Technical Panel
of the
Nebraska Information Technology Commission
Tuesday, November 4, 2008, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:
        Walter Weir, CIO, University of Nebraska, Chair
        Brenda Decker, CIO, State of Nebraska
        Jeremy Sydik, alt. for Christy Horn
        Kirk Langer, Lincoln Public Schools
        Mike Winkle, Nebraska Educational Telecommunications

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Mr. Weir called the meeting to order at 9:08 a.m. There were five members present at the time of roll call. A quorum was present. The meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on October 15, 2008. The agenda was posted to the NITC website on October 30, 2008. A copy of the Open Meetings Act was posted on the south wall of the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF OCTOBER 14, 2008 MINUTES

Mr. Winkle moved to approve the October 14, 2008 minutes as presented. Ms. Decker seconded. Roll call vote: Decker-Yes, Sydik-Yes, Langer-Yes, Weir-Yes and Winkle-Yes. Motion carried.

PROJECT REVIEWS - RETIREMENT SYSTEMS - Jerry Brown and Robin Goracke
(Handout)

Development: The one remaining functional area is Optional Service Credit (OSC). Saber has projected that we will receive these modules for IT testing the week of November 3rd. Saber's system testing activities have been completed for 16 of the 19 functional areas. IT staff and user testing is behind by approximately 2 weeks, but will not affect the implementation date.

Detailed draft plans for User Training and NPRIS rollout activities will be provided to the NPRIS Steering Committee on November 12, 2008. The NPRIS team and Office of the CIO staff continue to establish a "citizen tree" for authentication. The decision concerning the readiness of the "citizen tree" for NPRIS will be made on November 10, 2008.

The project end date has not changed and it is within budget. Robin Goracke was not available to report specific project issues and risks. Mr. Brown entertained questions from the panel members.

PROJECT REVIEWS - HEALTH AND HUMAN SERVICES - MMIS AND LIMS - James Ohmberger

The Department of Health and Human Services is working with the Office of the CIO regarding a standardized written format for project reporting purposes.

LIMS. This is a lab that tests water, dirt and soil samples. Ninety percent (90%) of the testing is done on well and waste water systems. The system is old and needs hardware and software upgrades. The project staff met with the vendor this month to discuss data components and elements. Performance

bonds were an issue with the vendor. Total cost of project is approximately $300,000. The Project is expected to be completed in 18 months.

MMIS. In May, Forethought was awarded the bid to replace current in-house developed system. The project began in June 2008 with an anticipated go-live date of August 1, 2011. The vendor will provide technical support for at least one year after completion. The contract stipulated a 2-year support clause if needed. Currently, there are 59 state employees, 40 Department of Health and Human Services employees, and 41 Forethought employees working on the project. The hardware infrastructure team is near a completion point. The team will be meeting with Material and legal counsel today. The document imaging component of the project is to be completed by end of November. Nebraska's system will be similar to Oklahoma's but will be using a .NET framework. Don Spaulding has been hired as the Project Manager. Mr. Spaulding is a state employee who has been involved with the NFOCUS and CHARTS programs. He will oversee the day to day operations of the project. Project spending to date totals $3.9 million – approximately 10% state and 90% federal.

Mr. Ohmberger entertained questions from the panel members. It was commented that a written standardized report for review and information would be beneficial to panel members.

PROJECT REVIEWS - NEBRASKA STATE COLLEGE SYSTEM AND UNIVERSITY OF NEBRASKA - STUDENT INFORMATION SYSTEM
Walter Weir, CIO, University of Nebraska

The project officially started October 1st and will be completed in phases. There are two co-chairs for the project steering committee, John Fiene from University of Nebraska and Ed Hoffman from the State College System. The project is in the process of hiring a Project Director. In December, development of the academic structure will begin. In January, the initial configuration will begin.

The second part of the Project is the implementation of SAP for the State College System. The project has three SAP consultants on the Project. The State College System will be identified as a separate company code in SAP. It has been approved through the State Department of Administrative Services, that the State College System will follow UNL procedures. The State College System business leads are working with UNL business leads. The overall project scope has been completed. The go-live date is scheduled for July 1, 2009.

It was commented that a written standardized report for review and information would be beneficial to panel members. Mr. Weir stated that the vendor, Cedar Crestone, does have a reporting system that he could utilize. Ms. Decker recommended that the project work with Ryan Christensen, Office of the OCIO, regarding information needed for project management.

Mr. Weir stated that the collaboration, cooperation, and partnership has been very beneficial as well as cost effective.

PROJECT REVIEWS - PROJECT PROPOSALS - FY2009-2011 BIENNIAL BUDGET - RECOMMENDATION TO THE NITC*

25-01 - DHHS - ACCESS NEBRASKA (Summary Sheet | Full Text)
Jim Ohmberger, Office of the CIO

The project is not for a new system but an integration of existing systems for a web-based application that is easily accessible for citizens and case workers. Document imaging is a major component of the project. These files would be stored in a way that caseworkers from across the state can have access rather than having paper files.

Technical Panel members stated concerns regarding accessibility, HIPAA, document imaging, and risks associated with change management. The technical aspects are not as significant a risk as the non-

technical factors. Mr. Ohmberger stated the project is aware of these issues and will address these concerns.

Ms. Decker moved to provide the following comments on project 25-01 -DHHS-Access Nebraska:
The Technical Panel, having reviewed the project proposal, finds that:
1) The project is technically feasible.
2) It is unknown if the proposed technology is appropriate for the project.
3) It is unknown if the technical elements can be accomplished within the proposed timeframe and budget.
Unknown and substantial risks outside of the technical realm make the project difficult to assess.
Mr. Winkle seconded the motion. Roll call vote: Winkle-Yes, Weir-Yes, Langer-Yes, Sydik-Yes, and Decker-Yes. Results: Yes-5, No-0. Motion carried.

27-03 - DEPARTMENT OF ROADS-ACCIDENT RECORDS SYSTEM REWRITE (Summary Sheet | Full Text)

Mr. Winkle moved to provide the following comments on project 27-03 - Department of Roads-Accident Records System Rewrite:
The Technical Panel, having reviewed the grant application, finds that:
1) The project is technically feasible.
2) The proposed technology is appropriate for the project.
3) The technical elements can be accomplished within the proposed timeframe and budget.
Mr. Langer seconded the motion. Roll call vote: Sydik-Yes, Langer-Yes, Weir-Yes, Winkle-Yes and Decker-Yes. Results: Yes-5, No-0. Motion carried.

STANDARDS AND GUIDELINES Set for 30-Day Comment Period*
NITC 7-403: Scheduling Standard for Synchronous Distance Learning and Videoconferencing (Revised)
Michael Winkle.

1.0 Standard - This document consists of a list of five components and accompanying features that must be available in any software system that is developed for use in scheduling of synchronous events using videoconferencing technology.

The work group has had several meetings. The members of the work group whished to convey to the Technical Panel that it will be difficult to achieve consensus on the standard. Originally, the 7-403 standard set the groundwork for the scheduling system bid and the applicability determined who would and would not have to use the software, once purchased.

LB 1208 mandated the purchase of a statewide scheduling system and directed the Technical Panel to develop a standard for the system. There are currently several videoconferencing systems that do not use the Renovo software (e.g. NVCN and Military Department). During meetings, many other issues were discussed that could possibly be addressed in other documentation or through an RFP itself rather than through a standard. The work group also suggested having an agreement between the Educational Service Units, the Distance Education Council, and schools regarding standard operating procedures.

The document is ready for an extended public comment period. During this time, Mr. Winkle will be in communication with the NITC Education Council, Educational Service Units and other agnecies to inform them about the standard. Mr. Winkle requested the panel's assistance regarding section 3.0 Applicability because it affects the educational community. It was recommended to set a deadline for comments of January 6, 2009.

Ms. Decker moved to approve the NITC 7-403: Scheduling Standard for Synchronous Distance Learning and Videoconferencing standard for the public comment period with a deadline of

January 6, 2009. Mr. Weir seconded. Roll call vote: Weir-Yes, Langer-Yes, Sydik-Yes, Decker-Yes, and Winkle-Yes. Results: Yes-5, No-0. Motion carried.

REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)

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

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

Security Architecture Work Group – Steve Hartman . The Nebraska Digital Summit is scheduled for November 18. Technical Panel members are invited to attend and will be receiving invitations. Public Service Announcements branded for the State of Nebraska will be shown at the summit.

Statewide Synchronous Video Network Work Group – Michael Winkle. Report was given earlier in the meeting.

ELECTION - TECHNICAL PANEL CHAIR FOR 2009*

Ms. Decker nominated Walter Weir to serve as Chair of the Technical Panel. Mr. Winkle seconded. Roll call vote: Sydik-Yes, Langer-Yes, Weir-Yes, Winkle-Yes, and Decker-Yes. Results: Yes-5, No-0. Motion carried.

OTHER BUSINESS

Mr. Langer would like the Technical Panel to address and discuss issues regarding on-line testing through the Nebraska Department of Education. Mike Kozak from the Department of Education was present and recommended inviting Marilyn Peterson and Pat Roschewski for the discussion.

NEXT MEETING DATE AND ADJOURN

The next meeting of the NITC Technical Panel is scheduled for December 9, 2008 or January 13, 2009. The NITC meets on Wednesday, November 12, 2008 at 11:30 a.m. in Varner Hall.

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

The meeting was adjourned at 10:42 a.m.

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