



Enterprise Architecture Standards Committee Meeting Meeting Minutes for August 17, 2011

EASC Voting Members (Present = *; a minimum of 6 Cabinets present grants a quorum.):

Cabinet for Economic Development:

Ben Hall

Cabinet for Health & Family Svcs:

* Kathy Frye-Ronnie Boggs, Proxy
Sandeep Kapoor

Education Cabinet:

* Skip Hunt, KDLA
Glen McAninch, KDLA
* Bobbie Newman

Energy & Environmental Cabinet

* Ken Jorette

Finance & Administration Cabinet:

* Janet Lile (CHAIR), COT
* Glenn Thomas (CO-CHAIR), COT
* Katrina LeMay, CISO, COT

Justice and Public Safety Cabinet:

* Staci Fitzpatrick, JJD
Craig Thatcher, DOC

Labor Cabinet:

Rick Johnson

* Jeff Maggard

Personnel Cabinet:

* Travis Humphries
James Koontz

Public Protection Cabinet:

* Marvin Terry

Tourism, Arts and Heritage Cabinet:

* Tony Henderson- John Brunton,
Proxy

Transportation Cabinet:

* Gary Buchholz
Jon Clark
Dan Mauer
* Laura Noe

Non-Voting Members and Guests Present:

Daniel Arnold, COT, OIS

Rory Caudill, COT, OAD

Jeshua Caudle, Secretary of State

Kathy Bartlett, COT EASC Scribe

Derrick Ellis, COT, OIS

Andy Godsey, DOCJT

Lynne McCroskey, COT, Procurement

Lorraine Moore, COT, EASC

Coordinator

Jerry Mueller, COT, OET

William Risner, COT, OIS

David Reynolds, COT, OAD

Terry Stephen, COT, OIS

Shawn Thomas COT, OIS

Praveen Uppala, COT, OAD

Purpose: The Enterprise Architecture Standards Committee meets the third Wednesday of each month to review and, as necessary, update the Enterprise Standards and Approved Products. The Standards are available for viewing at the following location:

Internet: http://technology.ky.gov/policies/architecture_and_stds.htm

Discussions:

- ◆ **Welcome and opening remarks from Glenn Thomas,** Janet Lile is the new Executive Director of the Office of Enterprise Technology and has taken the place of former Chair of the EASC Brian Kiser; Katrina LeMay is now the Chief Information Security Officer for the Commonwealth; and Bobbie Newman replaces Tom Ledford in Education Workforce Development.
- ◆ **Review of EAS Collaborative Work Environment Items:**
 - Exceptions Request:
 - * **“KYOAG – Drobo Storage”:** Requested by KYOAG, Gina Carey. Exception to 3550 Network Services – Storage Area Networks. Approved 5/20/11.
 - * **“PH Adobe Connect”:** Requested by CHFS, David Coleman. Exception to 2930 E-Learning Software. Approved 6/13/11.
 - * **“iPads – KYTC Mobile Application Platform Testing”:** Requested by KYTC, Gary Buchholz. Exception to 1460 Notebook/Laptop Computer. Approved 6/27/11.
 - Modification/Addition Requests:
 - * **“Mozilla Firefox – Version 4 End of Life”:** Requested by COT, Lorraine Moore. Modification to 3511 Network-Internet/Intranet – Web Browser. Approved 6/29/11.
 - * **“GoTo Webinar”:** Requested by COT, Carrie Cottew. Modification/Exception to 3460 Web Video / Audio Conferencing / Collaboration. Request withdrawn 8/3/11 – decided to wait for Enterprise product.
 - Team Discussions:
 - * **“5515 Secure Transport Standard Rewrite”:** Follow-up to May EASC meeting. Final language was Approved and posted to Standards 6/23/11.
 - * **“2500-Office Suite: End of Life Support for Office XP Professional”:** Original post by COT, Lorraine Moore. Extended support ended 7/12/11. MS Office 2003 extended support slated to end 4/8/14. Note this is the same date XP Pro was “slated” to end. Office 2003 is the only format compatible with eMARS. Discussion remains open.

- * **“Web Forms”**: Request from Ken Jorette for assistance in finding a cost effective solution to convert pdf’s and doc’s to fillable web forms that tie into a backend database. Last comment added 6/21/11.

- ◆ **EAS Requests for Exceptions or Additions/Modifications for Meeting Review:**

- None Received

- ◆ **Intrusion Prevention System Blocking, Agency Contact Memorandum:** (additional handout provided at the meeting)

Janet Lile discussed this Agency Contact Memo scheduled to go out later in the day concerning Intrusion Prevention System Blocking. She told the group that in our security efforts to protect the Commonwealth we have had a detection system for sometime but now we are going to do more than detect the malicious attacks we’re intentionally going to block them. She informed the EASC that they believe there is a good handle on what should be blocked and what should be allowed, this is advance notice that we will begin the blocking on August 29th. There will be some services such as instant messaging that will be blocked according to the Enterprise Policy and Standards. If agencies are using these type of services please contact COT so we can address this ahead of time; the ACM refers you to the Service Desk, a Security Exemption Request form may be required.

- Committee members stated they currently use G-Talk (much prefer to use Office of Communication Server, Lync) as forms of instant messaging services which should not be blocked.
- It was asked if this was going to be managed by the same Security group or an outside group. Ms. Lile stated COT’s NetOps group would be working in conjunction with the Security Office. Marvin Terry voiced his concerns stating several problems were encountered justifying VPN connections to the Federal Government. Katrina LeMay will work with Marvin on this if needed, and Janet Lile offered to assist.

- ◆ **3460 Web Video / Audio Conferencing / Collaboration** (Sidebar discussion to “GoTo Webinar” request above):

During a discussion about holding requests for web-based meeting and collaboration solutions until COT has finalized its next generation SIP-based VoIP and Unified Communications platform, Skip Hunt (KDLA) inquired if we were considering Avaya Aura. Derrick Ellis stated that COT is currently reviewing a proposal for the Aura suite of products which KDLA is interested in. Subsequently Gary Buchholz asked if the functionality was similar to MS Lync, and Derrick stated that it was. Furthermore, Derrick stated that COT was trying to include Lync interoperability, if possible, so that agencies can utilize the MS Lync client (and its MS Office related functions) with the VoIP/UC platforms.

- ◆ **Web Forms** (Sidebar discussion to Team Discussions – “Web Forms” above)

Ken Jorette stated he sent a request asking if anyone had a cost effective solution for creating forms on the web. We had looked at Adobe and they were very expensive per form to have available to the public. Gary Buchholz stated that Ex-stream told Gary that if you go through Adobe they enforce the per-form licensing which is extremely costly, but the way their license is written, if you generate those with a second party product you don’t have to follow those. He suggested that a legal review be done. That’s what Ex-stream has based their business on. Because you are using a third party product to do the same thing, it does not require the same licensing for Adobe. Contact is Rob Courtney, Mr. Buchholz stated he just found out that QPDF will do the same thing for a minimum cost.

- ◆ **7560 Enterprise Directory Services:**

Shawn Thomas told the EASC that an Agency Contact Memo was distributed to let everyone know that COT is re-engaging Microsoft to assist COT with the design and migration plan that is set for the first two weeks of October. There were several concerns voiced about the documentation provided to Microsoft as to the accuracy of the content and persons (Agencies) not being included from participating. Ms. Lile stated she realized there have been changes in team members on this project and requested anyone with concerns or anyone wishing to attend the meetings in October to contact Shawn Thomas. Mr Buchholz suggested each Agency have a representative designated to be a part of the team to represent the specific needs of each agency in the design so that all of the needs are reflected and Skip Hunt echoed this approach. All of the previous content (documents, etc) were posted on a SharePoint site “AD/Exchange Advisory Council” a while back (@May/June) by Glenn Thomas:

<https://sp.ky.gov/cot/ADExchAdv/default.aspx>. There is a link provided from the EASC CWE home page; click on “Active Directory Advisory Discussion”.

Ken Jorette asked about the E-Mail; it's been looked at to upgrade to Exchange 2010, it's been looked at to upgrade to the Cloud, has any progress been made? Shawn Thomas reported they have been working with Microsoft and have received the pricing. Shawn has been asked by the Commissioner to put together a policy model to move forward with doing this on premise. We should know more by the end of next month. We will schedule a follow-up for the September meeting.

◆ **CIO-061 Social Media Policy:**

Katrina requested a quick overview of how the EASC works with policies and the review process. Glenn informed everyone that Policies are reviewed by the CTC (Commonwealth Technology Council) because they are the policy makers for the Agencies, if there is a Standard that is going to be the result of a Policy, the proposal for the Standard will come to the EASC for review along with the Policy at that time.

◆ **COT-F006 Computer Acquisition Request Form:**

The CAF was revised 6/22/11 to include the "Workstation Dell T3500" configuration to comply with EAS 1420 Workstation Computers. Ken Jorette stated he thought it was almost a done deal of having at least 2 if not 4GB in the base machine. Glenn Thomas responded that contract negotiations are still ongoing because of price issues.

◆ **COT-F181 Employee Service Request Form:**

This form is being reviewed and revised; Glenn Thomas told the group that the revised version will also include an instruction sheet. We are asking all EASC members for specific issues/suggestions related to this form; contact Lorraine Moore with specific form issues and/or to be on the review team when the draft form is ready. Lorraine Moore will post a discussion area on the EASC CWE related to this topic.

Open Discussion:

- Skip asked for feedback on adding Adobe Connect to the Enterprise Standards for 2930 E-Learning as well as 3460 Web Video/Audio Conferencing/Collaboration.
- Marvin Terry voiced concerns with external cloud services and caching servers which cause problems with applications. We need to find some way to insure that external services can bypass the caching servers and avoid those problems.
- Bobby Newman asked when was the last date Microsoft XP should be on the user's computers. Lorraine pulled up the Standards and showed that it has been updated and the end of support date and sunset date is posted on the standard.
- Bobby Newman also asked about "New Storage" arrangement between CHFS and COT. The group told her about a planned price cut coming soon, Janet told her about the new pricing that was for Storage as well as Backups, the ACM is on COT's website. Lorraine pointed out Sandy Harp is Education Cabinet's Business Relationship Manager for Bobbie to contact directly if/as needed.

Action Items:

Action Item	Responsible Person(s)	Due Date
Review Meeting Minutes, provide corrections to Lorraine Moore.	ALL EASC MEMBERS	August 31, 2011
Contact Shawn Thomas to participate in the Microsoft meetings to assist COT with the design and migration plan that is set for the first two weeks of October	ALL EASC MEMBERS	August 31, 2011
Provide feedback for COT-F181 revisions	ALL EASC MEMBERS	August 31, 2011
Post COT-F181 on the CWE for EASC review and feedback	Lorraine Moore	August 31, 2011
Marvin Terry problem with VPN accounts with the Federal Government. (Exceptions request)	Katrina LeMay	As needed
Shawn Thomas to return in September to discuss e-mail	Shawn Thomas	September 21, 2011

Upcoming Meetings: *The following are **VERY Tentative Agendas** for upcoming meetings, final agendas will be sent one week prior to meeting dates:*

The Enterprise Architecture Standards Committee Meetings are scheduled for 10:00am – 11:30am at the COT Cold Harbor Training Rooms A & B. Please mark your calendars to attend, or send a representative on your behalf.

◆ **September 21, 2011:**

- 8200 Application Development Platform – Filemaker Pro; Cliff Lawson, update on granted exception
- 7015 Electronic Mail – Shawn Thomas, update on the e-mail upgrade

Please contact Lorraine Moore to request items related to EA Standards be placed on an upcoming agenda.