Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
Executive Council Meeting
October 12, 2020   2:30 p.m.
Varner Hall Boardroom, 3835 Holdrege Street, Lincoln, NE 68583

AGENDA

1. **CALL TO ORDER**

    1.1 Roll Call

    1.2 Announcement of the placement of the Open Meetings Act information

2. **PUBLIC COMMENT PERIOD**

    2.1 Public Comment (5 minutes)

3. **PRESIDENT'S REPORT**

    3.1 Additions or Corrections to Agenda

4. **EXECUTIVE DIRECTOR'S REPORT**

5. **COMMITTEE REPORTS**

    5.1 Report from Management Team

6. **EXECUTIVE SESSION (if needed)**

7. **ACTION ITEMS**

    7.1 Approve Minutes of the previous meeting

    7.2 Approve Data Product Proof of Concept (POC) and related Data Collections from NSWERS partners

    7.3 Approve Contract for POC Technical Support

    7.4 Approve Engagement Letter to retain NSWERS Legal Counsel

    7.5 Approve NSWERS-NDOL Data Sharing Agreement

    7.6 Approve Delegation of Signature Authority

8. **ADDITIONAL BUSINESS**

9. **SPECIAL PRESENTATIONS AND DISCUSSIONS**

10. **INFORMATION ITEMS AND REPORTS**

11. **ADJOURNMENT**

Nebraska Statewide Workforce & Educational Reporting System (NSWERS)
Executive Council Meeting
Wednesday, August 26, 2020
9:30 a.m.
Varner Hall Boardroom, 3835 Holdrege Street, Lincoln, NE 68583

Publicized notice of the Executive Council meeting was given by posting the date, time, and location on the NSWERS.org website.

1.   **CALL TO ORDER** – President Dr. Susan Fritz called the meeting to order at 9:30 a.m.

   1.1   Roll Call

            Roll Call showed the following NSWERS members in attendance:

            Dr. Susan Fritz, President
            Dr. Paul Turman, Vice President
            Dr. Paul Illich, Member
            Dr. Matthew Blomstedt, Secretary/Treasurer

   1.2   Announcement of the placement of the Open Meetings Act information

            President Fritz announced that information regarding the Open Meetings Act is posted on the north wall in the Varner Hall Boardroom.

2.   **PUBLIC COMMENT PERIOD**

   No one appeared for public comment via ZOOM or in person.

3.   **PRESIDENT'S REPORT**

   3.1   Additions or corrections to agenda

            No agenda items were removed, added or corrected.

   3.2   Approve minutes of the previous meeting

            Approval of the August 5, 2020 minutes passed with a motion by Dr. Paul Turman, second by Dr. Paul Illich.

            | Dr. Susan Fritz | Yea |
            | Dr. Paul Turman | Yea |
            | Dr. Paul Illich | Yea |
            | Dr. Matthew Blomstedt | Abstain |

4. COMMITTEE REPORTS

    4.1   Report from the Management Team

        4.1.1   Update on the Department of Labor Agreement

        Dr. Kristin Yates reported that an agreement is close to being completed. Dr. Yates feels confident that a draft of the agreement will be ready for the next meeting of the Council set for October 12, 2020.

        4.1.2   Update on Cyber Security Insurance

        Dr. Yates updated the Council on the progress of attaining Cyber Security Insurance. Dr. Yates has had conversations with an appropriate individual to answer questions regarding attaining such coverage. However, since NSWERS is relatively new there are a lot of unknowns to appropriately answer questions on the required forms. It was suggested to wait and work on this with the new Executive Director. As a result, this topic will be placed on the agenda for the next Executive Council meeting.

5. EXECUTIVE SESSION (if needed)

No Executive Session held.

6. ACTION ITEMS

6.1   Approval of the University Management Agreement

Motion to Approve the University Management Agreement passed with a motion by Dr. Matt Blomstedt, second by Dr. Paul Illich.

The Executive Council members communicated their appreciation to the Management Team and attorneys for their quick advice and response in getting this document ready for consideration today.

Dr. Susan Fritz	Yea
Dr. Paul Turman	Yea
Dr. Paul Illich	Yea
Dr. Matthew Blomstedt	Yea

6.2   Approval of the hire of NSWERS Executive Director

Motion to Approve the hire of Dr. Matthew Hastings as the Executive Director of NSWERS passed with a motion by Dr. Paul Illich, second by Dr. Paul Turman.

Dr. Susan Fritz	Yea
Dr. Paul Turman	Yea
Dr. Paul Illich	Yea
Dr. Matthew Blomstedt	Yea

7.   UPDATE AND INFORMATION ITEMS

7.1   Discuss expectations of NSWERS Director

Dr. Hastings expressed his appreciation for being selected as NSWERS Director. His appointment begins on September 1, 2020. Dr. Hastings discussed his short and long term goals, that include having conversations with the Executive Council members, NSWERS Management Team and private stakeholders. Also, within a short period of time, Dr. Hastings plans to have a strategy in place for getting a structure lined out for NSWERS.

Council members discussed their goals, objectives and expectations. They are equally excited to be a part of this foundational partnership that will ultimately provide a great system benefiting all Nebraska students and educational systems.

8.   ADJOURNMENT

President Fritz adjourned the meeting at 10:01 a.m.

The next regularly scheduled NSWERS Executive Council meeting will be held on Monday, October 12, 2020, at 2:30 p.m. at a location TBD.

NSWERS Warehousing and Analysis Phase 1
Statement of Work

Introduction

The Nebraska Statewide Workforce and Educational Reporting System (NSWERS), a P-20W longitudinal data system designed to provide information on students in the Nebraska educational system from preschool through post-graduate degree attainment and entry into the workforce. NSWERS is a collaboration among the University of Nebraska, the Nebraska Department of Education, the Nebraska State College system, the six Nebraska community colleges (the "NSWERS partners") and colleagues at the Nebraska Department of Labor.

The overall goals of NSWERS is to enable seamless integration of data across educational and workforce systems, provide data literacy education and promote the use of this data to further evidence-based policy and practices across the educational systems of Nebraska. A prior stakeholder engagement activity[1] identified 13 initial use cases, of which the following two use cases were deemed the highest priority:

1. Track workforce outcomes by school and institution based on job placement—location (in-state/out-of-state), region (rural/urban), field of study/field of position, skills required, etc. — to better align education supply with labor demand and identify existing gaps.

2. Provide workforce outcomes data to feeder postsecondary institutions to drive program and educator improvement.

This effort represents a first step, proof of concept (POC) designed to provide examples for the types of use cases that NSWERS will ultimately be able to answer.

Scope

The scope of this effort is to create data mart structures and animated visualizations analyzing ten years of transitions for the high school graduating cohort of 2011 into postsecondary schools and into the workforce. The sources for the data are:

- **Nebraska Department of Education (K-12 data):** demographic and high school outcome data for the 2011 graduating class.

- **Nebraska Department of Education (National Student Clearinghouse[2] data):** postsecondary enrollment, transfer, persistence, and completion data across 3,600 institutions nationally, including public, private, for-profit, international, career, and technical institutions.

- **Nebraska Postsecondary Data:** enrollment and completion data submitted by the Nebraska University System, the Nebraska State College System, and Nebraska community colleges.

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[1] *Stakeholder Engagement Findings Report*, Nebraska Department of Education, Nov. 11, 2016
[2] https://www.studentclearinghouse.org/

- **Nebraska Department of Labor:** employment, industry, and wage data for workforce participants within Nebraska.
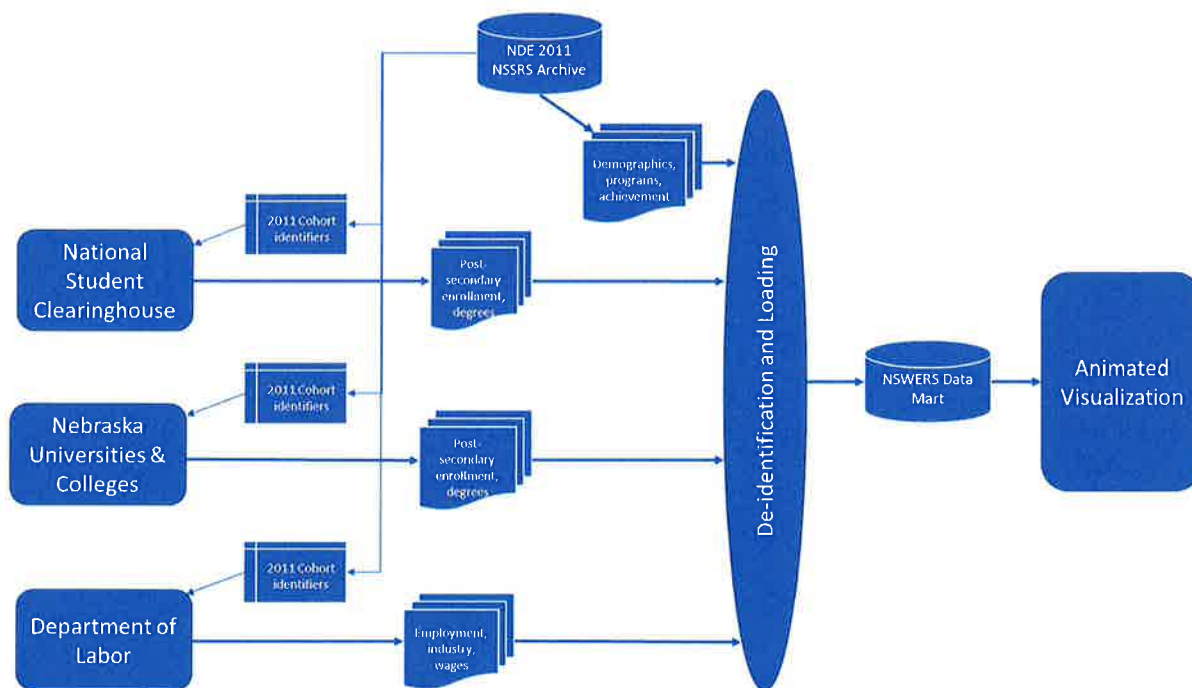
With Student1's support, NSWERS will coordinate data collection from the partner entities, including identifiers necessary to complete matching across sources, following established processes for matching data. The identifying information of the 2011 cohort is generated by NDE and provided to the other data owning partners.

Technical Approach

While the scope of the effort is focused on a specific visualization application, the technical approach will be to look forward, taking a meaningful step toward the full NSWERS implementation, as follows:

- The effort will produce a cloud-based solution that allows for an easy and seamless transition to NSWERS.

- The effort will produce a dimensional data mart that is representative of a future, complete NSWER data warehouse that can be easily integrated into the future system.

- Similarly, the system will reflect a keen attention to security:

    o The system will leverage the advanced security mechanisms provided by the Azure cloud.

    o The raw, granular (student-level) identified data received from the sources will be separated from the data mart that drives a public visualization.

    o The data mart will be de-identified, removing personally-identifiable information (PII), if any is received from the sources.

    o The NDE student ID will used for matching the raw data files from the various data sources; SSN will not be received from the data sources.

    o The data mart will not store the NDE student ID, but records will instead be replaced with a random string of characters (called a token) that has no meaningful value if breached.

- The data visualization will use an open source software library, enhancing its sustainability and the ease of future transition to NSWERS.

The approach is depicted in the figure below. Datasets are received from the four data sources identified above. The data sets for the cohort are matched and de-identified into a data mart.

An animated visualization will be developed to show the transitions the students made after high school to post-secondary institutions and into the workforce based upon developed research questions. Since will be inventing a new visualization for observing post-secondary and workforce transitions, the activity will be highly iterative and collaborative with NSWERS.

Tasks

The effort is organized into the following tasks:

1. **Define templates and process data from sources.** Collaborate with NSWERS to define the template to be used for each of the sources. Accept and process the data provided from the data sources.

2. **Define set of research questions and stories.** Collaborate with NSWERS to define the use cases and research questions to be addressed by the visualizations. Prioritize the targeted data stories to be addressed. Analyze the raw data to further discover data stories and to refine the prioritization.

3. **Refine design for the animated flow visualization.** Experiment with different variations and collaborate with NSWERS to design and refine the animated visualization flow visualizations.

4. **Develop de-identified dimensional data mart for the selected data.** Create a data mart, designed to be a slice of a future warehouse, for the data received for the cohort designed for querying and analysis.

5. **Load data into the data mart**, de-identifying by tokenizing the identifiers and performing any computations.

6. **Develop and refine the animated flow visualization.** Iteratively develop and refine the visualizations, in close collaboration with NSWERS, addressing as many of the research questions as possible within the timebox of the effort.

The effort is scoped to start October 12th and be completed by December 31st, 2020.

Estimates and Schedule

The effort is proposed as a fixed price effort of $75,000. Invoices for completed tasks will be submitted monthly net 30.

Task	Scheduled Completion	Price
1. Define templates and process data from sources	Oct 30	$ 5,520
2. Define set of research questions & stories	Oct 30	$ 4,480
3. Refine design for the animated flow visualization	Nov 6	$12,520
4. Develop anonymized dimensional data mart for the selected data	Nov 13	$13,120
5. Load data into the data mart	Nov 13	$ 3,240
6. Develop and refine the animated flow visualization	Dec 31	$36,120

PROPOSED AGENDA ITEM RATIONALE

DATE: October 2, 2020

TO: NSWERS Executive Council

FROM: Matthew J. Hastings, Ph.D.

PROPOSED AGENDA ITEM:

Authority to contract with Student1 for IT professional services.

RATIONALE/BACKGROUND INFORMATION:

The purpose of this contract is to provide IT professional services for the development of a proof of concept animated data visualization and related data mart structures to analyze ten years of transitions for the 2011 Nebraska high school cohort into postsecondary education and the workforce.

PROPOSED MEETING DATE:

October 12, 2020

ESTIMATED COST:

$75,000.00

NSWERS Warehousing and Analysis Phase 1
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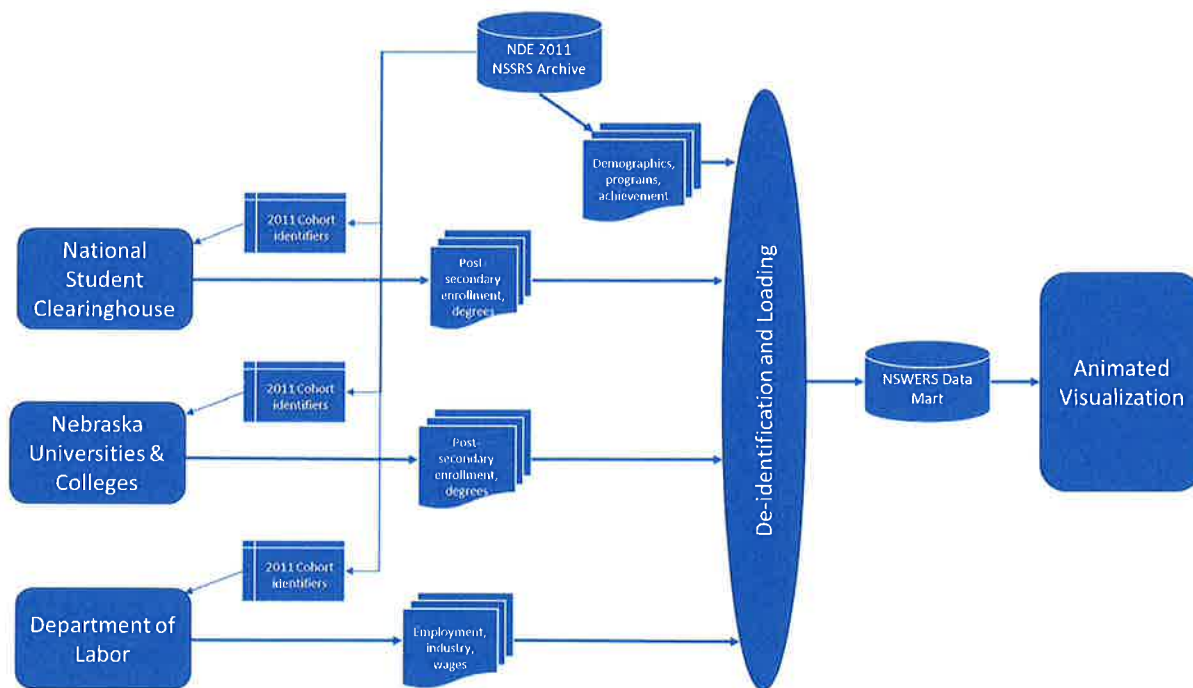
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KAREN A. HAASE *NE, IA, WY*
STEVE WILLIAMS *NE*
BOBBY TRUHE *NE, SD*

KSB
SCHOOL LAW

COADY H. PRUETT *NE, CO*
JORDAN JOHNSON *NE*
TYLER COVERDALE *SD*
SHARI RUSSELL, Paralegal

October 6, 2020

Dr. Matthew Hastings, Executive Director
Nebraska Statewide Workforce & Educational
     Reporting System (NSWERS)
142 Varner Hall
3835 Holdrege Street
Lincoln, NE 68583-0743

Re: *Legal Representation Agreement*

Dear Dr. Hastings,

We are delighted to confirm our agreement to serve as legal counsel for Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Our representation will begin upon our receipt of a copy of this Agreement. Our practice is to provide all clients with a written engagement letter so that you have a clear understanding of the terms of our representation of you and KSB School Law's policy for billing you for legal services.

We will charge hourly rates in connection with all of the work performed for NSWERS. We send statements each month and will send them by email to your attention. Our statements are due and payable each month. It is our firm's practice to record time in increments of one-tenth of an hour. We will assign tasks related to representing you among all of us, based on expertise, cost and availability. Karen Haase's current hourly rate is $315, Steve William's current hourly rate is $315.00 and Bobby Truhe's current rate is $275.00. Coady Pruett and Jordan Johnson are our associate attorneys. Coady's current hourly rate is $225.00 and Jordan's current hourly rate is $175.00. Shari Russell is our paralegal and her current hourly rate is $165.00. Any work completed by our law clerk will be billed at the hourly rate of $100.00. Our hourly rates are annually adjusted.

When our firm incurs various expenses such as photocopying, postage, mileage, and communications (long distance telephone and fax), we also include those costs in our monthly statements.

Dr. Matt Hastings
October 6, 2020
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KSB School Law is not requiring you to pay an up-front retainer. However, we reserve the right to do so in the event that specific circumstances arise hereafter that would, in our judgment, require the deposit of a retainer. Any retainer provided to us will be deposited in KSB School Law's trust account. By signing this Agreement, you give KSB School Law permission to collect fees and expenses from the retainer based on our monthly billing. KSB School Law will provide you with its statement of fees and expenses paid from the retainer. You may be called upon by KSB School Law, in our discretion, to replenish the retainer amount periodically. Any unused portion of the retainer remaining after all legal fees and expenses have been paid will be returned to you. You will not earn or be paid interest on the retainer.

Our representation of NSWERS will continue until the matter you have retained us to advise you upon is concluded, you terminate our agreement, or we withdraw from the representation. Our representation of you does not include tax advice. You may terminate our representation of you at any time, with or without reason. Your termination of KSB School Law's representation in no way relieves you of the obligation to pay for legal services that have been rendered and expenses incurred prior to the time of termination or that are necessitated to make an orderly transfer of our file materials. Likewise, KSB School Law reserves the right to withdraw from representation under circumstances permitted by the applicable rules of professional conduct. At the conclusion of our representation of you, we will retain your legal files for a period of 7 years after we close our files. At the expiration of the 7-year period, we may destroy these files unless you notify us in writing that you wish to take possession of them. We reserve the right to charge administrative fees and costs association with researching, retrieving, copying, and delivering such files.

KSB School Law has determined that there are no current conflicts of interest in our representation of you. However, as new matters arise in our ongoing representation of you, it is possible that new circumstances could present a conflict of interest concerning that new matter. If we become aware of a conflict we will promptly advise you and exercise our ethical obligation to withdraw or decline representation on the conflicting matter as required by the applicable rules of professional conduct. By signing this agreement, you acknowledge that we have informed you of the risks and the consequences of potential conflicts.

Dr. Matt Hastings
October 6, 2020
Page 3

Please give one of us a call or drop us an e-mail at ksb@ksbschoollaw.com if you have any questions about this engagement letter, any bill for services, or any other matter pertaining our representation of you.

Yours very truly,

KSB School Law, PC, LLO

Karen A. Haase
karen@ksbschoollaw.com

Approved and agreed to this ____ day of _____.

_____

Authorized Representative

AGENDA ITEM
Nebraska Statewide Workforce and Educational Reporting System ("NSWERS")
Meeting of Executive Council, October 12, 2020

Discuss, consider and take all necessary action with regard to the delegation of authority to the President of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") to execute all contracts and other documents related to the operations of NSWERS below $200,000 and all other contracts upon approval of such action or actions by the Executive Committee of NSWERS, or, in the President's absence or inability to sign such documents before a signature is needed, the Secretary-Treasurer is able to sign with the same delegation.

MOTION REGARDING PROPOSED DELEGATION OF AUTHORITY TO THE PRESIDENT OF THE NEBRASKA STATEWIDE WORKFORCE AND EDUCATIONAL REPORTING SYSTEM ("NSWERS")

Meeting of Executive Council, October 12, 2020

Motion made by _____, seconded by _____ that the Executive Council of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") should and does hereby delegate to the President of the Nebraska Statewide Workforce and Educational Reporting System ("NSWERS") the authority to execute all contracts and other documents related to the operations of NSWERS below $200,000 and all other contracts upon approval of such action or actions by the Executive Committee of NSWERS unless the Executive Committee specifically provides otherwise in its approval of such contracts or other documents, or, in the President's absence or inability to sign such documents before a signature is needed, the Secretary-Treasurer is able to sign with the same delegation. Such approval shall be reevaluated in two years.

The foregoing Motion having been read in its entirety, and after discussion and on roll call vote the following members voted in favor of passage and adoption of the foregoing motion: _____.

    The following members voted against the same: _____.
    The following members were absent or not voting: _____.

The above Motion having been consented to by more than a majority of the members of the Executive Committee of NSWERS was declared as (CHECK ONE]

[ ]   passed and adopted

[ ]   not passed and not adopted

by the *NSWERS – Executive Council* at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings Law.

DATED this 12th day of October, 2020.

Nebraska Statewide Workforce and Educational
Reporting System ("NSWERS") – Executive Council

BY: _____

President

_____

Secretary-Treasurer