# MEETING AGENDA

**Technical Panel
of the
Nebraska Information Technology Commission**

Tuesday, March 9, 2010
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 (12 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - February 9, 2010

4. Enterprise Projects

   - DHHS - AccessNebraska - Karen Heng
   - NDE - Statewide Online Assessment System - John Moon

5. Standards and Guidelines

   - Follow-up on waiver granted to the Commission on Public Advocacy - Brad Weakly
   - Discussion: Agency Information Technology Plan Form for 2010 - Previous Version of the Form

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

   - Accessibility of Information Technology Work Group - Horn
   - Learning Management System Standards Work Group - Langer
   - Security Architecture Work Group - Weakly
     - Mobile Device Data Security

7. Other Business

8. Adjourn

* Denotes Action Item

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

NITC and Technical Panel websites: http://nitc.ne.gov/
Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on February 18, 2010. The agenda was posted to the NITC website on March 5, 2010.

**TECHNICAL PANEL**
**of the**
**Nebraska Information Technology Commission**
Tuesday, February 9, 2010, 9:00 a.m.
Varner Hall - Board Room
3835 Holdrege St., Lincoln, Nebraska
**PROPOSED MINUTES**

**MEMBERS PRESENT**:
Walter Weir, CIO, University of Nebraska, Chair
Brenda Decker, CIO, State of Nebraska
Christy Horn, University of Nebraska
Kirk Langer, Lincoln Public Schools
Michael Winkle, Nebraska Educational Telecommunications

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Mr. Weir called the meeting to order at 9:05 a.m.  The meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on January 11, 2010. The agenda was posted to the NITC website on February 5, 2010.  The Open Meeting Act was posted on the south wall of the room.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF DECEMBER 8, 2009 MINUTES**

**Ms. Decker moved to approve the December 8, 2009 minutes as presented.  Mr. Langer seconded. Roll call vote:  Decker-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes.  Results:  Yes-4, No-0, Abstained-0.  Motion carried.**

**ENTERPRISE PROJECTS - DISCUSSION AND RECOMMENDATIONS REGARDING POSSIBLE ENTERPRISE PROJECT DESIGNATION OF NCOR-PUBLIC SAFETY INTEROPERABLE COMMUNICATIONS**
Pete Peterson is the NCOR Chair, North Central Region and the 911 Director for Keith County (via phone)
Bob Wilhelm, Grant Program Specialist in NEMA

Mr. Peterson explained that the Governor established NCOR (Nebraska Councils of Regions) by executive order.  NCOR was created to provide oversight of the integration and interoperability of the eight local 911 centers for public safety communication regions in Nebraska and coordinate with the Nebraska Wireless Interoperable Network. An RFP has been released on their behalf. The grant is administered by NEMA. RFP is requirement is for a 100 megabit IP/MPLS based network. The bids are ranging from 10 to 25 million dollars.

Ms. Horn arrived at the meeting.

No one source has enough monies to fund the whole project.  NCOR is seeking partnerships to fund the project.  There are some federal dollars available with a 20% state match. A PSIC (Public Safety Interoperable Communications) grant has also been submitted to the U.S. Department of Commerce.

The connectivity will be wireless point to point connectivity that can be branched off to provide other connection points for both data and voice. The end points can be a number of things – 911 centers, public safety communication resources, etc.  Each infrastructure must meet the region's needs.  Towers will have licensed microwave. The contractor would have to validate towers and support of vendor's technical design.

An RFP was released.  Bids were evaluated and rejected.  The RFP is being redone.  The project will be going through another round of competition.  Project management is handled in a variety of ways – The Office of the CIO coordinates the technical efforts.  NEMA coordinates the work with the regional areas.  NEMA has also hired two technical staff to work with regions and will be submitting grants for funding as well as submitting the grant reports. Mr. Weir stated that he would like to see the project coordinate efforts with Network Nebraska.

The project is now part of the Statewide Technology Plan.  The project also has a detailed Statewide Interoperability Plan that details how the project will accomplish its goals.  This project is a unique project that the state is doing on behalf of the local entities.  Technical aspects are similar to other public safety projects.

After discussion it was determined that that project meeting the definition of an enterprise project: "Enterprise project means an endeavor undertaken over a fixed period of time using information technology, which would have a significant effect on a core business function or affects multiple government programs, agencies, or institutions. Enterprise project includes all aspects of planning, design, implementation, project management, and training relating to the endeavor." [Neb. Rev. Stat. § 86-506]

**Mr. Winkle moved to recommend that the NCOR - Public Safety Interoperable Communications Project  be designated as an enterprise project. Ms. Horn seconded. Roll call vote:  Winkle-Yes Weir-Yes, Langer-Yes, Horn-Yes, and Decker-Yes.  Results:  Yes-5, No-0, Abstained-0.  Motion carried.**

**ENTERPRISE PROJECT REPORTS** - Ryan Christensen

Network Nebraska and NeSIS are the only projects that submitted reports this month.  The Office of the CIO will be discussing this issue to determine methods of getting reports submitted more timely.

Mr. Weir stated that NeSIS Project Manager plans to provide a report later in the meeting.

Mr. Henderson stated that Mr. Christensen will be presenting the Enterprise Projects Report Card to the NITC at the March meeting.

At the next Technical Panel meeting, Mr. Langer would like the Department of Education to report on the online testing.  Lincoln Public Schools has been having technical issues at the work station level.  Accessibility has also been an issue.  Schools have been told that they will not receive testing results until August or September.  At the present time, schools still have not received information on the file layout in regards to the data reporting.  School need to know what is the expected time frame.

**STANDARDS AND GUIDELINES REQUEST FOR WAIVER – HHSS, WEBSITE DOMAIN NAME**
Sue Spanhake and Greg Votava, Department of Health and Human Services

Ms. Decker provided a brief background about the request.  Pursuant to the Governor's directive, state agencies have moved to domain names which are ne.gov and/or Nebraska.gov.

The Department of Health and Human Services has received federal funding for a special project to work with first time young mothers.  The project is asking for a waiver to use the domain name "tunemylife.org" for their project.

Ms. Spanhake and Mr. Votava were present to provide more information on the project and to entertain questions from the panel.  In 2008, the Department of Health and Human Services received one-time funding to work with first time young mothers to develop healthier lifestyles and promote self esteem and empowerment.  Other stakeholders are involved that are not state agencies.  Bailey Lauerman Marketing

Communications was awarded the contract to market the project.  Ms. Hunzeker, President of Bailey Lauerman, provided correspondence with reasons as to the need for a different domain name.

After doing research, it was determined that a concept that has music as part of the efforts has been successful with the younger population.  A musical competition requiring lyrics that incorporated healthy lifestyles, good choices and empowering women was held. This resulted in the domain name "tunemylife.org".   In the future, the project would like to expand into social networks as well.  An RFP has been released to further develop the promotional campaign.  If the request for waiver is approved today, the project will move forward on the website.  Funding for the project will end August 31, 2010.  The project is looking for partners to sustain the project.  Mr. Winkle suggested that the project consider non-profit partners for sustainability of the project.  This would alleviate issues of domain regulations.

Currently, there is no NITC standard regarding state agencies domain names but there is a process in place to request a waiver

**Mr. Winkle moved the following resolution: The panel, having reviewed the request for waiver from DHHS to the OCIO requirement that agency URLs be designated ne.gov and/or nebraska.gov, finds that the use of TUNEMYLIFE.ORG for the DHHS project website as described is not problematic and recommends that the OCIO allow an exception to the requirement.   Ms. Horn seconded.  Roll call vote:  Decker-Abstained, Langer-Yes, Weir-Yes, and Winkle-Yes.  Results: Yes-4, No-0, Abstained-1.  Motion carried.**

**NeSIS (NEBRASKA STUDENT INFORMATION SYSTEM) UPDATE**
Rory Weaver and Don Mihulka, University of Nebraska

As of February 4, there has been a change in the project manager.  Rory Weaver is now Associate Manager and Don Milhulka is the new Project Manager.  The vendor has added additional resources.  There has not been a lot of change in project matrix.  The IV & V warranted a closer look at implementation efforts.  Bundle 16 is an Oracle upgrade and has to be upgraded before the financial portion could be implemented.  The next 30-45 days are critical and the project will need to map out and breakdown critical tasks what needs to occur with the necessary staffing needing to accomplish these tasks.

Ms. Horn expressed concerns and feedback she is receiving regarding accessibility of the system and stated that there must be a process in place to test accessibility before it goes live.  The Technical Panel has been informed of the issues but has not been informed about what is being done to fix the issues.

Ms. Horn left the meeting.

**STANDARDS AND GUIDELINES FOLLOW-UP ON WAIVER GRANTED TO THE COMMISSION ON PUBLIC ADVOCACY** - Brad Weakly

Mr. Weakly was not available to provide a report.

**DISCUSSION: LEGISLATION - LB1069 AND AMENDMENT**

Members discussed LB1069 and a related amendment. Mr. Weir and Ms. Decker both testified in a neutral capacity on the bill.  A letter to Senator Adams has been drafted which addresses some issues with the legislation.

**REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES** (as needed)

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

*Learning Management System Standards Work Group – Langer.* No report. Mr. Winkle suggested that this work group begin meeting again especially now that the state has submitted a "Race to the Top" proposal as well as to coordinate with NET's on-going learning services

*Security Architecture Work Group – Weakly.* Mr. Henderson stated that Mobile Devise Data Security is the main issue the work group is currently addressing.

**OTHER BUSINESS**

Mr. Rolfes alerted the panel members to LB 957 dealing with longitudinal studies of tracking students from Higher Education through Department of Labor. Clearly identifiable data is not accessible per FERPA regulations.

**ADJOURNMENT AND NEXT MEETING DATE AND TIME**

The next meeting of the NITC Technical Panel will be on Tuesday, March 9, 9 a.m. at Varner Hall, 3835 Holdrege Street, in Lincoln, Nebraska

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

The meeting was adjourned at 10:48 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
and the
Office of the Chief Information Officer

# Agency Information Technology Plan
# 2008 Form

Due: September 15, 2008

**Notes about this form:**

1. **STATUTORY REQUIREMENT**. "On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades." (Laws 2008, LB 823, §6). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans.
2. **GENERAL GUIDANCE ON COMPLETING THIS FORM**. This form provides a basic format for providing the information requested. Agencies can add clarifying comments or modify the tables provided as necessary to provide the information. The agency should assume the information provided is a public record. Do not include information which would compromise your information technology security. Please indicate in the document where information is not provided for security reasons.
3. **DEADLINE**. The Agency Information Technology Plan is due on September 15, 2008.
4. **SUBMITTING THE FORM**. The completed form should be submitted as an email attachment to the Office of the CIO at: ocio.nitc@nebraska.gov
5. **QUESTIONS**. Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

| **Agency** | |
|---|---|

| Agency IT Contact | |
|---|---|
| Email Address | |
| Phone | |

# 1. Current Assets

## 1.1 Applications

### 1.1.1 Off-the-Shelf Applications
Provide an estimated number of licenses for each of the following applications:

| | **Estimated Number of Users/Licenses** | **Version(s) (Optional)** |
|---|---|---|
| **Productivity Suite** | | |
| Microsoft Office | | |
| WordPerfect Office | | |
| OpenOffice/StarOffice | | |
| Other (Specify) | | |
| **Internet Browser** | | |
| Microsoft Internet Explorer | | |
| Firefox/Mozilla | | |
| Safari | | |
| Other (Specify) | | |
| **Desktop Antivirus** | | |
| Symantec/Norton | | |
| McAfee | | |
| Other (Specify) | | |
| **Email and Calendaring** | | |
| Microsoft Outlook/Exchange | | |
| Lotus Notes | | |
| Other (Specify) | | |
| **Instant Messaging** | | |
| Lotus | | |
| Jabber | | |
| Other (Specify) | | |
| **Database Management (DBMS)** | | |
| IBM | | |
| Oracle | | |
| Microsoft SQL | | |
| AS/400 | | |
| Other (Specify) | | |
| **Applications Development Tools** | | |
| Microsoft Visual Studio | | |

| | | |
|---|---|---|
| IBM Rational Application Developer | | |
| Micro Focus COBOL | | |
| Other (Specify) | | |

### 1.1.2 Other Off-the-Shelf Applications
List other significant off-the-shelf applications utilized by the agency:

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

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

Application:
Platform:
Development Tools:
How Supported:

Application:
Platform:
Development Tools:
How Supported:

## 1.2 Data

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

Database:
Brief Description:

Database:
Brief Description:

### 1.2.2 Data Exchange
List the significant electronic data exchanges your agency has with other entities.

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

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

## 1.3 Hardware

### 1.3.1 General Description of Computing Environment

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

Description:

### 1.3.2 Hardware Assets
Complete the following table. For "current" assets, enter the total number of each item currently owned/leased by the agency. For "planned" assets, enter an estimated number of each item at the end of the biennium on June 30, 2011.

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

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

Narrative:

## 1.4 Network Environment

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

Description:

### 1.4.2 Network Devices
Complete the following table. For "current" devices, enter the total number of each item currently owned/leased by the agency. For "planned" devices, enter an estimated number of each item at the end of the biennium on June 30, 2011.

| | Current | Planned |
|---|---|---|
| Firewalls (Hardware) | | |
| Wireless Access Points | | |
| Video Cameras (USB) | | |
| IP Phones | | |
| POP Servers | | |
| Web Servers | | |
| Application Delivery (e.g. Citrix, Terminal Services servers) (Specify) | | |

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

Narrative:

# 2. Staff and Training

## 2.1 Staff and Related Support Personnel
Identify staffing necessary to maintain your current IT environment, including contactor and OCIO staff supporting your agency specific environment.

|  | Approximate FTE |
|---|---|
| Agency IT Staff |  |
| Contractors |  |
| OCIO Staff |  |

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

Description:

# 3. Survey

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

| | Yes | No | In Progress | Not Applicable |
|---|---|---|---|---|
| http://nitc.ne.gov/standards/) | | | | |
| Does your agency have procedures in place to identify the information technology related requirements of users with disabilities? | | | | |
| Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities? | | | | |
| Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities?<br><br>If yes, what tools were used to evaluate accessibility?<br>___ http://www.w3.org/WAI/ER/existingtools.html<br>___ http://www.vischeck.com/<br>___ http://www.henterjoyce.com/fs_downloads/jaws_form.asp<br>___ Other (please specify _____) | | | | |
| **3.4 Geographic Information System (GIS)** | | | | |
| Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or services that is estimated to cost more than $25,000? | | | | |
| If your answer to the previous question is YES, please provide a brief description and/or reference where that description is provided in Section 4 below: | | | | |

# 4. Projects and Future Plans

## 4.1 Projects Currently Active
List current IT projects, including a description of the project, the current project status, projected completion date and costs.

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

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

## 4.2 Projects Planned to be Started in FY2008-2009
List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

> Project Title:
> Brief Description:
> Projected Start Date:

Projected Completion Date:
Total Project Cost:

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

## 4.3 Projects Planned for the FY2009-2011 Biennium
List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

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

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

## 4.4 Long-Term Plans (Beyond the FY2009-2011 Biennium)
Describe any long-term plans for projects to be started after the FY2009-2011 biennium.

Agency Narrative:

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

Agency Narrative: