CAMPUS TECHNOLOGY OFFICERS

ADVISORY COMMITTEE

CTO Meeting Minutes   Final

Name:	**Campus Technology Officers**						
Date, Time:	February 15, 2006 8:00am-10:00am		**Location:**	Via Video			
Purpose:	Regular Meeting						
Facilitator:	Lee Alley		**Note taker:**		Sally Phares		
Attendees:	**Steve Zink**	P	Lori Temple	P	Terry Norris		P
	Lyle Pritchett	A	Brian Chongtai	A	Steve Zideck		P
	Jeff Cox	P	Don Moxley	A			

Topic:	SCS Goals 2006	Presenter:	Lee Alley	Time:	20 Min.

Discussion:

Suggestions for SCS:
- New email for students (possible outsource)
- WebCT licensing for institutions SCS provides hosting for
- Identity Management (portal related)
- Desktop Video
- Data management and clean-up

Topic:	Data Preparation/Sequence	Presenter:	Sally Phares	Time:	15 Min

Discussion:

Issues of concern:
- →Availability of table connection documents
- →Cause of original data corruption to avoid perpetuation
- SCS organization structure and campus organization structure does not always align well for working on this

🗀 DataPrepContact List021506.doc

🗀 SIS Data Clean Up021506 - CTO.doc

Topic:	Educause Survey	Presenter:	Glenda Krietlow	Time:	10 Min.

Discussion/Decision:

- →Data from fall 2004 (Glenda will send separately)
- 14 categories used
- Due to Educause March 14, 2006

Topic:	Electronic Signatures RFI	Presenter:	Phares/Macias	Time:	20 Min

Discussion/Decision:

- Bill Draft Request

CTO Meeting Minutes   Final

- State Government Involvement
- Short/Long term goals
- Remove e-procurement; concentrate on moving forms
- Add scenarios
- Campus Contacts:
  - UNLV-Don Deiner
  - UNR-Steve Zink
  - TMCC-Steve Zideck
  - CCSN-Terry Norris
  - GBC-Jeff Cox
  - WNCC
  - DRI
  - NSC

📂 NSHE RFI.doc

Topic:	Microsoft Campus Agreement	Presenter	Chris Gaub	Time	10 Min
Information:					

- Key points review
- Awaiting one campus FTE count
- RFP for reseller will go out soon

Topic:	Communications	Presenter:	Sally Phares	Time:	5 Min
Information/Discussion:					

→iNtegrate Lists-Please post on iNtegrate web site
→CTO Agenda format-add potential start times
- CTO Web pages-changes being made for new look and usability
- Next Meeting - scheduled for March 15, 2006 via video

	Point Person	**Student Accounts**	**Student Records**	**Financial Aid**
CCSN		Joe Thomas	Pat Zozaya	Bernadette Lopez-Garrett Tina Holcomb (alternate)
UNLV	Pamela Hicks	Irene Lokcik	Flora Jones	Stephanie Brown
GBC	Lora McCarty	Shirley Chambers	Cynthia Vaughn-Giles	Scott Nielsen
UNR	Jim McKinney	Andrea Rassuchine	Jim Carson	Sandi Guidry
TMCC	Stephen Zideck	Scott Petersen	Dave Harbeck Ty Moore (alternate)	Sharon Wurm Mona Concha-Buckheart (alternate)
WNCC	Don Moxley	Peggy Stutsman	Dianne Hilliard	Lori Tiede
NSC	Aileen Ruppe	Kathy Gonzales	Patricia Ring	Christina Twelves

Appendix: Nevada Revised Statutes

VIII. Submitting the Information

Vendors should submit X copies (on white unbounded 8.5x11 paper or CD formatted to?)
of all requested information by Month XX, 2006 to:

Ray Moran, Director, Division of Procurement
Fax: (775) 784-1130
e-mail: rmoran@nshe.nevada.edu

j. telephone support
k. additional modules

E. Customer List

Vendors should provide a list of customers including sites using the newest version of their product(s).

4.   Invited Demonstrations

Some vendors may be asked to demonstrate their product(s) and/or service(s) at two locations (Reno & Las Vegas). These demonstrations are tentatively planned for XXXXXX with invitations and detailed information to be supplied after review of vendor information.

5. Incurring Costs

NSHE is not liable for any cost incurred by vendors in replying to this RFI.

7.   **Clarification:**
The Nevada Secretary of the State, Notary Division is the certifying department for vendors intending to provide digital signature technology.

Vendors making available services to Nevada using the digital signature with PKI Technology must provide the following documents to the Secretary of the State:

- Complete Application for Certification Authority License
- CS2 audit report of their system
- Trustworthy employees background check and fingerprinting
- Professional insurance (no less than $5 Million)
- General/Commercial insurance (no less than $10 million)

Bru Etridge 775-684-5749

VII. Tentative Timetable

Month X, 2006 - issue RFI
XX X, 2006 - RFI proposals due
XX X, 2006 - review of RFI by CTO's ?
XX X, 2006 - invited vendor demonstrations at two (UNLv & UNR ?)sites
XX X, 2006 - RFP drafted
XX X, 2006 - NSHE issues RFP
XX X, 2006 - RFP proposals due
XX X, 2006 - vendor demonstrations and/or site visits
XX X 2006 - final offers negotiated

Describe (to include or not?)

1. Financial Aid
2. Travel
3. Grants & contracts
4. Bids
5. Propose a flexible LAN environment for staff and public workstations to take into account different LANs already installed. Respond with the most cost effective/efficient hardware configuration.
6. Additional modules
   The NSHE recognizes that vendors may have additional software modules available. In these cases
   o identify the module
   o describe its function
   o indicate the cost of the module
   o indicate any additional hardware that would be required to implement the module
   o indicate the cost of the additional hardware

C. Availability

Specify availability dates for each component (reference page #, Section B)

D. Cost Estimates

Part of the purpose of this RFI is to plan a budget and funding for the project.

Provide cost estimates for

1. One-for-one implementation at each of the NSHE institutions
2. Most cost effective configuration, i.e., central site, individual site, etc.
3. Provide unit, total and annual maintenance for the following, after the warranty period:

   a. system software
   b. system hardware
   c. applications software
   d. database conversion and preparation
   e. installation services
   f. training:
         1) system operations
         2) profile
         3) for each application
   g. user documentation
   h. hardware maintenance
   i. software maintenance

In responding to this RFI, vendors should provide information on the following aspects of the proposed system's technical architecture and design:

1. Describe the general architecture and design of the proposed system. If multi-tier solutions exist, explain what they are, the extent to which they may be optional, and the level of function allocated to each tier.
2. Identify platform issues and options for servers, clients, etc.
3. Address scalability potential and performance benchmarks and show how the proposed system will efficiently meet the needs of both large and small campuses.
4. Identify the use of new technologies such as:
   o open architecture design
   o multi-tier architecture design
   o database management architecture, relational database structures, etc. Clarify which aspects are proprietary and which are components of commercial products
   o object oriented code
   o HTTP and other network technologies
5. Explain configuration options which the proposed system can support. Include the architecture design for independent departments and a System-wide actual function. Vendors should recommend :XXXXX
6. Explain the options and technical architectures for single institutions which support multiple types of transactions: (explain transactions)
7. Explain the system architecture and design issues for support of multiple versions (formats and/or editions) of a work.
8. Clarify which parts of the proposed system are re-architected from previous versions of the software and which are totally new and based on new architectures and technologies.
9. Explain the system's ability to support multiple databases: (is there a need)
   o ability to support separate discrete databases
   o ability to search across multiple databases simultaneously
   o ability to support multimedia objects.
10. Explain the system's technological solutions for:
   o integration with other electronic resource systems
   o security/access controls to licensed resources
   o printing and downloading
11. Explain options for centralized management of a decentralized multi-tier system over the network.
12. Describe the infrastructure needed: technical (hardware, software and network) requirements and staffing needed to support the environment.
13. Describe a phase-in plan to achieve this environment.

B. Functional Specifications

The NSHE seeks, as part of the electronic signature and e-procurement system, enhancement of the current signature acquiring and document handling environment systems consisting of the following functions and solutions.

This Request for Information (RFI) is for your company to submit information on electronic signature products and services, e-procurement systems/technologies, and capabilities of fulfilling Nevada's legislature on digital signature technologies.

The Nevada System of Higher Education is also in the process of implementing a new Enterprise Resource Planning (ERP) system. The capabilities of handling documents and signatures electronically will be a vital partnership to the ERP project and the future success of NSHE technology plans.

The information obtained will be used to:
> 1) Formulate a strategic technical direction for the NSHE future handling of signatures and paperwork flow needs.
> 2) Assist in the development of a Request for Proposal (RFP) to acquire an electronic signatures or/and e-procurement system,
> 3) Plan and implement the technical infrastructure to support a barrier-free information access and processing environment, and
> 4) Plan a budget and funding for this environment.

NSHE and the institutions engage in over X% amount of transactions a day/month/year. # of transaction represent financial aid, registration, etc…An extensive range of electronically-delivered information is provided to users on all campuses.

Vendors are strongly encouraged to respond to this inquiry as this information will be instrumental in the identification of the NSHE system requirements. **This request is strictly a mechanism for gathering information and will not constitute a procurement process. No award(s) for an electronic signature or e-procurement system will be made as a result of this inquiry.**

INSERT GOALS: IMMEDIATE GOALS VS. LONGER TERM (CTO)

3.   Electronic Signatures and e-procurement System Concept

4.   Vendor Response

A. Technical Architecture and Design

The system described in this RFI is an electronic signature solution and e-procurement system whose design is based on type of systems and established industry standards

1. **NSHE Information**

The Nevada System of Higher Education (hereinafter called NSHE), is comprised of two doctoral granting universities, a state college, four comprehensive community colleges and one environmental research institute. The NSHE serves the educational and job training needs of the nation's fastest growing state. As Nevada's only system of higher education, the NSHE provides educational opportunities to more than 100,000 students. The NSHE is governed by the Nevada Board of Regents.

The institutions that comprise the NSHE are:
> Community College of Southern Nevada (CCSN) - http://www.ccsn.nevada.edu
> Desert Research Institute (DRI) - http://www.dri.edu
> Great Basin College (GBC) - http://www.gbcnv.edu
> Nevada State College (NSC) - http://www.nsc.nevada.edu
> Truckee Meadows Community College (TMCC) - http://www.tmcc.edu
> University of Nevada, Las Vegas (UNLV) - http://www.unlv.edu
> University of Nevada, Reno (UNR) - http://www.unr.edu
> Western Nevada Community College (WNCC) - http://www.wncc.edu

The System Administration Office provides leadership to NSHE and administrative support to the Board of Regents. The offices are located in Reno and in Las Vegas. System Administration is also composed of special units as follow:

> University of Nevada Press (UNP) - http://www.nvbooks.nevada.edu/index.asp
> UNP, as mandated by the state legislature and the Board of Regents of the NSHE, publishes high-quality, deserving works that advance scholarly research, contribute to the understanding and appreciation of regional history and culture, and reach a wide range of academic and general readers.

> Management Partnership Program (MAP) - http://www.mapnv.com/
> MAP is the industrial extension program of the NSHE and its partners. Its primary purpose is to work directly with Nevada companies to strengthen their global competitiveness by providing information, decision support and implementation assistance in adopting new, more advanced technologies, techniques and best business practices.

> System Computing Services (SCS) - http://www.scs.nevada.edu/index.php
> SCS provides information technology leadership and system-wide technology services to the NSHE in support of its instructional, research and service missions.

> System Sponsored Projects Office (SSPO) - http://www.nevada.edu/spo/
> SSPO is established as a part of the Division of Academic, Research, and Student Affairs (ARSA), under the Vice-Chancellor for ARSA in the NSHE Chancellor's Office. The SSPO handles pre- and post- award on grants which are made at the System level. The individual institutions in the NSHE have their own Sponsored Projects Offices.

2. **Purpose of RFI**

1. NSHE Information
2. Purpose of RFI (mention NRS)
3. Electronic Signatures and e-procurement System Concept
4. Vendor Response
5. Invited Demonstrations
6. Incurring Costs
7. Clarification (clarify NRS)
8. Tentative Timetable
9. Submitting the Information

Appendices
- **Appendix A – Nevada Revised Statutes (NRS)**
- **Appendix B – Nevada Administrative Code (NAC)**
- **Appendix C – Campus & System transactions Statistics**

> SCS 2/8/06 2:22 PM
> **Comment:** CTO input for entire table of content

NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)
ELECTRONIC SIGNATURES AND E-PROCUREMENT SOLUTION
REQUEST FOR INFORMATION (RFI)

Month XX, 2006

RFI RESPONSE INFORMATION
RESPONSE DUE: Month XX, 2006

Return to:
Ray Moran, Director, Division of Procurement
Fax: (775) 784-1130
e-mail: rmoran@nshe.nevada.edu

Any communication directly with other NSHE staff regarding this RFI without prior approval of
the above individual may result in the rejection of your response.
Responses to this RFI must be delivered so as to arrive at:

Mailing Address	Physical Location
N S H E - BCN Purchasing	N S H E - BCN Purchasing
Mail Stop 242	17th Street & West Stadium Way
Reno, NV 89557	Reno, Nevada 89557

Identify possible duplicate people within a SIS application and across SIS applications.	In progress - <mark>4</mark>
Identify how the institutions are flagging 'duplicate' people in their application	This will be discussed at the Student Records User group meeting on 2/16/06.

DESCRIPTION	STATUS
Identify codes that are defined and not used	In progress - 2
Identify codes that are used infrequently	One report was sent in 2/10/06 listing tables that contained less than 20 records for NSHE. We summed the number of records in each table for each institution and then summed to get a count to include all 7 institutions. Some may be valid. The report above, which is in progress, will also identify infrequently used codes.
Validate entries in tables such as the CIP, State and Country code tables	One state/country code report was sent on 2/8/06. We have not started work on the other reports.
Validate a student's academic records from the entry point through each successive term of enrollment for required records and valid values.	In progress – 3
Check the numeric fields to ensure they contain valid values	Reports were sent 2/2/06
Identify date of birth where the value is greater than today. Also identify records where the birth year is less that 1900. Some may be valid.	Reports were sent 2/3/06
Identify missing Demographic records	Reports were sent 2/7/06
Identify missing Residency records	Reports were sent 2/8/06
Validate the record keys to identify orphan entries	In progress – 1
Identify tables that contain records that have expired such as mailing addresses	A program exists in QA for users to test and sign-off. This has been in QA since 3/30/05.
Identify how the institutions are flagging a bad mailing address in SIS	This will be discussed at the Student Records User group meeting on 2/16/06. An email will be sent to the Student Records contacts to gather this information.
Encourage the institutions to run the address certification process and review the output	This will be discussed at the Student Records User group meeting on 2/16/06. An email will be sent to the Student Records contacts to encourage this activity.