CAMPUS TECHNOLOGY OFFICERS ADVISORY COMMITTEE

CTO Meeting Minutes-Final

Name:	**Campus Technology Officers**					
Date, Time:	04/14/06 9:00am-2:00pm		**Location:**	UNLV Lied Library Rm 2281		
Purpose:	Regular Meeting					
Facilitator:	Lee Alley		**Note taker:**	Sally Phares		
Attendees:	Steve Zink	P	Lori Temple	P	Terry Norris	P
	Lyle Pritchett	P	Brian Chongtai	P	Steve Zideck	P
	Jeff Cox	P	Michael Long for Don Moxley	P	Arnel Pascua	P
					Rand Key	P

Topic:	Welcome and Intros	**Presenter:**	Alley	**Time:**	9:00am

Information:

•Recent Major Accomplishments at your campus
•Challenges at your campus
•Announcements at your campus

Topic:	**Round Table**	**Presenter:**	All-(about 15 minutes each)	**Time:**	9:15am

Information:

NSC-Brian Chongtai discussed the following:
   •Groupwise 7; hope to begin implementation during summer with production for fall/winter.
   •Adastra Room Scheduling; hope to have ready for Spring 2007
   •WebCT Vista Pilot; working with faculty on Java issues
   •Document Imaging; looking at docushare, asked other campuses to share experiences
   •Identity Management; looking to use pioneer logins to sync

UNR-Steve Zink discussed the following items:
  •Sharepoint is the collaborative tool being used campus wide
  •Web Surveys-purchased software to handle
  •Dept. Servers-several have been moved to be centrally managed; offering 2 tier storage for researchers at $1000/year per terabyte. Also moving SPSS licenses to be managed centrally. Will begin to provide student file services.
  •Response mechanisms for the classroom-Steve outlined the issues they're running into and how they are addressing them by choosing one from McGraw-Hill.
  •WebCT will move to version 6.0
  •Voice over IP services are in final negotiations.

GBC-Jeff Cox discussed the following:
   •Filesystem Factory and Identity Manager; working with TMCC, NSC, SCS and looking at NovaCoast in order to have one login for all classes and uses in labs.
   •Turn-in and Graded folders
   • e-portfolios; students will keep these until they leave the institution. Other campuses committed on e-portfolio userequirement and whether it is tied to assessment.
   •Pahrump facility-GBC will be taking over this facility as of July 1, 2006; Jeff noted the town is looking at providing 240 acres for further presence.

UNLV-Lori Temple highlighted their "Think Before You Click" campaign. They have introduced 3 characters and have various activities during April for people to attend. Upon doing so, they become eligible for a drawing for a laptop computer. She reported a very good turnout thusfar.
  •IP Telephone-this technology has been funded for one new building for fall which is the new student union. The goal is a total of 6 buildings over the next 2 years.
  •Data Quality Administrator-Lynn Personius was hired for this position and works out of the office for Institutional Analysis. Many asked if she would share the position description.

PDQ-UNLV Data Quality Administrator0406.doc   Vacancy Announcement, Data Administrator0406.doc

TMCC-Steve Zideck shared their campus is working on the following areas:
  •DEMOS-[Dynamic Enrollment Modeling Operations System] which is a report viewer that will help to consolidate information and provide continuity of enrolment reports. It was developed in house along with using Krystal Reports.
  •NASA-[Network and Account Services Application] which is an electronic approval process to assist the security coordinator. He mentioned they had been working with internal audit during development.
  •Scheduling System-TMCC is migrating to a commercial scheduling system from an in-house product.
  •LMS-TMCC will be moving to Angel and Moodle which they will be hosting while they phase out WebCT.
  •Student Portal-they are using the Visual Studio Environment to develop a "light" edition.

WNCC-Michael Long mentioned that Don was wondering about the attached NSITS document and what effect would it have on NSHE?
  •NSITS   NSITS_0406.doc Roberta Roth sits on this committee and provided a brief understanding of the goals of the group and the process and that at this point NSHE has not joined.
  •Wireless-WNCC is in the process of rolling out wireless networking at their main campus.

CCSN
  •Rand Key explained their changes regarding their IT organization is progressing well.
  •Terry Norris explained that CCSN will be moving from WebCT 4.1 to 6.0, all modules.

DRI-Lyle Pritchett spoke about
  •Moving their firewall from proxy technology to a commercial product
  •their DRI Boulder City facility which is part of an EPSCoR grant
  •CAVE-he explained it is online and several new projects are coming into it
  •CIO search and related personnel
  •Records Retention Discussion-Roberta Roth recapped the discussion held at the Connectivity meeting regarding the state's retention guide and NSHE follows it. Some discussion specific to email.

SCS

•IT Policy Process (Roberta Roth -11:30am) 📁 glossary for CTO 4.14.06.doc

Discussion about the planning process to use for the CTOs regarding policy and the kind of review process to use. It was noted that several months ago (see January 2006 minutes, item 1) a discussion about how to handle reviewing security related guidelines/policy gave the CTOs preference for process and they feel that would work no matter the topic.

LUNCH BREAK! Thanks to UNLV for hosting and providing lunch!
A time adjustment was made following lunch to help accommodate another meeting.

Topic:	Review Items	Presenter:	Sally Phares	Time:	12:45pm

Discussion Outcome/Information:

Electronic Signatures
→Sally recapped where everything is with the RFI and asked if they had not returned the environmental survey to please do so. CCSN asked to have a couple weeks to complete it.
  •New Draft-📁 NSHE RFIdraft3_0406
  •Survey Response-📁 campusenvironmentsurvey_0406

Student e-mail-Sally talked about possible components of doing such a planning effort, involving students, type of survey instruments to use, etc. The group was asked to think about this and if they have ideas about how they would like to proceed to email them to Sally.

  •Email Planning Effort
  •Rollout of enhanced email services

CTO Web Pages-Sally noted the CTO web pages' look and feel has been updated and is live. Also the login they asked for is in progress and will be going live soon. A handout of the flow for the login process was provided. An email will go to the CTOs when it is time for them to validate their logins.

•"Look" is updated
•Login is nearly ready

Topic:	Software Licenses	Presenter:	Chris Gaub	Time:	1:00pm

Discussion:

Chris Gaub went over the list of licenses in renewal process or coming up for renewal and provided details about each. A handout was given and is attached.

📁 CTO Briefing April 2007.doc   Initial Quotation Before the Addition of Units or True-up.xls   ESRI Fee Distribution for FY 07.xls

MS Campus Agreement FTE Counts 2006 and Minimum Fees 2006-2009.xls

  •Software Renewal Schedule

Topic:	SCS Changes	Presenter	Susan Bunyan	Time	1:15pm

Information:

Susan provided a handout of the new organizational structure of SCS which went into effect March 22, 2006. It is available on the SCS web pages at http://www.scs.nevada.edu/about/orgchart.html

Susan went over the open positions in the search process and gave the status of each.

• Restructure

•Searches and Status

Topic:	RIAA	**Presenter:**	Lee Alley/All	**Time:**	1:30pm
Information:					

Lee discussed this issue during an earlier item and noted that more inquiries were coming in about it.

Topic:	iNtegrate Project	**Presenter:**	All	**Time:**	1:40pm
Information:					

More information will be available when the ad hoc committee provides it.

Topic:	Wrap-up	**Presenter:**	All	**Time:**	12:55pm

Next meeting scheduled for May 17, 2006 via video

UNIVERSITY OF NEVADA, LAS VEGAS
POSITION DESCRIPTION QUESTIONNAIRE
FOR ADMINISTRATORS AND NON-INSTRUCTIONAL PROFESSIONALS

AN ORGANIZATION CHART MUST BE INCLUDED AS PART OF THIS QUESTIONNAIRE.

PART I: Essential Duties Information.

Position Number:	Working Title: Data Administrator
Mail Code:	Department: Institutional Analysis and Planning
Date Submitted: August 11, 2005	Supervisor:
Employee Name:	

SUMMARY OF THE PRIMARY PURPOSE OF THIS POSITION. In a brief one or two sentence statement, answer the questions "Why does this position exist?" and "What is this position expected to accomplish?"

Under general supervision, directs the data administration function at the University of Nevada, Las Vegas, including designing data models and policies governing UNLV's enterprise data. Provides leadership in management of data as an university asset maintained to support its central mission. Establishes coherent policies to ensure responsible creation, maintenance, use of and access to institutional data to ensure effectiveness, efficiency and consistency across university systems. Acts as an educator and advocate for senior management and the campus community at large for the concept of data as a critical resource.

MINIMUM QUALIFICATIONS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION

EDUCATION: Check the statement(s) or fill in the blank that describes the minimum formal education requirements for the position.

EXPERIENCE: Fill in the number of years required for each type of experience required to qualify for this position.

Required	Level	Discipline	Years Required	Type
X	Bachelor's		5	Related Professional
	Master's			Comparable Professional
	Doctorate			Related Supervisory
				Comparable Supervisory
	Certification			Related Managerial
				Comparable Managerial
	Professional Lic.			Upper Level Admn.

Other: Master's preferred.

Other: 5 years of experience in information technology or data warehousing or 3 years experience in a senior data administration position. Employment experience with a college/university.

KNOWLEDGE, SKILLS AND ABILITIES. What additional knowledge, skills and/or abilities are required to perform the essential functions of this position successfully?

Strong ability to focus on broad issues impacting information management and database design. Demonstrated experience with data warehousing, relational databases (such as Oracle, Sybase, DB2, SQL Server) and SQL. Demonstrated experience with query tools, and ETL processes and tools. Demonstrated experience with data modeling tools (such as PowerDesigner or E/R Studio). Experience in ERP projects or large software project implementations. Solid understanding of metadata. Experience working with web delivery of information. Effective communication skills and writing skills. Demonstrated

attention to details.

___

RESPONSIBILITIES AND END RESULTS

Essential Functions: Describe and group the primary duties of the position into 4 to 5 major categories of responsibilities.

% of Total Job	Major Responsibilities (What do you do?)	Purpose and Impact (What happens?)
25%	Development of campus data policies and procedures	Coordinate a campus wide process to develop data access and standards policy to improve data accuracy, integrity, and access. To develop standards for managing institutional data. Standards are used to ensure responsible stewardship of institutional data with the purpose of improving the quality of data (accuracy, timeliness, consistency). To define requirements that must be met by all departments that have management responsibility for administrative data. Impacts include providing members of the campus community with the data they need, when they need it, to do their jobs.
25 %	Administer policy and procedures for all enterprise wide data assets. Support administration of policies in other campus databases. Monitor compliance with data standards; facilitate campus-wide agreement and resolution of data issues.	Acts as consensus builder in the application of data standards by bringing people to the table to discuss data issues and resolving disagreements that may arise. Allows for prompt and thoughtful resolution of questions about data use and interpretation, and protects data integrity and consistency. Prepares the university for potential conversions to new systems by improving data and processes. To ensure that university data has a high degree of integrity and that key data elements can be integrated across electronic systems. To educate the campus about the need for data standards and train and consults on their use and implementation.
20%	Provide leadership for and develop a university-wide enterprise data model and architecture	To serve as a framework for technological decisions, including design of new systems; makes explicit institutional strategic goal, management needs, and operational objectives of data and help answer question about who should be the data stewards, who needs access, and where data should reside and flow. Conserves resources and reduces data redundancy by supporting sharing and integrating of data rather than replicating it in multiple sources.
20%	Responsible for preparation of data dictionary and inventory of enterprise systems;	To provide information to campus about where data are, what it means, and to serve as a repository for the principles and models and negotiated data agreements. Benefits the institution by ensuring that every individual has access to and is able to understand the information needed to perform his or her duties.
5%	Coordinate with data trustees to provide for security and privacy of data	To assist data trustees with establishing policies and procedures on access to data, ensuring service continuity and responsible use. Includes establishing procedures that provide reasonable assurance that data and applications are protected against unauthorized modification, disclosure, loss or impairment. Intended to ensures that those who access records respect the confidentiality and privacy of individuals whose records they access, observe any ethical restrictions

		that apply to the data, and abide by applicable federal and state laws or policies with respect to access use or disclosure of institutional data. Protects institution from potential lawsuits and audits.

Marginal Functions: Describe and group the marginal duties (associated, but not essential) of the position into 2 to 4 major categories of responsibilities.

% of Total Job	Major Responsibilities (What do you do?)	Purpose and Impact (What happens?)
5%	Assist in establishing UNLV's data warehouse(s) or data repository	Provide information on data architecture and definitions to assist in defining relevant data and integrating elements.

NOTE: The combined "% of Total Job" for Essential Functions and Marginal Functions should add up to 100 percent of the job.

PHYSICAL DEMANDS

If physical demands for the position exceed those described below, list those additional physical demands.

Sedentary Work - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Form HRD-5002 (part I)   Rev. 07/2004
PART II: Job Evaluation Information. NOTE: Please attach an Organizational Chart for the department.

ACCOUNTABILITY

Programs: Describe the program(s) for which this position is responsible. Include any relevant statistics, such as number of programs, number of recipients, and monetary impact, if appropriate.

This position works with the campus community to define a campus-wide structure of data stewardship by making explicit the roles and responsibilities associated with data management and monitoring compliance. This position will be responsible for coordinating data policies and procedures in the three primary enterprise data systems: Finance, Student, and Human Resources, ensuring representation of data stewards, managers, and key users. This position will also be responsible for developing a culture of data management beyond the major administrative systems, to those smaller, but critical databases. Establishing an effective campus-wide communication structure will be key to success in this position.

INTERPERSONAL RELATIONSHIPS

Internal Contacts: positions within the University with which you are required to work on a regular basis (exclude subordinates and supervisor).	**Purpose of Contacts:** Explain nature, frequency and purpose of these contacts.
1.Data Trustees/Stewards of Enterprise Systems	Bi-weekly at minimum while establishing initial policies on data management, including individual roles and responsibilities.
2.Data Managers	Weekly or more to discuss implementation of procedures to ensure data integrity, and impact of such procedures on resources.
3.Data Users at all levels	Weekly or more to discuss and resolve issues of data integrity and access.
4.Chief Technology Officer	Bi-weekly at minimum to address standards required for project planning and design.
5.Various analysts and developers across campus	Ongoing basis to educate with regard to purpose of data management

	policies, procedures, and standards, and how to apply to individual areas.

External Contacts: positions outside the University with which you are required to work on a regular basis.	**Purpose of Contacts:** Explain nature, frequency and purpose of these contacts.
1.System Computing Services	Weekly or bi-weekly initially; to establish understanding of data architecture, definitions and functional responsibilities for maintenance.
2. Chancellor's Office—Institutional Research & CTO	Biweekly or monthly initially; to establish understanding of and responsiveness to system data needs and technology plans.

CONSTRAINTS ON INDEPENDENT ACTION
Check the level at which this position functions in relation to the constraints and organizational levels listed below.

Check One:	Constraint On Independent Actions:	Organizational Level
	Develops major university policies for several complex departments/programs. Has broad latitude for unreviewed actions, evaluated on long term results.	Administration
	Approves administrative procedures for several complex departments/programs. Recommends university policies. Has considerable latitude for independent action, evaluated on long-term results.	
X	Develops administrative procedures for a complex department/program. Recommends university policies. Has considerable latitude for independent action, evaluated on long-term results.	Management
	Develops administrative procedures for a department/program. Evaluated on intermediate term results of actions.	
	Assigned extended multiple work assignments/projects. Administers policies and procedures within a department/program. Evaluated on short to intermediate term results of actions on a periodic basis.	Professional
	Assigned multiple or extended multiple assignments/projects. Works within framework of prescribed procedures. Activities are checked for proper procedure at intervals and for progress toward completion.	
	Assigned specific, but multiple tasks with administrative guidance concerning procedures and priorities. Checked for adequacy of performance at specific steps.	

Describe what the typical impact of an error made by the incumbent in this position would be within and/or across campus department(s):

The impact would depend on the level at which the error was made; however, most errors would result in the inability of the campus to access the information they need within a reasonable time, and could lead to mismanagement of resources if technological decisions are made using inaccurate data models. This position has campus-wide impact, as well as an impact on the data available to external constituencies including the UCCSN and state government.

Challenges: What are the most complex or challenging issues associated with the responsibilities of this position? Give three or four examples and indicate why they are challenging.

Issue	Why Challenging
1. Development of policies and procedures for management of data; manage data as a university resource	Requires support of senior executives to be effective; requires understanding of strategic data requirements of university as related to university goals; requires identification and involvement of all relevant campus constituencies; requires understanding of impact on institutional resources; requires significant individual collaboration and knowledge of data systems.
2. Develop a university-wide data architecture and data dictionary	Very little exists in terms of data architecture and data dictionaries, making this a lengthy, detailed task. It also requires that the individual is able to work effectively with the data managers across VP areas to maintain and collect

	this information for compilation.
3.Monitor compliance with data standards	Requires close collaboration with operational areas on processes, understanding of business practices, and excellent working relationships to be effective. Requires responsibility and authority for enforcing standards supported by Cabinet.
4. Arbitration and consensus building on data issues	Requires an understanding of who should be included at what level of conversation, and the active support of senior management.

CERTIFICATION

Employee: I certify that the statements in this position description are accurate and complete to the best of my knowledge.

_____   _____

Employee Signature   Date

Supervisor: Please examine the preceding position description. Keep in mind that the purpose of this action is to review the position and not to evaluate the particular employee's efficiency, abilities or credentials.

I/we have reviewed the statements on this document and certify to their accuracy.

_____   _____

Supervisor's Signature   Date

_____   _____

Dean/Director's Signature   Date

_____   _____

Appointing Authority's Signature   Date

Form HRD-5002   Rev. 07/2004

UNLV
UNIVERSITY OF NEVADA LAS VEGAS

VACANCY ANNOUNCEMENT

POSITION TITLE	University Data Quality Administrator
RESPONSIBILITIES	Under general supervision, provides leadership for the management of university data. Responsible for establishing the data administration function, including designing data models and policies governing administrative data systems. Leadership responsibility for educating the campus about data administration and ensuring data steward, end user, and technical participation in policy development. Coordinate a campus-wide process to develop data access and standards policy to improve data accuracy, integrity, and access. Administers resulting policy and procedures for all university data assets, including the campus data warehouse. Manages development of standards for the transition of data from legacy and manual systems to new automated information systems. As a member of the Institutional Analysis and Planning office, the Data Administrator also contributes to the design, management, and conduct of institutional research and planning functions.
QUALIFICATIONS	Minimum of bachelor's degree, master's preferred, and 5 years related work. Experience in a higher education setting; ability to develop and implement policies and standards successfully in a large complex organization; experience in building consensus and facilitating definition of information requirements and design of business processes. Preferred skills and knowledge include: strong ability to focus on broad issues impacting information management in areas such as finance, facilities, human resources, budgeting, student affairs, and academic affairs; knowledge of data administration concepts and documentation techniques including developing a data dictionary; demonstrated experience with database design, data warehousing, data modeling tools, ETL processes and relational databases such as Oracle, Sybase, DB2 and SQL Server; excellent leadership and planning skills; excellent interpersonal skills and writing ability; experience with ERP projects/ large software implementation.
SALARY RANGE	Salary competitive; contingent on labor market.
SETTING	UNLV is a premier urban university located in the vibrant city of Las Vegas and is surrounded by the Mojave Desert. UNLV is the state's largest comprehensive, doctoral degree granting institution with 29,000 students and more than 900 full-time faculty. UNLV provides traditional and professional academic programs for a diverse student body and encourages innovative and interdisciplinary approaches to teaching, learning and scholarship. For more information, see the UNLV World Wide Web site at: http://www.unlv.edu.
APPLICATION DETAILS	Submit a letter of interest indicating the POSITION TITLE, a detailed resume listing qualifications and experience, and the names, addresses, and telephone numbers of at least three professional references that may be contacted. Applicants should fully describe their qualifications and experience, with specific reference to each of the minimum and preferred qualifications because this is the information on which the initial review of materials will be based. The review of materials will begin [insert date], and will continue until the position is filled. Application materials should be addressed to Michael Ellison, Search Committee Chair and submitted online at https://hrsearch.unlv.edu . For assistance with UNLV's on-line applicant portal, contact Bob Sitts at (702) 895-1655 or hrsearch@ccmail.nevada.edu

Specific questions may be addressed to Michael Ellison at mellison@ccmail.nevada.edu or call (702) 895-3771. |

UNLV is an Equal Opportunity/Affirmative Action employer. Persons are selected on the basis of ability without regard to race, color, sex, age, national origin, sexual orientation, religion, disability or veteran status.

UNLV Employee Benefit Highlights

Here are some of the highlights with respect to employee benefits afforded Academic Faculty and Professional Staff. This listing does not include all the facts and nuances about these programs, if you have any questions about these benefits, please contact our Benefits Office at (702) 895-3504.

For more detailed information, you might wish to visit our Benefits site on the web at: http://hr.unlv.edu//Benefits/

- No State Income Tax

- No Social Security Deduction

- Medicare Contribution required (1.45%).

- Retirement Plan Alternative (RPA) programs with options for pre-tax investments through TIAA-CREF, VALIC, Fidelity Investments, and/or American Century. Multiple companies may be used, however a 25% enrollment is required for each that you choose.

- 10 % Retirement Plan Alternative deduction is mandated and UNLV matches this with an employer paid 10% contribution.

- Tax Sheltered Annuities and Deferred Compensation available for supplemental retirement contributions.

- The employer pays Health Insurance, including Vision and Dental, for the employee. Self-funded and HMO options available. Coverage for spouse and dependents is available in either pre-tax (Section 125 Benefit) or post-tax option.

- The employer pays Life, Accidental Death and Dismemberment, Business Accident and Long Term Disability Insurance for the employee.

- Optional Insurance Coverage such as Supplemental Life, Personal Accident, Short-term Disability Income Protection, Cancer Care and Automobile/Homeowner's Insurance are available.

- Death Benefit of 1/12th of the employees current annual contract salary will be paid to a beneficiary, or to an estate if there is no beneficiary.

- 11 Paid Holidays including: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day and Christmas Day.

- 2 days of Sick Leave per month can be accrued to a maximum of 96 days.

- 2 days of Annual Leave per month can be accrued to a maximum of 48 days (Academic Faculty Contracts excluded).

- Grant-in-aid Benefits for employee, spouse and children.

- Direct Deposit Available.

From: Office of the Governor <governor@GOV.STATE.NV.US>
> Date: April 3, 2006 8:40:33 AM PDT
> To: GOVPR@LISTSERV.STATE.NV.US
> Subject: Press Release: NEW PROJECT WILL BOOST COMPUTER SECURITY -
> 4/3/06
> Reply-To: Office of the Governor <governor@GOV.STATE.NV.US>
>
> FOR IMMEDIATE RELEASE: April 3, 2006
>
> CONTACT: Steve George, Dir. of Communications (775) 684-5668
>
> NEW PROJECT WILL BOOST COMPUTER SECURITY
>
> CARSON CITY – Gov. Kenny Guinn announced today the formation of a
> collaborative effort by multiple state and local government agencies
> designed to increase the ability to continue operating vital computer
> systems in the event of an emergency. The Nevada Shared Information
> Technologies Services project (NSITS) is one of the first of its kind
> in the nation, and could become a model for other projects across
the United States.
>
> The NSITS project will allow government entities and agencies to
> utilize shared-use facilities. Today, many individual government
> computer facilities and systems are only able to provide basic backup
> and systems recovery technology, leaving them and the notable amount
> of information contained within these systems vulnerable or
> unavailable in a disaster.
>
> Four agencies are currently involved with the project—State of
> Nevada, Clark County, City of Las Vegas, and the Las Vegas
> Metropolitan Police Department. Ultimately, other public-sector
> entities within the state will be invited to participate in the
> state-of-the-art project.
>
> "This is a great example of how by working closely together, various
> government agencies at the state and local level can provide the
> citizens of Nevada improved service and security, while at the same
> time saving taxpayer dollars," Gov. Guinn said. "As we learned from
> the Katrina disaster, computer systems caught in the middle of such a
> catastrophe are prone to failure. A system that allows government
> agencies to share critical information will go a long way to
assuring
> that information is not lost."
>
> Nevada Chief Information Officer Terry Savage said, "Shared-use
> facilities hold the potential to improve the security of data by
> eliminating unneeded transmission links and standardizing security
> formats between the partners. This will result in better protection
> of citizen and taxpayer information."
>
> Clark County Chief Information Officer Rod Massey agreed: "Citizens
> gain not only better protection of governmental systems and
> information, but also greater value and more efficient use of tax
> dollars."

> "The shared-use approach has the potential of providing economies in
> systems procurement, efficiencies in operations and scalability
(easy
> expandability) for all participants," said Joe Marcella, IT director
> for the City of Las Vegas. "From another viewpoint, this will
> maximize the information resource investment and reduce overlapping
> technology assets."
>
> Metro Deputy Chief Dennis Cobb added, "The need to collaborate is
> created by our rapidly expanding state and by our advancing need for
> computer security and computers for emergency functions. Currently,
> these functions are handled by the individual entities, but
> increasing demand and tighter requirements of Homeland Security
> officials are pushing IT departments into partnerships."
>
> A feasibility study examining implementation alternatives will soon
> be commissioned, the results of which are expected by September
> 2006.   Following the findings of the study, NSITS partners will
> continue planning and budgeting to bring the project to fruition.
>
> For more information:
>   Dan Goggiano, State of Nevada, 775-684-4306
>   Gina Olivares, Clark County, 702-455-3531
>   Joseph Santilli, City of Las Vegas, 702-229-2410
>   Dennis Cobb, Metropolitan Police, 702-229-3503
>

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4-3-06 NSITS Project.doc >

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Information and Marketing Services
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Glossary of Terms

Policy – An organization's adopted written principle, rule, plan or philosophy on a subject area, intended to guide decision making, actions and acceptable behavior. A course of action. A guiding principle.

Procedure – A particular course of action or set of steps necessary (mandatory) for compliance in implementing a policy. Procedures are usually developed to help describe specific methods or processes for implementing policy.

Guideline – A statement of desired, good or best practice. A guideline is a recommended approach or method. Guidelines are generally 'voluntary' but imply a suggested course of action that should be considered when implementing a policy.

Standard - A set of minimum rules, principles or measures that are acceptable and prescribe a uniform approach. A technology, format or method ratified by an appropriate authority that defines mandatory criteria or best practices.

NEVADA SYSTEM OF HIGHER EDUCATION (NSHE)
ELECTRONIC SIGNATURES
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

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

1. NSHE Information
2. Purpose of RFI (mention NRS)
3. Electronic Signatures
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

Comment [S1]: CTO input for entire table of content

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**

NSHE would like to invite your company to submit information on electronic signature products and services, 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 signatures electronically will be a vital partnership to the ERP project and the future success of NSHE technology plans.

> **Comment [S2]:** How much info can/want provide in this section?

The information obtained will be used to:
1) Formulate a strategic technical direction for the NSHE future handling of electronic signatures.
2) Assist in the development of a Request for Proposal (RFP) to acquire an electronic signatures.
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 responses are appreciated and strongly encouraged 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 Concept

> **Comment [S3]:** CTO input on their concept

4. Vendor Response

A. Technical Architecture and Design

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

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:
   - open architecture design
   - multi-tier architecture design
   - database management architecture, relational database structures, etc. Clarify which aspects are proprietary and which are components of commercial products
   - object oriented code
   - 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)
   - ability to support separate discrete databases
   - ability to search across multiple databases simultaneously
   - ability to support multimedia objects.
10. Explain the system's technological solutions for:
    - integration with other electronic resource systems
    - security/access controls to licensed resources
    - 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, enhancement of the current signature acquiring and document handling environment systems consisting of the following functions and solutions.

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

        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.

Comment [S6]: Are we interested in site visits? If so, what rules should we set to narrow the participant field?

5. Incurring Costs

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

Comment [S7]: Need Sally's input

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)

Comment [S8]: Do we want Sec info available to the vendor's?

     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

Comment [S9]: Need CTO input

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

Campus Contacts:
UNLV - Don Deiner – 702-895-0500
UNR - Steve Zink – 775-784-6500 X252
TMCC - Steve Zideck – 775-673-7086
CCSN - Terry Norris -
GBC - Jeff Cox -
WNCC -
DRI -
NSC -

State of Nevada, Notary Division
Bru Ethridge 775-684-5749

Vendor Contacts:

Geotrust
Eric Long
John Murray

Yozons
Lee Falco

Appendix: Nevada Revised Statutes

ELECTRONIC SIGNATURES
CAMPUS ENVIRONMENT SURVEY

Institutions Name:

Contact Person:

Date:

For each question below, please complete the categories to the right that best fits your institutions.

Question #1	Categories			
	Application	**Platform**	**Homegrown/vendor**	**Application product that may require a certificate**
Please list applications that will need to integrate with a potential electronic signatures product/vendor:	Sample: Web Registration/SIS	VSAM/OS 390	Homegrown-SCS	Transcript request to be sent to a 3rd party

Question #2			
	Application	**Platform**	**Vendor**
Please list any existing applications currently utilizing some type of electronic signature:			

Question #3			
Any other suggestions:			

CTO Briefing
April 14, 2006

Agreements in Final Renewal Process:

- Microsoft Campus Agreement

  - ➢ Agreements have been signed by the chancellor

  - ➢ PO and Agreements submitted to reseller (CDW-G)

  - ➢ Fees: $39.90/FTE employee, $17.06/FTE student (law school only)

  - ➢ SCS funded first year fees of $409,069.70

  - ➢ Institutions responsible for second and third year fees

Agreements in Transition:

- Adobe/Macromedia

  - ➢ PEP switched to CLP as of March 1

    - ▪ Less record keeping and reporting

    - ▪ Higher prices

    - ▪ No requirement for maintenance

  - ➢ Student Option

Agreements Due to Renewed in July or August 2006:

- Autodesk

  - ➢ Expect fees to be $5,500 or more per campus

  - ➢ No free campus locations

- ESRI

  - ➢ Fees allocated as of last committee meeting

- Novell ALA

- SAS

  - Change in license terms

  - Changes in license fees?

  - The transfer of the responsibility for installation and record keeping will be transferred to non-universities in FY 07.

- SPSS

  - Fees for FY 07 distributed to UNLV ($16,000), UNR ($12,000) and SCS ($8,319).

  - The transfer of the responsibility for installation and record keeping will be transferred to non-universities in FY 07.

  - Mac fees estimated to be approximately $150 per Mac

- Symantec

  - Second year of fees and new units due on July 1

- WebCT Vista

- WebCT Campus Edition

New to the Committee's discussions:

- Smarthinking

Symantec Support Agreement
Initial Quotation Before the Addition of Units or True-Up
July 1, 2006 - June 30, 2007

SKU	DESCRIPTION	START DATE	END DATE	CALCULATED MONTHS	QUANTITY	UNIT PRICE	EXTENDED PRICE	INSTALLMENT PAYMENTS
	UNLV							
10295703	Ghost	01-Jul-06	01-Jul-07	12	1425	$ 0.74	$ 1,054.50	
10070207	NAV for Mac	01-Jul-06	01-Jul-07	12	884	$ 3.27	$ 2,890.68	
10363243	SAVCE	01-Jul-06	01-Jul-07	12	3877	$ 3.47	$ 13,453.19	
10212143	SAVCE Student Use	01-Jul-06	01-Jul-07	12	20077	$ 0.92	$ 18,470.84	
10363545	SAVEE	01-Jul-06	01-Jul-07	12	3535	$ 7.85	$ 27,749.75	
10041488	SAV Home Use F/S	01-Jul-06	01-Jul-07	12	2800	$ 2.22	$ 6,216.00	$ 73,459.96
	UNR							
10295703	Ghost	01-Jul-06	01-Jul-07	12	1100	$ 0.74	$ 814.00	
10070207	NAV for MAC	01-Jul-06	01-Jul-07	12	400	$ 3.27	$ 1,308.00	
10363243	SAVCE	01-Jul-06	01-Jul-07	12	4160	$ 3.47	$ 14,435.20	
10041488	SAV Home Use F/S	01-Jul-06	01-Jul-07	12	3000	$ 2.22	$ 6,660.00	
10212143	SAVCE Student Use	01-Jul-06	01-Jul-07	12	12918	$ 0.92	$ 11,884.56	$ 38,726.76
	CCSN							
10295703	Ghost	01-Jul-06	01-Jul-07	12	4500	$ 0.74	$ 3,330.00	
10363243	SAVCE	01-Jul-06	01-Jul-07	12	4500	$ 3.47	$ 15,615.00	22,570
	TMCC							
10363243	SAVCE	01-Jul-06	01-Jul-07	12	1847	$ 3.47	$ 6,409.09	
10070207	NAV for Mac	01-Jul-06	01-Jul-07	12	153	$ 3.27	$ 500.31	
10041488	SAV Home Use F/S	01-Jul-06	01-Jul-07	12	975	$ 2.22	$ 2,164.50	$ 12,698.90
	NSHE System Administration							
10295703	Ghost	01-Jul-06	01-Jul-07	12	220	$ 0.74	$ 162.80	$ 162.80
	NSC							
10363243	SAVCE	01-Jul-06	01-Jul-07	12	170	$ 3.47	$ 589.90	
10295703	Ghost	01-Jul-06	01-Jul-07	12	70	$ 0.74	$ 51.80	$ 641.70
	Support							
10015080	Platinum Support	01-Jul-06	01-Jul-07	12	1	$ 12,500.00	$ 12,500.00	
10015137	Add'l Contacts	01-Jul-06	01-Jul-07	12	1	$ 2,000.00	$ 2,000.00	
	YEAR 2 INSTALLMENT, July1, 2006 DUE NET 30							$ 148,260.12

ESRI Fee Distribution for FY 07

CCSN	$ 2,100
DRI	4,900
GBC	500
NSC	300
TMCC	300
UNLV	9,900
UNR	9,900
WNCC	2,100
Total	$ 30,000