

UEN Board Meeting

August 30, 2012 12:00 Noon
Dolores Doré Eccles Broadcast Center and IVC



UTAH EDUCATION NETWORK
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Utah Education Network Board Meeting

Agenda

August 30, 2012 12:00 Noon

12:00 Noon – Welcome

Approval of Minutes – Action (Denise)

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Closed Session

Report from Board Co-chairs on UEN Executive Director search

1. **Challenges/Opportunities Relative to Question 1:**
Whom do/should we serve and what do they need to do? No agenda items at this time.
2. **Challenges/Opportunities Relative to Question 2:**
What services do/should we provide so they can do what they need to do? No agenda items at this time.
3. **Challenges/Opportunities Relative to Question 3:**
How do/should we know we are doing a great job? No agenda items at this time.
4. **Challenges/Opportunities Relative to Question 4:**
How do/should we provide the service? No agenda items at this time.
5. **Challenges/Opportunities Relative to Question 5:**
How do/should we organize?
FY 2014 UEN Legislative Budget Request – Action (Lisa) 5
 1. Elementary K-6 Circuit Funding Phase 2 of 3
 2. Ongoing Capital Budget Replacement
 3. Learning Content Management System Infrastructure (Kaltura/Equella)

Other

Upcoming Meetings

UEN Board Meeting – September 21, 2012, 9:00 a.m.

Utah Education Network Board Meeting Minutes

Dolores Doré Eccles Broadcast Center and IVC

August 17, 2012

PRESENT: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Ray Walker and Denise Elwood-Secretary, Barry Walker – excused. UEN staff in attendance, Laura Hunter, Lisa Kuhn, Jim Stewart, Rich Finlinson.

Welcome and Introductions

Eric welcomed everyone to the August UEN Board Meeting.

Approval of Minutes from Previous Meeting

Minutes from the July 20, 2012 meeting were previously emailed to the Board Members plus a hard copy was provided at this meeting. **A motion was made and seconded to approve the minutes as submitted. The members present voted unanimously. THE MOTION CARRIED.**

A motion was made and seconded for this next portion of the business meeting to be a closed meeting. All those in favor: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Ray Walker. **THE MOTION CARRIED.**

A motion was made and seconded to adjourn the closed meeting. All those in favor: Clark Baron, Eric Denna, Brenda Hales, Christine Kearl, Gary Koeven, Dana Miller, Donna Jones Morris, Glen Taylor, Robert Wagner, Ray Walker. **THE MOTION CARRIED.**

A motion was made and seconded to close the acceptance of applications for the Executive Director position on Tuesday, August 21st at 5:00 p.m. The members present voted unanimously. THE MOTION CARRIED.

A motion was made and seconded to have the search committee review the applicants on Tuesday the 21st and submit those names to the UEN Board members during their closed meeting conference call on Wednesday, August 22nd at 8:00 a.m. The interviews will take place on Thursday August 30th, no more than 3 applicants. THE MOTION CARRIED.

Brenda extended a thank you on behalf of the Board members to the UEN staff for their work on the minutes, agenda items, information provided in the packets and for the packets being distributed in a timely fashion.

Tab 2a – Challenges/Opportunities Relative to Question 2:

CONTENT LEARNING MANAGEMENT “ECOSYSTEM”

Katie Garrett presented a PowerPoint to the Board members regarding the Learning Content Management System Infrastructure for Utah. Utah’s K-12 teachers and Higher Education faculty need a secure, efficient way to share with students digital educational resources such as videos, electronic textbooks, open educational resources and teacher’s own content. While the media use continues to rise, there needs to be a well-crafted infrastructure to manage it effectively. UEN proposes to leverage projects already underway on several campuses to create a single cloud-hosted repository that allows educators to create, share, and find multimedia resources. This statewide “media ecosystem” builds on existing investments and system-wide knowledge. Please refer to the handout for a more detailed description and diagram of how this “media ecosystem” would work.

Tab 2b – Challenges/Opportunities Relative to Question 2:

UEN “SHOULD” SERVICES

Laura Hunter shared with the Board members the attachments that are in DRAFT format, the Five “Should” questions summary from the UEN staff. Please refer to Tab 2b for a more detailed breakout on each question.

- 1. Whom should we serve and what do they need to do?** Recommendations were made from the Board members regarding which initiatives should be the top three priorities and they are as follows: Governor’s Education Excellence Commission, Promises to Keep, and Prosperity 2020. It was also suggested to keep this list as a working document.
- 2. What services should we provide so they can do what they need to do?** The Board members recommended to the UEN staff to keep progress going on this document.
- 3. How should we know we are doing a great job?** UEN staff made the suggestion that we need to do a better job in the “metrics” and that we need to be more clearly defined. After discussion with the Board members it was determined that once question number 2 is more defined, question number 3 will fall into place.
- 4. How should we provide the service?** The steps that are outlined under question 4 are a good process in how we provide our services. It was suggested by the Board members that Legislators and key stake holders be added to this list.
- 5. How should we organize?** It was suggested by the Board members that they not recommend how UEN is organized. They have confidence in UEN and their leadership team that they will organize how it best fits their needs.

Attachments were also included in the Board meeting materials that are the FY 2013 initiatives in Draft format. These items will be a continual work in progress. The next set of attachments are the List of UEN Services also in Draft format. There are several more informational columns that will be added going forward and they will include URL, metrics, depends on, cost, to name a few. The Board members also suggested that UTIPS be added to this initiative list.

Tab 3 – Challenges/Opportunities Relative to Question 3:

HOW DO/SHOULD WE KNOW WE ARE DOING A GREAT JOB?

There are no agenda items at this time.

Tab 4a – Challenges/Opportunities Relative to Question 4:

HOW DO/SHOULD WE PROVIDE THE SERVICE?

Laura shared with the Board members that UEN must adopt new policies designed to fulfill our commitment to diversity and meet new CPB guidelines. The Corporation for Public Broadcasting has, through a group of station leaders and its Board of Directors, implemented new requirements for diversity policy to be adopted by stations. UEN Board members are being asked to review the new requirements and policy language attached. Laura shared that this is the same as our current practices except:

1. This formalizes the policy
2. This adds a requirement for annual diversity training of staff, Board members and Advisory Council members (CPB offers other options for compliance, but some don't apply and this seemed the least cumbersome and most useful).

The Board members wanted to make sure that our legal department was looking over and approving this new Diversity Policy. This policy needs to be approved during the September Board meeting.

Tab 5a – Challenges/Opportunities Relative to Question 5:

UEN BYLAWS COMMITTEE

Gary Koeven presented the still in draft format of the UEN Bylaws. There were a couple of corrections to make: Section 4.2; 12.1; 12.2 & 12.3 – combine into one and renumber the remaining sections; remove 12.6; and 13.1.

Laura shared with the Board members that these Bylaws are still with David Jones in the State Office.

A motion was made and seconded to approve the Bylaws with the first reading and corrections made as discussed. THE MOTION CARRIED.

TERMS FOR BOARD MEMBERS LETTER

A copy of the letter to the Governor is included in Tab 5b.

Tab 5b – Challenges/Opportunities Relative to Question 5:

ADVISORY COMMITTEE UPDATE

Ray Walker shared with the Board members the list of names that have been submitted. They are still waiting for a few more names to come in and when they do Ray will provide a complete list of names and who they are representing.

Tab 5c – Challenges/Opportunities Relative to Question 5:

FY 2014 UEN LEGISLATIVE BUDGET REQUEST

Lisa Kuhn presented to the Board members the FY 2014 UEN Legislative Budget request. To see the complete detailed spreadsheet regarding these requests, please refer to Tab 5c. After a lot of discussion regarding the budget, it was suggested by the Board members that some adjustments and additions needed to be made. The Board recommended that this be reviewed again during our August 30th meeting.

Tab 5d– Challenges/Opportunities Relative to Question 5:

FY 2013 ALLOCATION OF ONE-TIME DOLLARS

Lisa Kuhn handed out a packet of spreadsheets that included an itemized breakout of funding priorities from Laura Hunter, Jim Stewart, and Dennis Sampson. Lisa confirmed there is money to cover these projects. The Board also recommended that the additional funding requests be prioritized and listed separately. The Board would like to look at the pending projects and determine if additional funding applications should be made. These items will be discussed at the Board meeting on August 30th.

A motion was made and seconded to approve the priorities for funding on pages 1 and 2 of the attachment for the current year. THE MOTION CARRIED.

Other Business

There was no other business to discuss at this time. Our next meeting will be August 30, 2012 from 8:00 a.m. to 3:00 p.m. at the Dolores Doré Eccles Broadcast Center and IVC, and this will include interviews in the morning portion of the meeting.

A motion was made and seconded to adjourn the August 17th Meeting. The members present voted unanimously. THE MOTION CARRIED.

Respectfully submitted,
Denise Elwood

FY 2014 UEN Legislative Budget Request – Action

Description

1. ELEMENTARY K-6 CIRCUIT FUNDING PHASE 2 OF 3

\$250,000 ongoing

UEN requests \$250,000 of ongoing funds for FY 2014. In FY 2013, the Utah Legislature appropriated \$250,000 for elementary and charter school connectivity. UEN matched the state funds with \$200,000 which was achieved from operating efficiencies. Schools districts and UEN participate in funding elementary Internet connections. However, depending on when schools upgraded their connections, UEN support for circuit charges is not equally applied. With the FY 2013 state appropriation, the K-6 schools circuit funding gap is now approximately \$900,000. UEN will make an ongoing funding request of \$250,000 this year and \$250,000 next year and continue to strive and achieve operational efficiencies of \$200,000 the next two years to provide equity for elementary circuit funding.

2. ONGOING CAPITAL BUDGET REPLACEMENT

\$1,700,000 ongoing

UEN requests \$1,700,000 ongoing for replacement of network, microwave system, and IVC operations and classroom equipment. The capital replacement budget includes replacement of network hardware and IVC equipment at schools and district offices that are reaching their estimated useful life (some as old as seven to ten years) as well as battery and UPS Systems, electrical equipment, and internal UEN data center and system server and storage hardware.

3. LEARNING CONTENT MANAGEMENT SYSTEM INFRASTRUCTURE (KALTURA/EQUELLA)

One-time \$1,026,000 for Licensing; \$453,000 ongoing

This request provides critical infrastructure software systems that work with the Learning Management System to provide multimedia elements for courses and instructional use. New state initiatives such as the Technology Intensive Concurrent Enrollment (TICE) courses and the use of electronic textbooks in K-12 require this media infrastructure. Kaltura encodes and streams video using new protocols that work for desktop and mobile devices. Equella provides cataloging and presentation of multimedia elements through the Canvas course system, Pioneer Library, and the teacher portal my.UEN. This supports all of K-12 and higher education and represents considerable cost-savings as compared to the institutional prices for these critical systems.

Recommendation

A spreadsheet outlining these new budget requests will be provided at the meeting. It is recommended that board members discuss then approve these requests.