, Edit, Delete Menu

Barber Board Data Processing System
Inquire, Edit, Delete Menu

1. Barber Lastname
2. Barber by License Number
3. Instructor/Asst. Instructor by Lastname
4. Instructor/Asst. Instructor by License Number
5. Shop by Shop Name
6. Shop by License Number
7. School by Name
8. School by License Number
9. Quit Inquiries

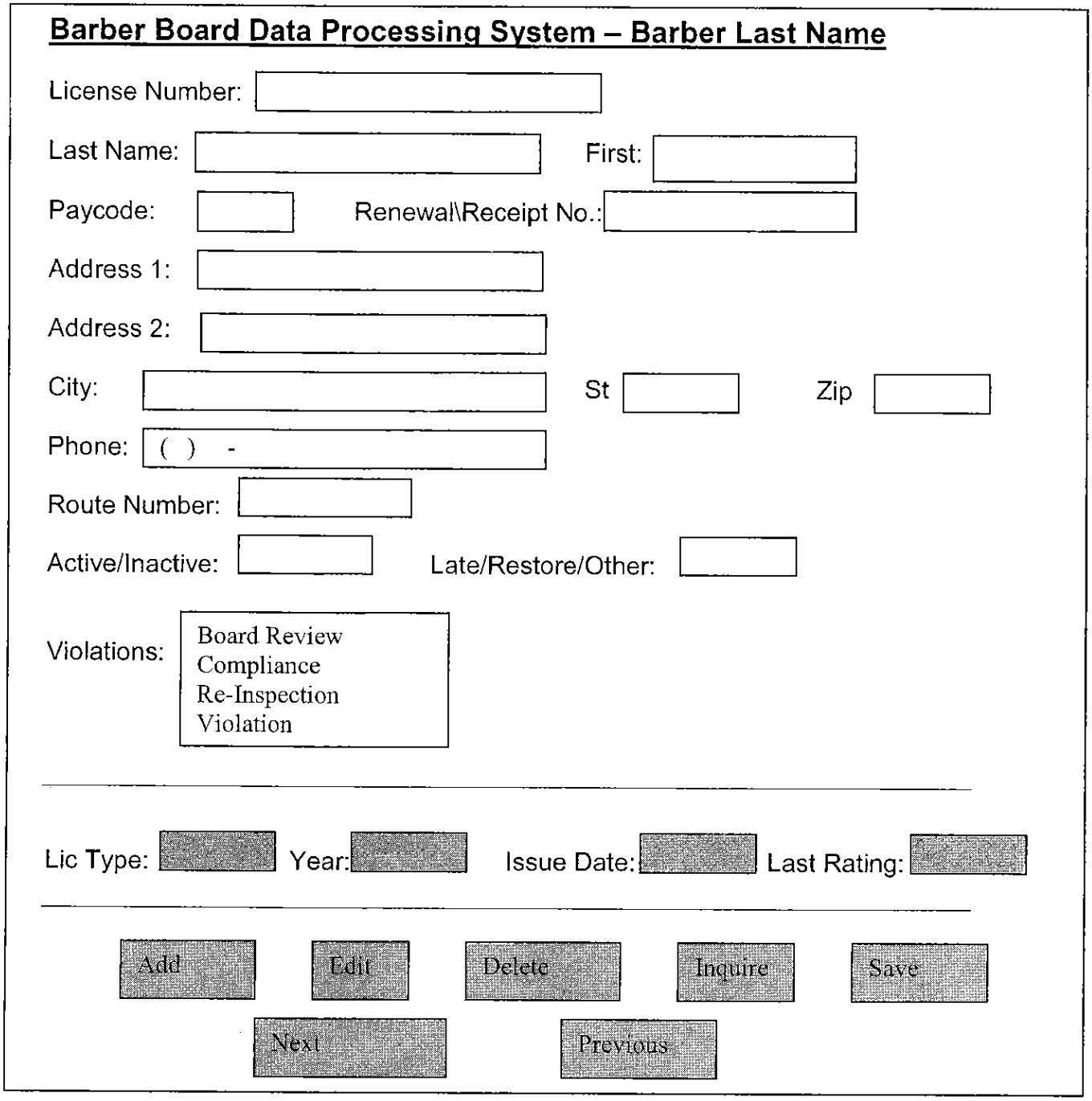
Option:

Name:

License Number:

Enter

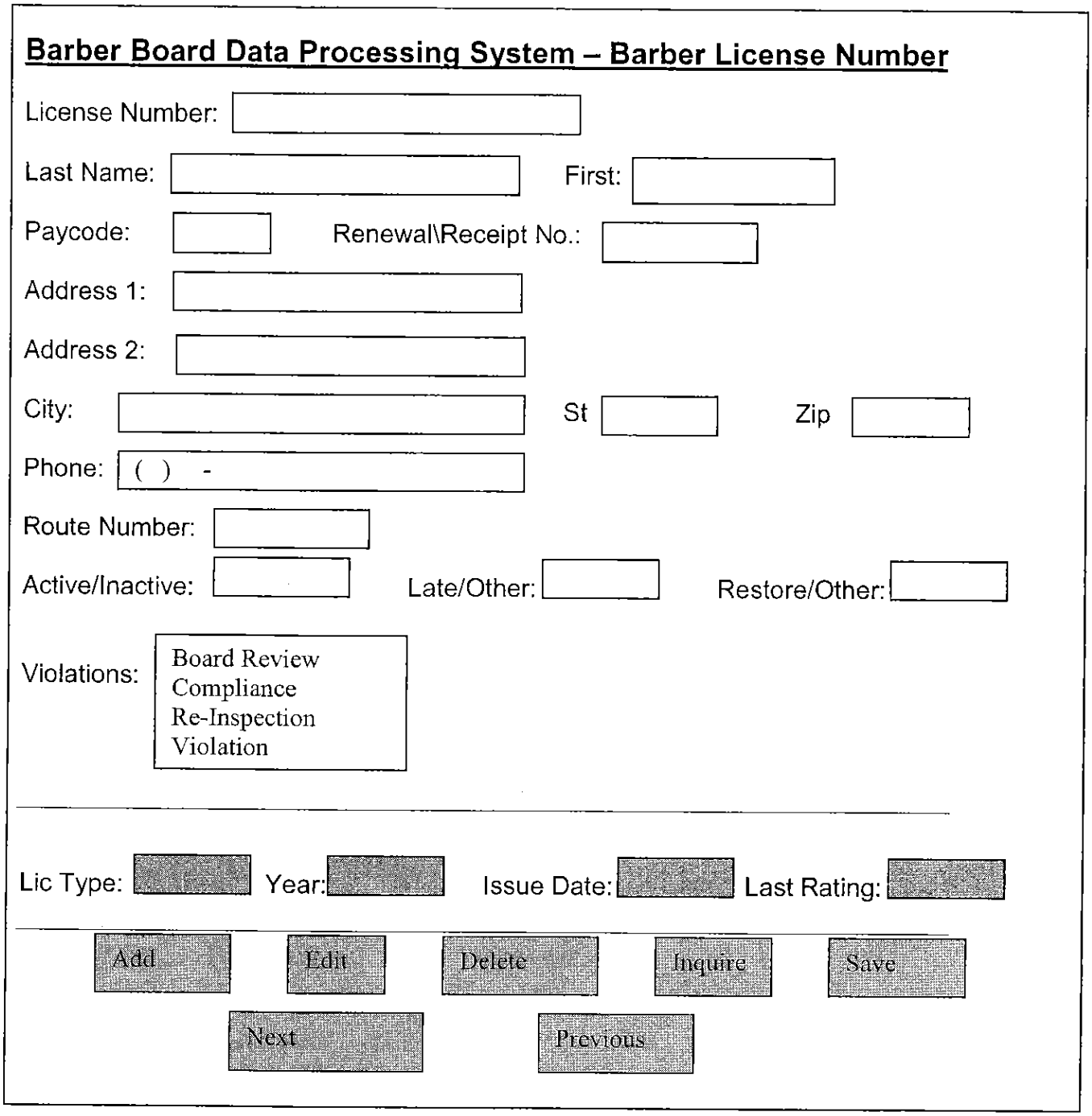
Barber Lastname Inquire, Add, Edit, Delete Screen



Next would take you to the next lastname, previous to the previous lastname.

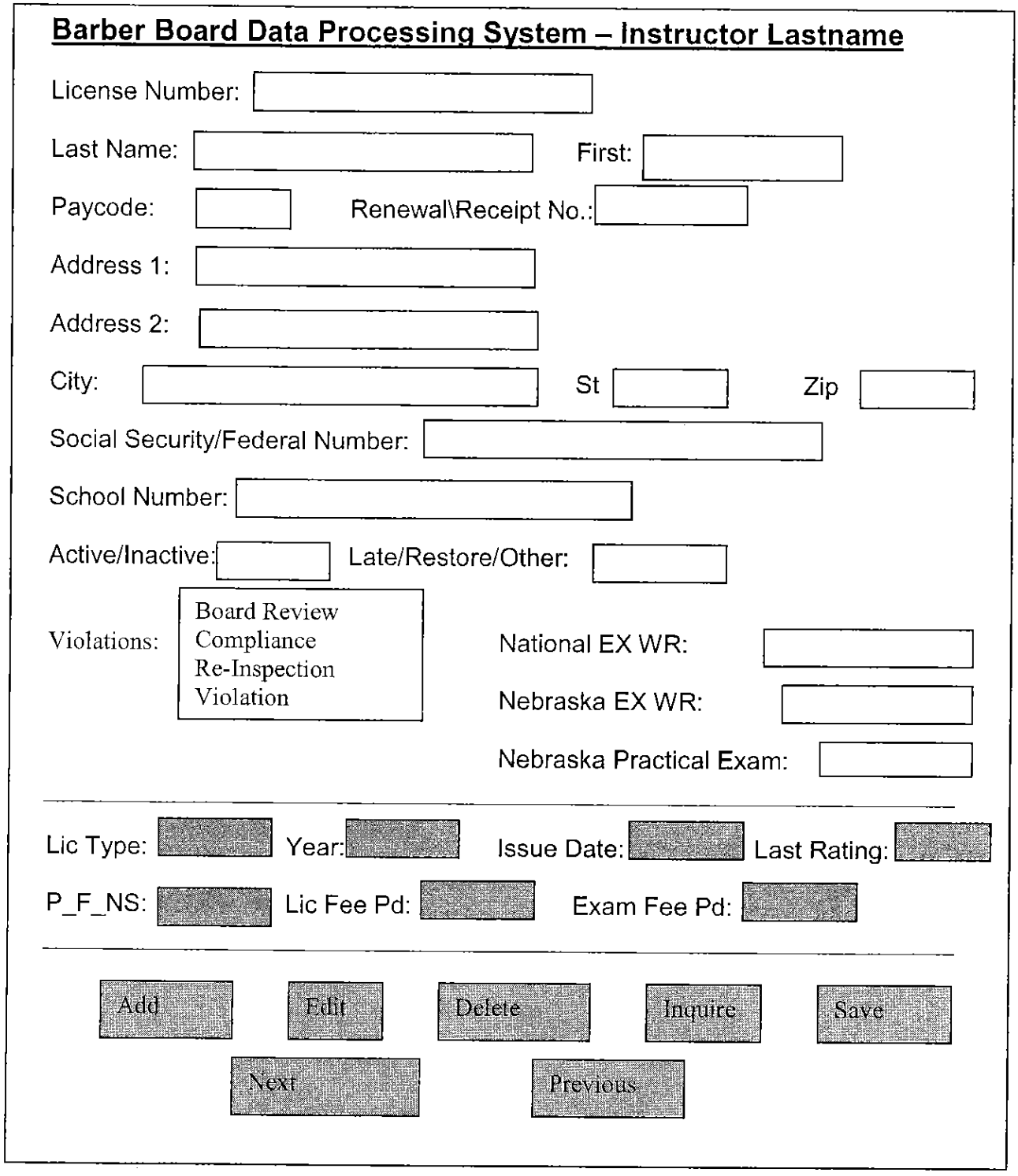
Some fields may have security lockout. This may be discussed further. Do we need violation fields?

Barber License Number Inquire, Add, Edit, Delete Screen

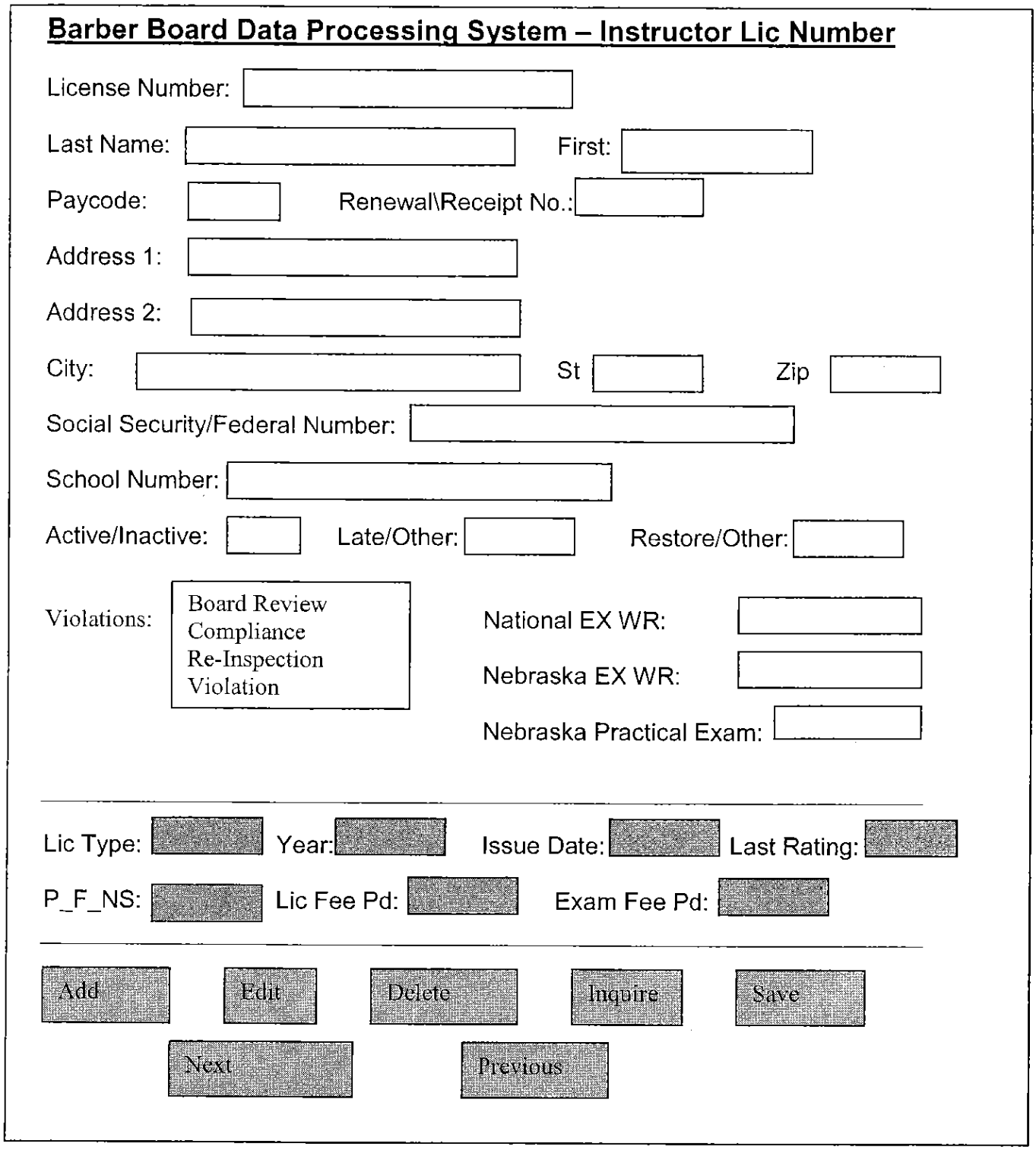


Next would take you to the next license number, previous to the previous license number.

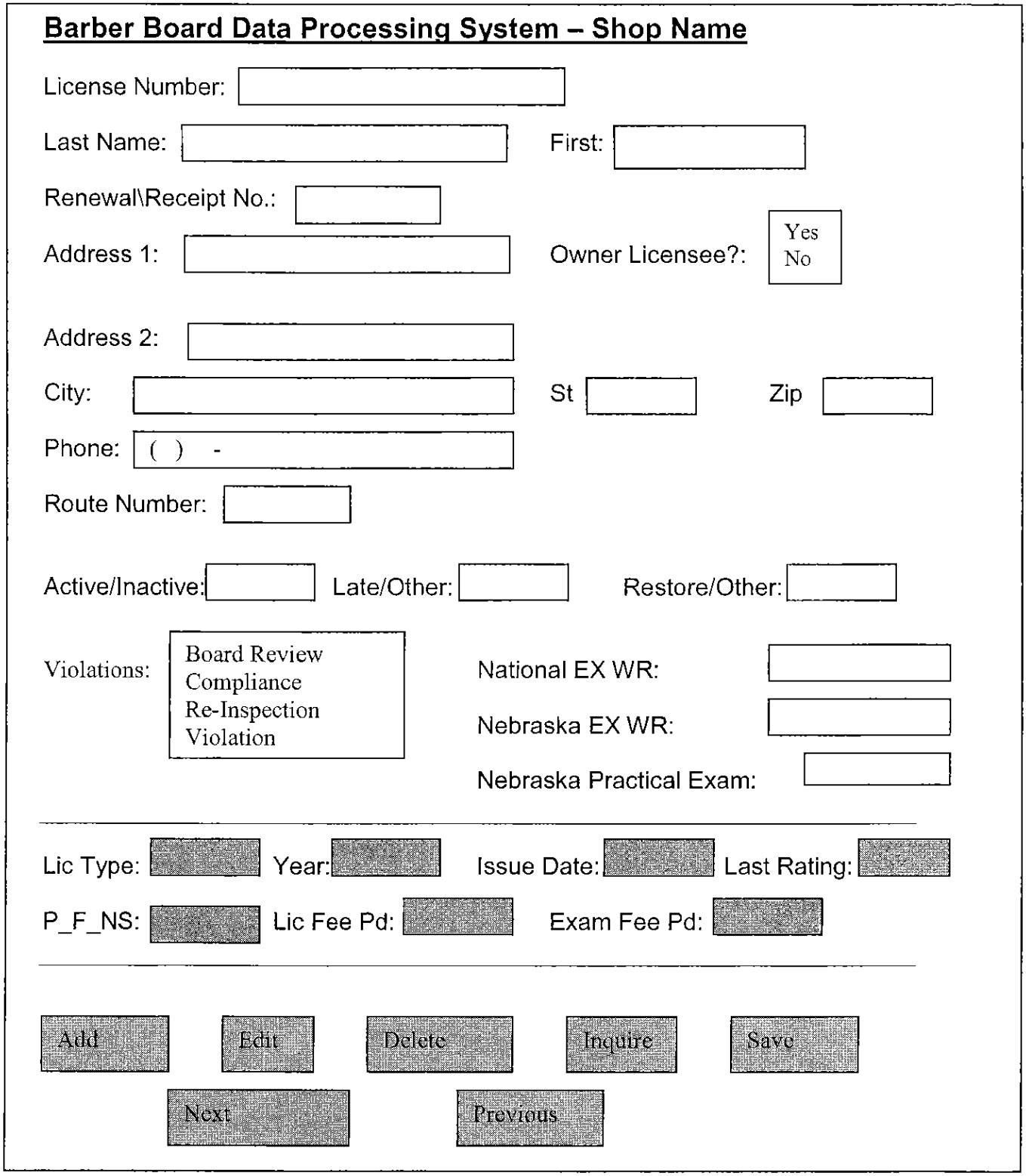
Instructor Last Name Inquire, Add, Edit, Delete Screen



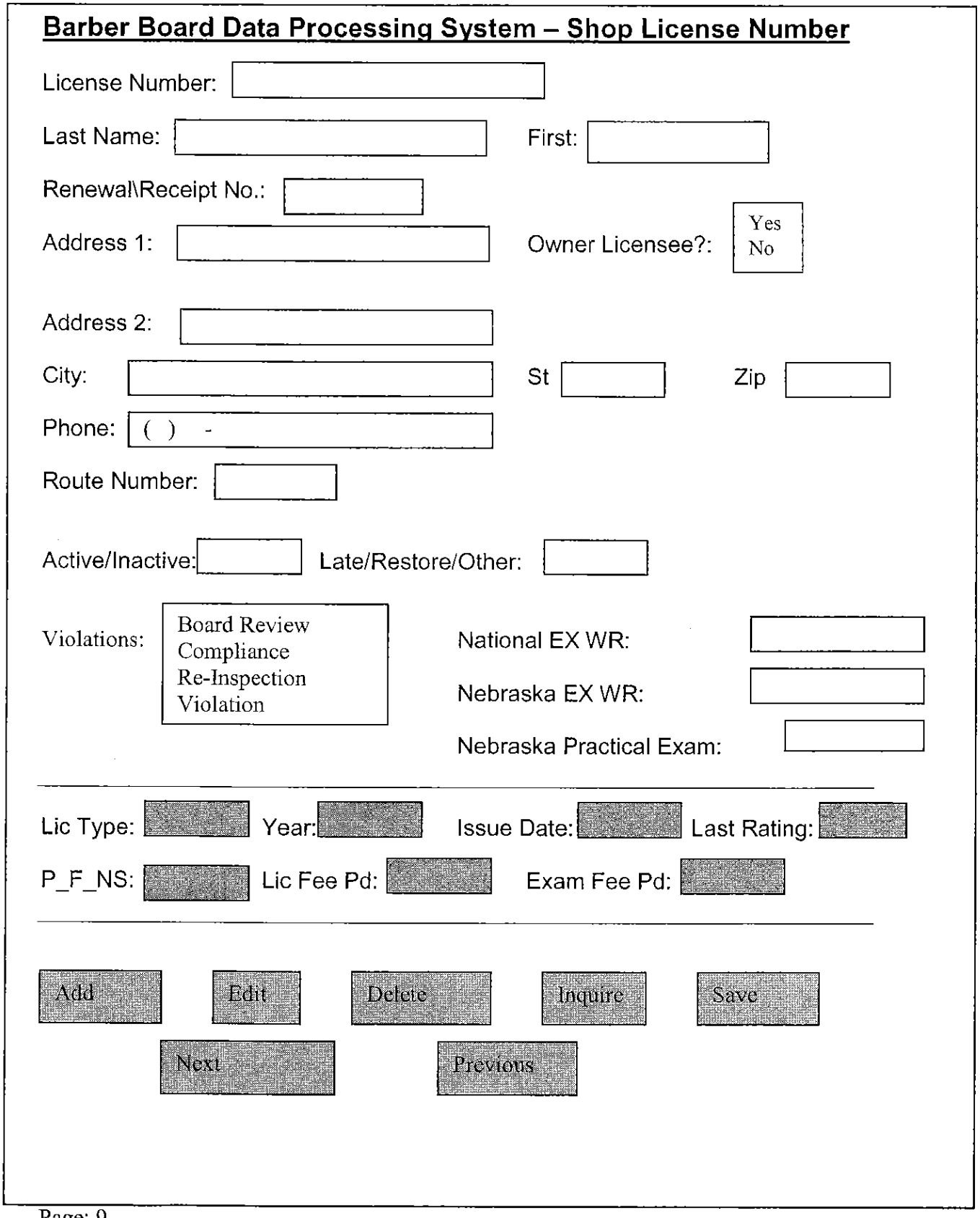
Instructor Lic Number Inquire, Add, Edit, Delete Screen



Shop Name Inquire, Add, Edit, Delete Screen



Shop License Number Inquire, Add, Edit, Delete Screen



School Name Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – School Name

License Number:

Last Name: First:

Renewal No.

Address 1:

Address 2:

City: St Zip

Phone: ( ) -

Active/Inactive: Late/Other: Restore/Other:

Violations:
Board Review
Compliance
Re-Inspection
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Add Edit Delete Inquire Save

Next Previous

School License Number Inquire, Add, Edit, Delete Screen

Barber Board Data Processing System – School License Number

License Number:

Last Name: First:

Renewal No.

Address 1:

Address 2:

City: St Zip

Phone: ( ) -

Active/Inactive: Late/Other: Restore/Other:

Violations:
Board Review
Compliance
Re-Inspection
Violation

National EX WR:

Nebraska EX WR:

Nebraska Practical Exam:

Lic Type: Year: Issue Date: Last Rating:

P_F_NS: Lic Fee Pd: Exam Fee Pd:

Add Edit Delete Inquire Save

Next Previous

Report and Label Writer Menu

Barber Board Data Processing System
Report and Label Writer Menu

License Types
Barber = B
Instructors/Assistants = I
Schools = SC
Shops = SH

Reports or Labels (R or L) ? [ ]
Order: [ ]
- Alpha = A
- Route = R
- Violation = V
- School = S
- License Number = L
- Zipcode = Z

Active, Inactive, or Both? (A, I, or B) [ ]
Late, Restore, or Other? (L, R, or O) [ ]
Omit License Number? (Y or N) [ ]

Violation Type: [ ]
Route Number: [ ]

Enter Return to Main Menu

Reports to be printed include:
- Board of Barber Examiners: Barber Listing
- Board of Barber Examiners: Instructor and Ass. Listing
- Board of Barber Examiners: School Listing
- Board of Barber Examiners: Shop Listing

We will need a copy of all the reports, at least a page or two in order to be sure to be sure that we have the same fields and same order.

Print Letters and Process Licenses Menu

Barber Board Data Processing System
Print Letters and Process Licenses Menu

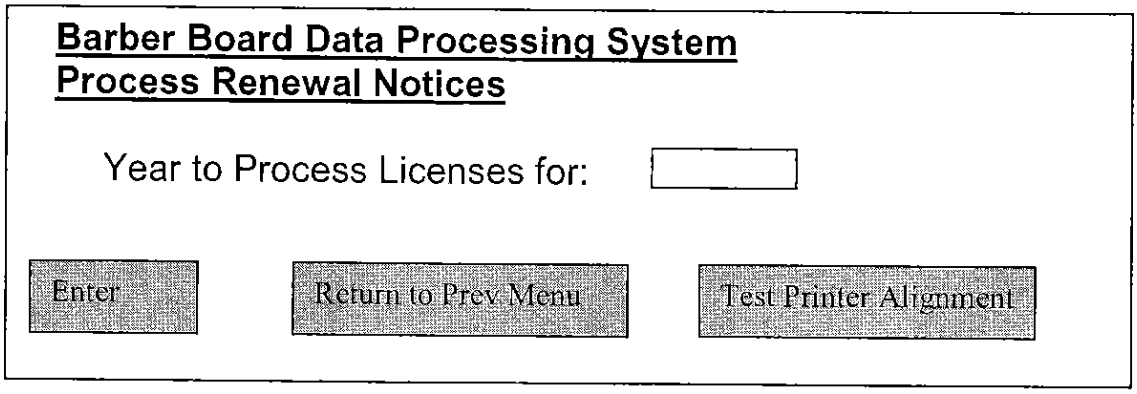
1. Process Renewal Notices for Barbers and Instructors
2. Process Late Letters for Shops
3. Process Restore Letters
4. Print Renewal Notice Report
5. Process License Payments
6. Renewal Listing Report
7. Public listing Report
8. Labels

Option: [ ] Type (B, I, S, SCH): [ ]

[Enter] [Return to Main Menu]

We will need copies of these reports and letters to be sure we program them correctly.

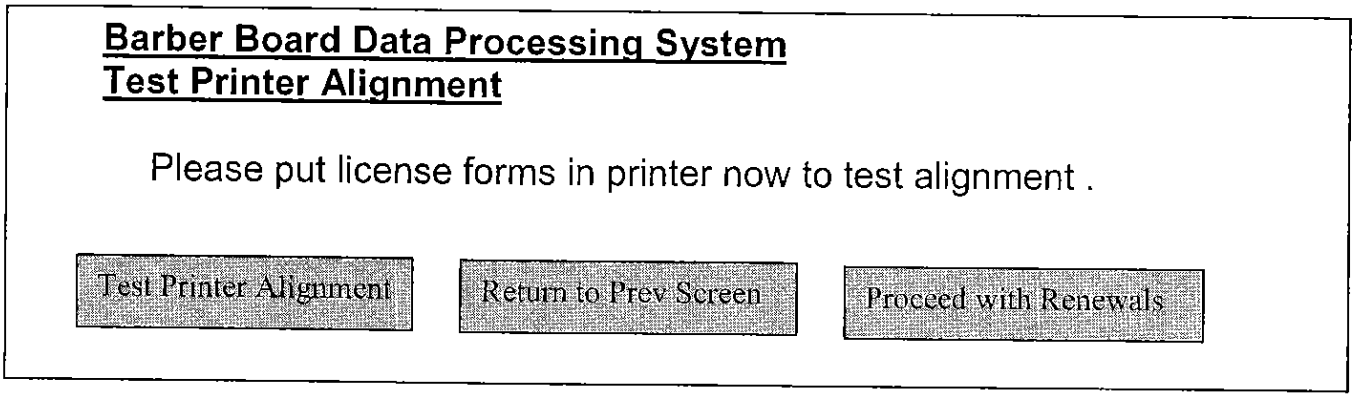
Process Renewal Notices



When the year is advanced, everyone who is Active will be marked as Inactive. They will remain inactive until the renewals are printed.

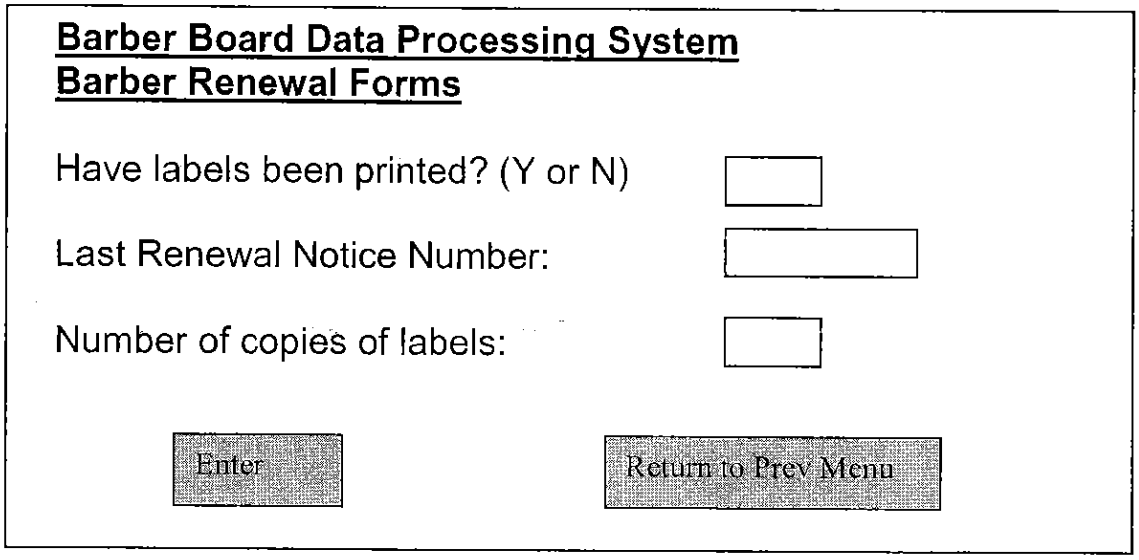
This function will automatically reset everybody to Active.

Test Printer Alignment



Pressing TEST PRINTER ALIGNMENT will print out 1 license filled with XXXXX in proper positions. This can be pressed multiple times until alignment is correct.

When alignment is correct, click on PROCEED WITH RENEWALS to continue the renewal process.



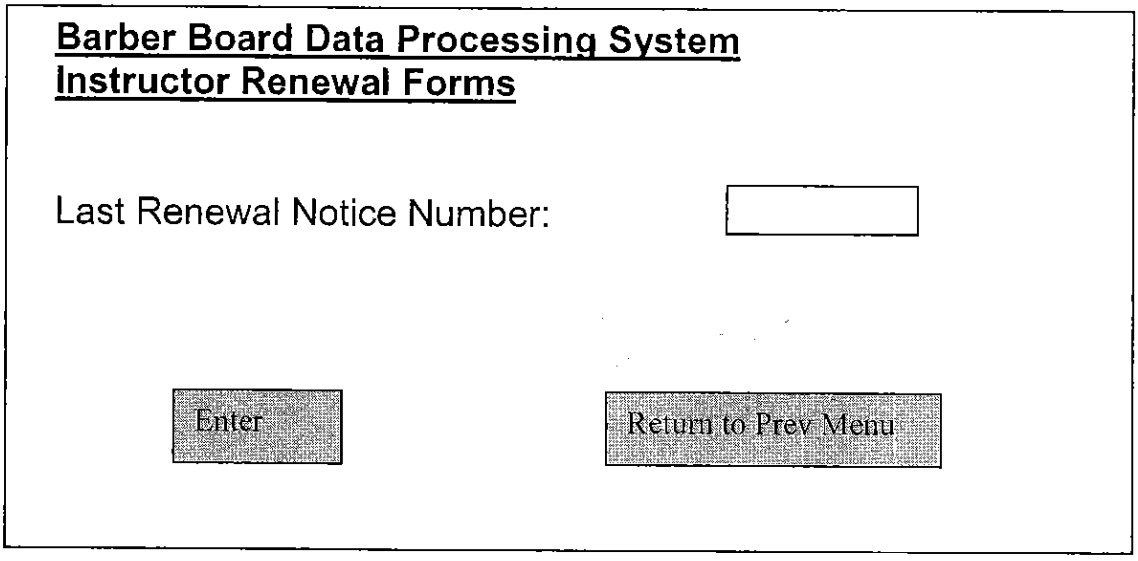
Need to find out how/when this program is run. (See barbnew.prg)

If labels have not been printed, specified sets of labels in alpha order will be printed for all active licensees.

Barber licenses are printed from this screen.

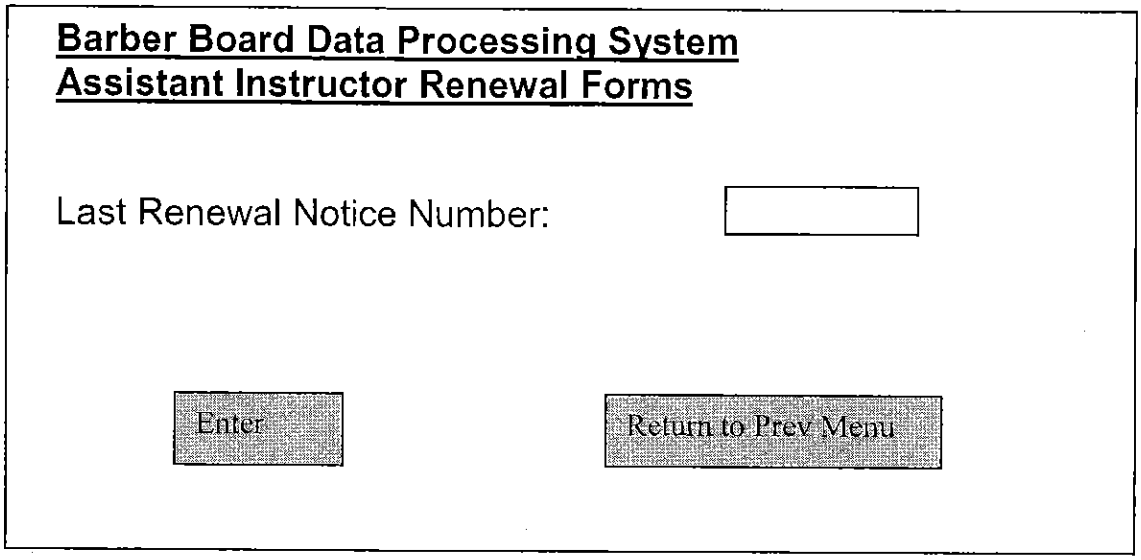
We will also need a copy of the labels and label size to be sure it is programmed correctly.

Instructor Renewal Forms



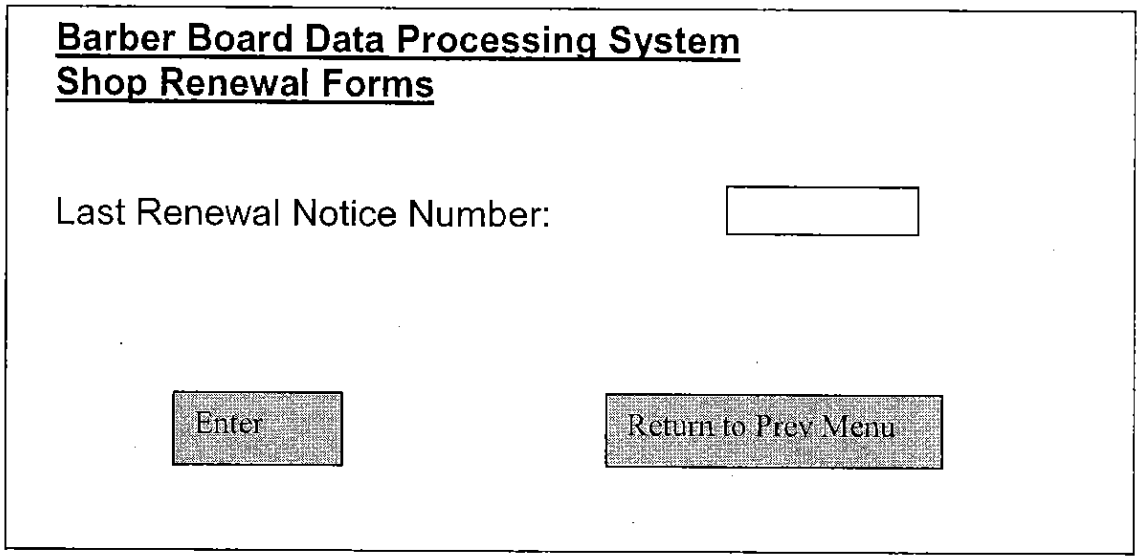
Need to find out how/when this program is run. (See instrnew.prg)

Instructor licenses are printed from this screen.



Need to find out how/when this program is run. (See instrnew.prg)

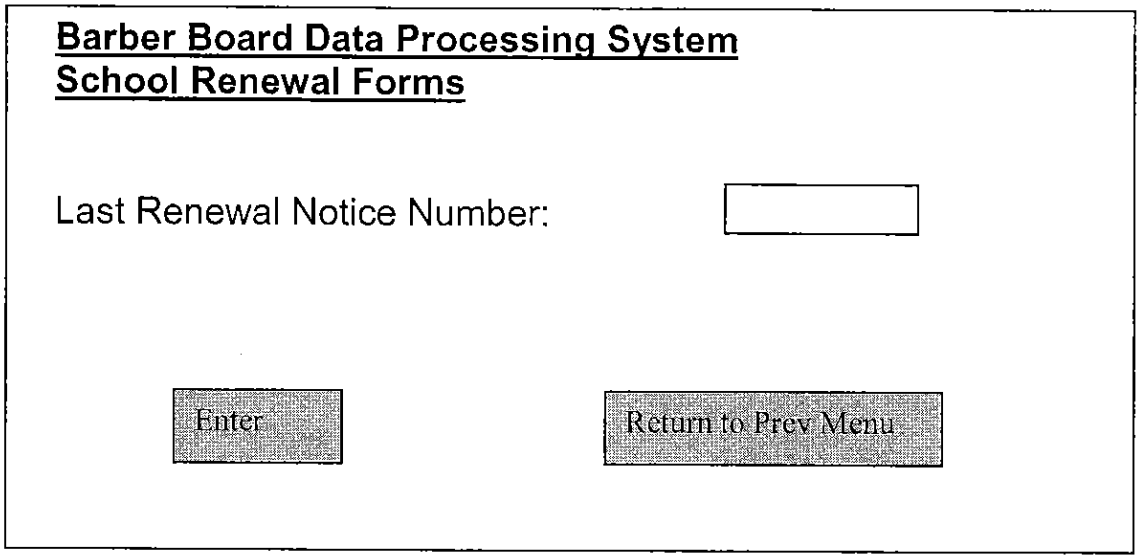
Assistant Instructor licenses are printed from this screen.



Need to find out how/when this program is run. (See shopnew.prg)

Shop licenses are printed from this screen.

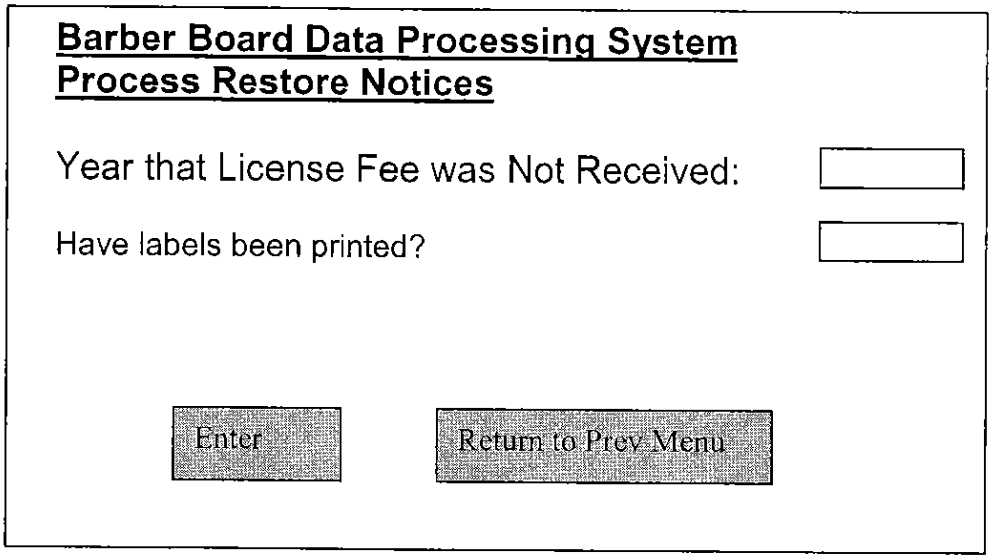
Print different form letters for licenses and no licensees. These will be in separate lists, each in alpha order. Labels will be printed in same order.



Need to find out how/when this program is run. (See schnew.prg)

School licenses are printed from this screen.

Process Restore Notices for Barbers and Instructors

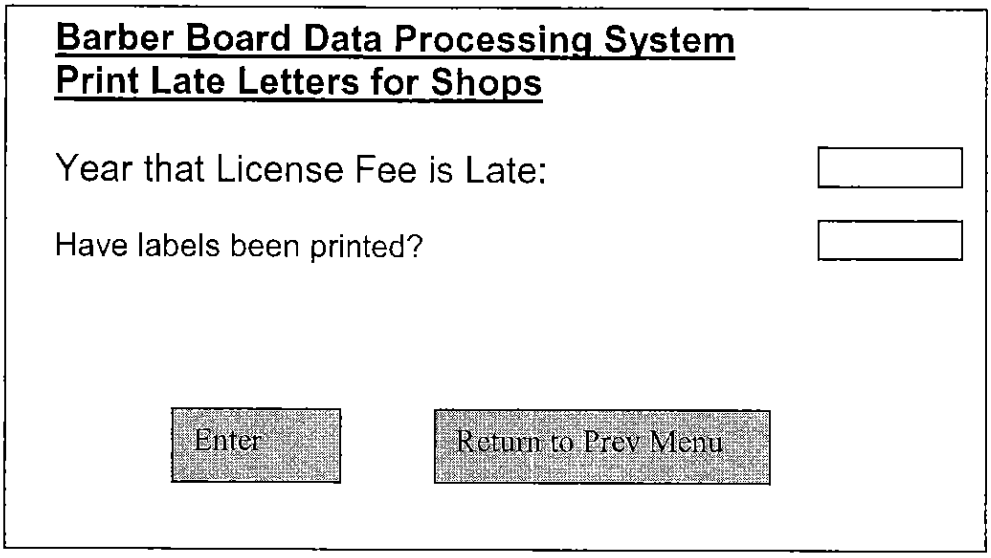


If labels have not been printed, this screen will print one set of labels in alpha order for all inactive and restore licensees for barbers and instructors. (Is this only for shops? Need to look at who all gets letters.)

This form will also print a form letter (see page 3 of babsys4) to all the people who need to have licenses restored. There are the form letters for both barbers and instructors.

Do we need to a report of people who have been inactive 4 or more years?

Print Late Letters for Shops



If labels have not been printed, this screen will print one set of labels in alpha number order for all inactive and late shops.

This form will also print a form letter (see page 6 of babsys4) to all the shops that are late in paying their fees and relicensing.

Print Renewal Report

Barber Board Data Processing System
Print Renewal Report

Are you sure you want to renew licenses?

Click on YES to proceed with Renewal process.

YES | Return to Prev Menu

We will need a copy of this report.

Process License Payments

Barber Board Data Processing System
Process License Payments

Are you sure you want to proceed?

Click on YES to proceed with Processing license payments.

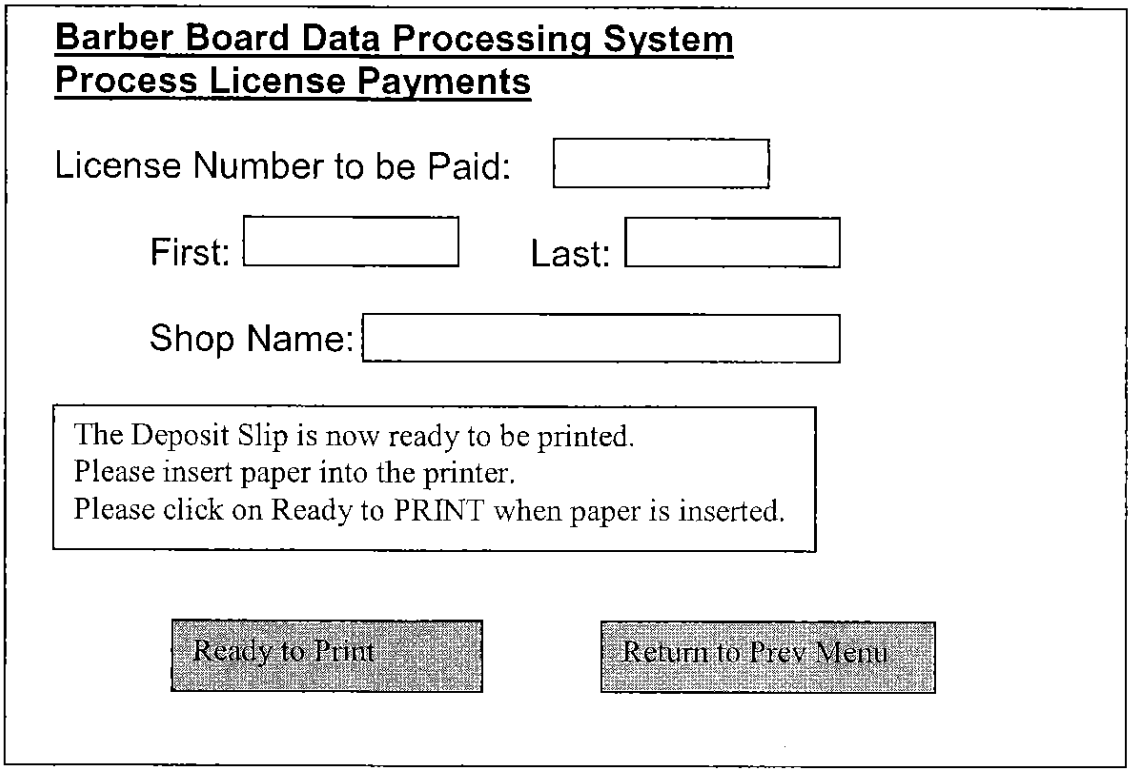
YES | Return to Prev Menu

This will be done for Barbers, Instructors, Shops, and Schools.

Would you want a report to show all records updated?

(See barbsys4 page 9.)

Process License Payments (cont'd)



This will be done for Barbers, Instructors, Shops, and Schools.

We will need a copy of this report.

(See barbsys4 page 9.)
(See payment)

EXHIBIT B

Barber Commission Estimate

This estimate is to convert the existing DBASE program to ACCESS.
Existing data and tables will be converted.
Functionality will be rewritten in ACCESS.

Existing Main tables

Tablename	Hours	Cost
BARBER	4	$200
INSTR	4	$200
SHOP	4	$200
SCHOOL	4	$200
STUDENT	4	$200

Tables should convert fairly easily. However, it will take some time and effort to set up the indexes and relationships correctly.

System Generated Data Files

Tablename	Hours	Cost
BARBRPT	2	$100
INSTRRPT	2	$100
SHOPRPT	2	$100
SCHRPT	2	$100
STUDRPT	2	$100
RESTFIL	2	$100
RENFILE	2	$100
SHOPLATE	2	$100
RENRPT	2	$100
DEPFILE	2	$100

These appear to be report files. The current system is using these to capture data for reports.

Program Functionality

Main Menu 8 $400

1. Inquire on Licensees
2. Add, Delete, Edit Licensee Records
3. Print Reports and Labels
4. Print Letters and Process Licenses
5. Quit

1. Inquire on Licensees Menu 16 $800

Menu to allow inquiring, edit, deletes of following:

1. Barber Lastname
2. Barber by License Number
3. Instructor/Asst. Instructor by Lastname
4. Instructor/Asst. Instructor by License Number
5. Shop by Shop Name
6. Shop by License Number
7. School by Name

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8. School by License Number
9. Student by Last Name Not being Converted

Screens need to be able to move forward and backward between records.

Barber Inquiry	32	$1,600
Instructor Inquiry	32	$1,600
Shop Inquiry	32	$1,600
School Inquiry	32	$1,600
2. Report and Label Writer Menu	40	$2,000
3. Print Reports and Labels	8	$400
Renewal Notices	24	$1,200
Test Alignment Screen	8	$400
Barber Renewal Forms	24	$1,200
Instructor Renewal Forms	24	$1,200
Assistant Instructor Renewal Forms	24	$1,200
Print Renewals and Form Letters	40	$2,000
School Renewal Forms	24	$1,200
Restore Notices	24	$1,200
Late Letters for Shops	40	$2,000
Renewal Report	32	$1,600
Process Licensing Payments	32	$1,600
Labels	24	$1,200
Public Listing	24	$1,200
Total:	584	Hours
Estimated Cost:		$29,200.00

Reports, Labels, and forms are included in the screen estimates making them appear higher than you would expect.

All work is time and materials. If the estimate is larger than the actual work needed, then only the time needed will be billed.

A new computer, monitor, and possibly a printer should be purchased for this system. The new computer should include a writable CD or extra USB ports for a backup solution. This is not included in this estimate.

DRAFT

Nebraska Information Technology Commission

--Technical Panel Charter--

(Last Revised: ~~June 7, 2004~~July 12, 2005)

1. Introduction

The Technical Panel was created by LB 924 in 1998 as an advisory body to the Nebraska Information Technology Commission (hereafter referred to as "Commission").

2. Purpose

The purpose of this charter is to provide operational guidance to the Technical Panel members, clarify its relationship to the Commission, and to provide general information to all who read the proceedings and recommendations of the Technical Panel.

3. Authority

The Technical Panel of the Nebraska Information Technology Commission is codified at Neb. Rev. Stat. § 86-521. Section 86-521(2) provides:

> The technical panel shall review any technology project or request for additional funding recommended to the Nebraska Information Technology Commission including any recommendations by working groups established under sections 86-512 to 86-524. Upon the conclusion of the review of a technology project or request for additional funding, the technical panel shall provide its analysis to the commission. The technical panel may recommend technical standards and guidelines to be considered for adoption by the commission.

4. Commission Mission and Responsibilities (NEB. REV. STAT. § 86-516)

4.1 Commission Mission

"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective." http://www.nitc.state.ne.us/

4.2 Commission Responsibilities:

4.2.1 Adopt policies and procedures used to develop, review, and annually update

a statewide technology plan;

4.2.2 Create a technology information clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;

4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;

4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;

4.2.5 Adopt guidelines regarding project planning and management, information sharing, and administrative and technical review procedures involving state owned or state supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects that directly utilize state appropriated funds for information technology purposes to the process established by NEB. REV. STAT. §§ 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the Commission for comment, review, and recommendations;

4.2.6 Adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel;

4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;

4.2.8 Make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;

4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund; and

4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects.

5. Technical Panel Mission and Responsibilities

5.1 Technical Panel Mission

The mission of the Technical Panel is to assist in the development of a statewide technical infrastructure that will be scalable, reliable, and efficient.

5.2 Technical Panel Responsibilities

5.2.1 Assist the Commission in developing, reviewing, and updating the statewide technology plan;

5.2.2 Review any technology project or request for additional funding recommended to the Commission including any recommendations by working groups established by the Commission;

5.2.3 Recommend technical standards and guidelines to be considered for adoption by the Commission;

5.2.4 Review requests for funding from the Community Technology Fund, the Government Technology Collaboration Fund, and other requests for funding for technology projects as directed by the Commission; and

5.2.5 Such other responsibilities as directed by the Commission.

6. Membership

6.1 Number of Members

The Technical Panel may include but not be limited to seven members approved by the Commission.

6.2 Representation

6.2.1 One representative from the Nebraska Educational Telecommunications Commission;

6.2.2 One representative from the Department of Administrative Services;

6.2.3 One representative from the University of Nebraska Computing Services Network;

6.2.4 State of Nebraska Chief Information Officer;

6.2.5 Executive Director of the Commission;

6.2.6 One member with expertise in assistive technology;

6.2.7 One member representing K-12 education; and

6.2.8 Other members as specified by the Commission.

~~6.3 Change in Membership~~

~~If a change in membership becomes necessary due to resignation, removal, or change of job status, the agency represented is responsible for nominating or recommending the replacement member to the Technical Panel.~~

6.3 Member Recommendations and Approval

Recommendations for membership on the Technical Panel will be considered: from the agency represented for members in sections 6.2.1 through 6.2.3; from the University of Nebraska and State of Nebraska for the member listed in section 6.2.6; and from the Education Council of the NITC for the member listed in section 6.2.7.

All members of the Technical Panel must be approved by the Commission.

7. Meeting Procedures

7.1 Chair(s)

7.1.1 A Chair, elected by the members, will conduct the meetings of the Technical Panel, oversee the establishment, operation and dissolution of committees, propose meeting agendas, and maintain the general operations of the Panel.

7.1.2 The Chair of the Technical Panel will serve ~~until January 1, 2001; with subsequent~~a one-year ~~elected terms expiring on~~term beginning January 1 of each year.

7.2 Quorum and Action Items

An official quorum consists of at least 50% of the members or their alternates. No official voting business may be conducted without an official quorum. Issues shall be decided by a majority vote of the members present.

7.3 Designated Alternates and Non-voting Alternates

Each member of the Technical Panel shall designate one (1) official alternate to be approved by the Commission. This official voting alternate shall be registered with the Office of the Chief Information Officer and NITC and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

7.4 Meeting Frequency

The Technical Panel shall meet not fewer than four times per year (quarterly).

7.5 Open Meeting Laws and Public Notice

7.5.1 Advance Notice

The Technical Panel shall give reasonable advance publicized notice of the

time, place, and agenda of each meeting through the use of its web page, http://www.nitc.state.ne.us/. The agenda will also be available for public inspection during normal business hours at the Office of the CIO-NITC, 521 S. 14th, Suite 301, Lincoln, Nebraska.

7.5.2 Minutes and Voting

The Technical Panel shall keep minutes of all meetings showing the time, place, members present and absent and the substance of all matters discussed. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the Technical Panel in open session, and the record shall state how each member voted or if the member was absent or not voting. The roll call shall be called on a rotational basis. Minutes shall be written and available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier.

Approved by the NITC on August 30, 1999. Amendments approved by the NITC on April 30, 2002. Statutory references revised June 7, 2004.