

# **UEN Board Meeting**

---

October 26, 2012 9:00 a.m.

Dolores Doré Eccles Broadcast Center and IVC



UTAH EDUCATION NETWORK  
WWW.UEN.ORG



# Utah Education Network Board Meeting

## Agenda

October 26, 2012 9:00 a.m.

<b>1. Welcome and Introductions</b>	
<b>2. Approval of the Minutes – Action</b> .....	1
a. Attachment – Utah Education Network Board Meeting Minutes .....	3
<b>3. Closed Meeting</b> .....	7
a. Attachment – Reference Documents	
UEN Sections of Utah Law .....	9
Bylaws Draft .....	15
Memorandum of Understanding .....	18
<b>4. Detailed Services List with Cost Accounting – Discussion</b> .....	21
a. Attachment – Services Spreadsheet .....	23
<b>5. BTOP Opportunity – Action</b> .....	25
<b>6. Legislative Communication Plan – Discussion</b> .....	29
a. Attachment – Communication Plan .....	31
<b>7. UEN Network Security Assessments, Overview, Training and Tools – Discussion</b> .....	33
<b>8. UEN Bylaws Update – Discussion/Action</b> .....	35
a. Attachment – Draft Bylaws .....	37
<b>9. UEN Board Member Terms – Discussion</b> .....	39
<b>10. Advisory Council Report – Discussion/Action</b> .....	41
a. Attachment – Board Member Response to Advisory Council Questions .....	43

**11. Proposed 2013 UEN Board Meeting Dates – Discussion/Action**..... 47  
    a. Attachment – Proposed 2013 UEN Board Meeting Dates..... 49

**12. Other Business – Discussion** ..... 51  
    a. Attachment – Draft Performance Reports..... 53  
    b. Attachment – Infrastructure Request ..... 57

## **Upcoming Meetings**

UEN Board Meeting – December 6, 2012 at 9:00 a.m.

## **Approval of the Minutes – Action**

### **Description**

Minutes from the UEN Board meetings on September 21, 2012 and September 24, 2012 have been prepared by Denise Elwood and are presented for Board review and approval.

### **Recommendation**

This is an action item requiring Board approval.



## **a. Attachment – Utah Education Network Board Meeting Minutes**

Dolores Doré Eccles Broadcast Center and IVC  
September 21, 2012 9:00 a.m.

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

### **Welcome and Introductions**

Brenda welcomed everyone to the September UEN Board Meeting.

Brenda welcomed Ray Timothy, the newly selected UEN Executive Director to the meeting and extended congratulations on behalf of the UEN Board members. Ray begins on October 1st. Brenda read an editorial that was published in the Park Record newspaper about Ray Timothy and his many successes over the years.

### **Approval of Minutes from Previous Meeting**

Minutes from the August 30, 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 suggestion was made by Brenda regarding the agenda that if there are no items to discuss it be left blank. No need to type in "No agenda items at this time".

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

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

#### INSTRUCTURE DATA ISSUE

Brenda asked the Board members if there were any more questions or concerns regarding the media release that was issued by UEN on September 14, 2012. Rich Finlinson reported on which newspapers, online sites, radio and TV stations responded to UEN's news release or carried wire service versions of the story. There were no other questions by the Board.

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

### UEN FY 2013 INITIATIVES

Laura Hunter shared with Board members the list of FY 2013 initiatives and explained that the initiatives were staff projects. The questions were raised as to how much information should be passed on to the Board members; the frequency of information that is reported on during Board meetings, i.e. monthly, quarterly; is there more information that could be provided?

It was agreed that some type of a “decoder” be created so the Board members understood who the initials belonged to, and a better detailed brief description of the project is supplied. It was also recommended that maybe 2-3 items from each category may be highlighted in the Board meetings. The Board felt that they did not need to know the everyday operational projects that UEN is working on but more of the new projects or bigger projects hitting the pipeline. The Board also agreed that eventually it would be nice to see some budgetary impact on this form for each UEN project. The suggestion came up that this form be posted online so a more detailed list could be available, and that budget information instead be detailed in the Question 2 services list with cost accounting. The URL is: [www.uen.org/ueninfo/initiatives/index.shtml](http://www.uen.org/ueninfo/initiatives/index.shtml)

## **Tab 2c – Challenges/Opportunities Relative to Question 2:**

### DETAILED SERVICES LIST WITH COST ACCOUNTING

Lisa and Laura went through the spreadsheet and brought the Board members up to date on the list of services document. Lisa reported that the next steps would be working on cost allocations, FTE, resources, etc. An update will be given at the next Board meeting. This document is also a work in progress.

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

### UEN BYLAWS COMMITTEE

Gary Koeven asked Laura to give an update. Laura reported that legal counsel David Jones and The University of Utah, have reviewed and provided their recommendations regarding the UEN Bylaws. To see the completed draft document please refer to Tab 5a Attachment. Brenda expressed concerns that she had regarding the word “consortium” and how it was used in the draft of the bylaws. Laura agreed to set up a conference call or meeting so Brenda and legal counsel could meet regarding this.

It was also recommended that the UEN Board determine how the Executive Director will be evaluated for job performance.

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

### ADVISORY COUNCIL REPORT

Ray Walker has been actively working to fill the slate of advisory council representatives and passed out the spreadsheet with the names and groups that they represent. To see this spreadsheet please refer to Tab 5b Attachment. The Board recommended this change:

TCC-District should instead say “IT Directors” and should be represented by Jon Crawford.

**A motion was made and seconded to approve the UEN Advisory Council with the correction made as discussed. THE MOTION CARRIED.**



### **Tab5c– Challenges/Opportunities Relative to Question 5:**

#### BOARD MEMBER TERMS

Denise gave an update on the terms of the Board members and noted we were waiting for information from UCAT and the Public Education group. We are hoping to have the balance of the term limits information by the October Board meeting.

### **Tab 6c– 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 a detailed spreadsheet, please refer to Tab 6c. After discussion the Board suggested some adjustments and additions. The Board recommended that this be reviewed again during their next meeting.

There were a few more items that needed to be discussed under Tab 6 and have appropriate action taken on them, but due to the fact that these were not posted 24 hours in advance, the Board scheduled a conference call for Monday September 24th at 12:00 p.m.

**A motion was made and seconded to hold a conference call on Monday for the purpose of completing business. THE MOTION CARRIED.**

### **Other Business**

There was no other business to discuss at this time. **The next meeting will be September 24, 2012 from 12:00 p.m. to 1:00 p.m. via conference call.**

Our next face-to-face UEN Board meeting will be held on **October 26, 2012 at 9:00 a.m.** at the Dolores Doré Eccles Broadcast Center.

**A motion was made and seconded to adjourn the September 21st meeting. The members present voted unanimously. THE MOTION CARRIED.**

---

Dolores Doré Eccles Broadcast Center and Conference Call

September 24, 2012 12:00 noon

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

### **Welcome and Introductions**

Brenda welcomed everyone to the September UEN Board Meeting conference call.

## **Tab 6b – Other**

### UEN DIVERSITY GUIDELINES

Laura shared with the Board members the changes that had been made to the draft copy of the UEN Diversity guidelines that were presented in August. Legal counsel with the Office of Equal Opportunity and Affirmative Action at The University of Utah have reviewed the document. To see a copy of the new document please refer to Tab 6b Attachment.

**A motion was made and seconded to approve the UEN Diversity Guidelines as presented. Those in favor: Eric, Dana, Donna, Gary, Glen, Barry, Robert, Ray and Brenda. THE MOTION CARRIED.**

## **Tab 6c – Other**

### PRIORITIZE FY 2014 UEN LEGISLATIVE BUDGET REQUEST

Lisa Kuhn went through the four items that are on the FY 2014 Legislative budget request. To see a detailed breakdown of the four funding requests, please refer to Tab 6c. Lisa has had meetings with Laura, Jim and Ray regarding the priority of each project. They agreed to these priorities:

1. Ongoing Capital Budget Replacement - \$1.6 million
2. Learning Content Management System Infrastructure – \$1.026 million one-time and \$453,000 ongoing
3. UEN One-time Capital Replacement Microwave System and IVC Operations – \$3.4 million one-time
4. Elementary K-6 Circuit Funding Phase 2 of 3 – \$250,000 ongoing

Lisa and Laura wanted to remind the Board members that UEN will contribute or match \$200,000 towards priority 4 which is what UEN did last year with the funds that were allocated to the Circuit Funding project.

**A motion was made and seconded to approve the priorities for FY 2014 Legislative Budget as presented. Those in favor: Eric, Dana, Donna, Gary, Barry, Robert, Ray and Brenda. Those opposed: Glen. THE MOTION CARRIED.**

There was no other business to discuss at this time. Our next meeting will be **October 26, 2012 at 9:00 a.m.** at the Dolores Doré Eccles Broadcast Center.

**A motion was made and seconded to adjourn the conference call. Those in favor: Eric, Dana, Donna, Gary, Glen, Barry, Robert, Ray and Brenda. THE MOTION CARRIED.**

Respectfully submitted,

Denise Elwood

## **Closed Meeting**

### **Description**

Reference documents regarding UEN are included under this tab to assist Board members during the closed meeting discussion.

- UEN sections of Utah Law
- Bylaws draft
- Memorandum of Understanding re: Administrative Management



## a. Attachment – Reference Documents

### UEN Sections of Utah Law

[Title 53B](#) State System Of Higher Education ([Download](#))

[Chapter 17](#) University of Utah ([Download](#))

[<< Previous \(53B-16\)](#)

[\(53B-18\) Next >>](#)

- [\*\*Section 101\*\*](#) **Legislative findings on public broadcasting and telecommunications for education.**
- [\*\*Section 102\*\*](#) **Utah Education Network.**
- [\*\*Section 103\*\*](#) **General powers of University of Utah related to public broadcasting and telecommunication for education.**
- [\*\*Section 104\*\*](#) **Responsibilities of the State Board of Regents, the State Board of Education, the University of Utah, KUED - TV, FM, and UEN related to public broadcasting and telecommunication for education and government.**
- [\*\*Section 201\*\*](#) **Proceeds from federal land grants for a Miners' Hospital Reporting requirements.**
- [\*\*Section 202\*\*](#) **Use of funds -- Rehabilitation building.**
- [\*\*Section 301\*\*](#) **Unclaimed dead bodies -- Notice to School of Medicine; Preservation of dead bodies.**
- [\*\*Section 302\*\*](#) **Receipt for dead body -- Records.**
- [\*\*Section 303\*\*](#) **Use of unclaimed dead bodies for promotion of science.**
- [\*\*Section 304\*\*](#) **Failure to comply with chapter is a misdemeanor.**
- [\*\*Section 401\*\*](#) **College of Mines and Earth Sciences -- Beneficiary of grants -- Courses of study.**
- [\*\*Section 402\*\*](#) **Utah Engineering Experiment Station.**
- [\*\*Section 403\*\*](#) **Functions of the station.**
- [\*\*Section 501\*\*](#) **Research park authorized.**
- [\*\*Section 502\*\*](#) **Definitions.**
- [\*\*Section 503\*\*](#) **Administration through nonprofit corporations or foundation Control -- Authority of corporations or foundations -- Personnel considered employees of university.**
- [\*\*Section 504\*\*](#) **Powers of university as related to research park.**
- [\*\*Section 505\*\*](#) **City to provide services and facilities to research park and charges -- Disallowance of special improvement district special taxes.**
- [\*\*Section 506\*\*](#) **Agreements with Department of Transportation regarding research park roads.**
- [\*\*Section 601\*\*](#) **Utah Museum of Natural History -- Traveling exhibits and Outreach Programs.**
- [\*\*Section 602\*\*](#) **Acceptance of gifts.**
- [\*\*Section 603\*\*](#) **Curation and deposit of specimens.**
- [\*\*Section 701\*\*](#) **Utah Museum of Fine Arts.**
- [\*\*Section 702\*\*](#) **Acceptance of gifts.**
- [\*\*Section 801\*\*](#) **Title -- Definitions.**
- [\*\*Section 802\*\*](#) **Rocky Mountain Center for Occupational and Environmental Health at the university.**
- [\*\*Section 803\*\*](#) **Advisory board created.**
- [\*\*Section 804\*\*](#) **Reporting.**
- [\*\*Section 805\*\*](#) **Appointment and removal of director.**

Title State System Of Higher Education  
53B

Chapter University of Utah  
17

Section Legislative findings on public broadcasting and telecommunications for education.  
101

**53B-17-101. Legislative findings on public broadcasting and telecommunications for education.**

The Legislature finds and determines the following:

(1) The University of Utah's Dolores Dore' Eccles Broadcast Center is the statewide public broadcasting and telecommunications facility for education in Utah.

(2) The center shall provide services to citizens of the state in cooperation with higher and public education, state and local government, and private industry.

(3) Distribution services provided through the center shall include KUED - TV, KUER - FM, and KUEN - TV.

(4) KUED - TV and KUER - FM are licensed to the University of Utah.

(5) The Utah Education Network's broadcast entity, KUEN - TV, is licensed to the Utah State Board of Regents and, together with UEN, is operated on behalf of the state's systems of public and higher education.

(6) All the entities referred to in Subsection (3) are under the administrative supervision of the University of Utah, subject to the authority and governance of the State Board of Regents.

(7) This section neither regulates nor restricts a privately owned company in the distribution or dissemination of educational programs.

Amended by Chapter 150, 2006 General Session

Title State System Of Higher Education

53B

Chapter University of Utah

17

Section Utah Education Network.  
102

**53B-17-102. Utah Education Network.**

(1) (a) As used in this part, "Utah Education Network" and "UEN" mean a consortium and partnership between public and higher education established to:

(i) coordinate and support the telecommunications needs of public and higher education, public libraries, and entities affiliated with the state systems of public and higher education as approved by the Utah Education Network Board, including the statewide development and implementation of a network for education, utilizing satellite, microwave, fiber-optic, broadcast, and other transmission media;

(ii) coordinate the various telecommunications technology initiatives of public and higher education;

(iii) provide high-quality, cost-effective Internet access and appropriate interface equipment for schools and school systems;

(iv) procure, install, and maintain telecommunication services and equipment on behalf of public and higher education;

(v) develop or implement other programs or services for the delivery of distance learning as directed by law; and

(vi) apply for state and federal funding on behalf of public and higher education.

(b) In performing the duties under this Subsection (1), UEN shall:

(i) provide services to schools, school districts, and the public and higher education systems through an open and competitive bidding process;

(ii) work with the private sector to deliver high-quality, cost-effective services;

(iii) avoid duplicating facilities, equipment or services of private providers of public telecommunications service, as defined under Section **54-8b-2**;

(iv) utilize statewide economic development criteria in the design and implementation of the educational telecommunications infrastructure; and

(v) assure that public service entities such as educators, public service providers, and public broadcasters are provided access to the telecommunications infrastructure developed in the state.

(2) The University of Utah shall provide administrative management for UEN.

(3) (a) The Utah Education Network Board, which is the governing board for UEN, is created.

(b) The Utah Education Network Board shall be appointed as follows:

(i) (A) The State Board of Education shall appoint four members to represent the state system of public education.

(B) In selecting members to represent the state system of public education, the State Board of Education shall select members from different regions of the state and both urban and rural areas.

(ii) (A) The commissioner of higher education shall appoint four members to represent the state system of higher education.

(B) In selecting members to represent the state system of higher education, the commissioner of higher education shall select members from different regions of the state and both urban and rural areas.

(iii) The president of the Utah College of Applied Technology shall appoint one member to represent the Utah College of Applied Technology.

(iv) The governor shall appoint:

- 
- (A) one member to represent the state library; and
  - (B) one member to represent the Office of the Governor.
  - (c) Except as required by Subsection (3)(d), members shall be appointed to four-year terms.
  - (d) The governor, State Board of Education, and commissioner of higher education shall, at the time of appointment or reappointment, adjust the length of terms to ensure that the terms of Utah Education Network Board members are staggered so that approximately half of the Utah Education Network Board is appointed every two years.
  - (e) When a vacancy occurs in the membership for any reason, the replacement shall be appointed for the unexpired term.
  - (f) (i) The Utah Education Network Board shall elect:
    - (A) a cochair from the members representing the state system of public education; and
    - (B) a cochair from the members representing the state system of higher education.
  - (ii) The cochairs shall set the agenda for Utah Education Network Board meetings.
  - (4) A member of the Utah Education Network Board may not receive compensation or benefits for the member's service, but may receive per diem and travel expenses in accordance with:
    - (a) Section **63A-3-106**;
    - (b) Section **63A-3-107**; and
    - (c) rules made by the Division of Finance pursuant to Sections **63A-3-106** and **63A-3-107**.
  - (5) The Utah Education Network Board shall:
    - (a) hire an executive director for UEN, and may terminate the executive director's employment or assignment;
    - (b) determine the executive director's salary;
    - (c) annually conduct a performance evaluation of the executive director;
    - (d) establish policies the Utah Education Network Board determines are necessary for the operation of UEN and the administration of UEN's duties;
    - (e) advise UEN in:
      - (i) the development and operation of a coordinated, statewide, multi-option telecommunications system to assist in the delivery of educational services throughout the state; and
      - (ii) acquiring, producing, and distributing instructional content; and
    - (f) establish an advisory council to assist the Utah Education Network Board in performing its responsibilities under Subsection (5)(e).
  - (6) The executive director of UEN shall be an at-will employee.
  - (7) UEN shall locate and maintain educational telecommunication infrastructure throughout the state.
  - (8) Educational institutions shall manage site operations under policy established by UEN.
  - (9) Subject to future budget constraints, the Legislature shall provide an annual appropriation to operate UEN.
  - (10) If the network operated by the Department of Technology Services is not available, UEN may provide network connections to the central administration of counties and municipalities for the sole purpose of transferring data to a secure facility for backup and disaster recovery.

Amended by Chapter 16, 2012 General Session



Title  
53B State System Of Higher Education

Chapter  
17 University of Utah

Section  
103 General powers of University of Utah related to public broadcasting and telecommunication for education.

**53B-17-103. General powers of University of Utah related to public broadcasting and telecommunication for education.**

(1) Subject to applicable rules of the Federal Communications Commission and the State Board of Regents, the University of Utah shall:

(a) serve as the state's provider of public television services, with programming from the Public Broadcasting Service and other syndicated and locally produced programs;

(b) serve as the state's primary provider of public radio services, with programming from National Public Radio and other syndicated and locally produced programs; and

(c) subject to Section 53B-7-103, accept and use gifts and apply for and receive funds from federal and other sources to carry out the purposes of this part.

(2) Subject to future budget constraints, the Legislature shall provide an annual appropriation to operate KUED - TV.

(3) This section neither regulates nor restricts a privately owned company in the distribution or dissemination of educational programs.

Amended by Chapter 150, 2006 General Session

Title  
53B State System Of Higher Education

Chapter  
17 University of Utah

Section  
104 Responsibilities of the State Board of Regents, the State Board of Education, the University of Utah, KUED - TV, KUER - FM, and UEN related to public broadcasting and telecommunication for education and government.

**53B-17-104. Responsibilities of the State Board of Regents, the State Board of Education, the University of Utah, KUED - TV, KUER - FM, and UEN related to public broadcasting and telecommunication for education and government.**

(1) Subject to applicable rules of the Federal Communications Commission and Section 53B-17-102, the State Board of Regents, the State Board of Education, and the University of Utah, KUED - TV, KUER - FM, and UEN shall:

- (a) coordinate statewide services of public radio and television;
  - (b) develop, maintain, and operate statewide distribution systems for KUED - TV, KUER - FM, and KUEN, the statewide distance learning service, the educational data network, connections to the Internet, and other telecommunications services appropriate for providing video, audio, and data telecommunication services in support of public and higher education, state government, and public libraries;
  - (c) support the delivery of these services to as many communities as may be economically and technically feasible and lawfully permissible under the various operating licenses;
  - (d) cooperate with state and local governmental and educational agencies and provide leadership and consulting service for telecommunication for education;
  - (e) represent the state with privately owned telecommunications systems to gain access to their networks for the delivery of programs and services sponsored or produced by public and higher education;
  - (f) acquire, produce, coordinate, and distribute a variety of programs and services of an educational, cultural, informative, and entertaining nature designed to promote the public interest and welfare of the state;
  - (g) coordinate with the state system of higher education to acquire, produce, and distribute broadcast and nonbroadcast college credit telecourses, teleconferences, and other instructional and training services;
  - (h) coordinate with school districts and public schools to acquire, produce, and distribute broadcast and nonbroadcast telecourses, teleconferences, and other instructional and training services to the public schools;
  - (i) coordinate the development of a clearing house for the materials, courses, publications, media, software, and other applicable information related to the items addressed in Subsections (1)(g) and (h);
  - (j) coordinate the provision of the following services to public schools:
    - (i) broadcast, during school hours, of educational and administrative programs recommended by the State Board of Education;
    - (ii) digitization of programs for broadcast purposes; and
    - (iii) program previewing;
    - (k) share responsibility for Instructional Television (ITV) awareness and utilization; and
  - (l) provide teleconference and training services for state and local governmental agencies.
- (2) This section neither regulates nor restricts a privately owned company in the distribution or dissemination of education programs.

Amended by Chapter 16, 2012 General Session

# Bylaws Draft

## Utah Education Network Bylaws (DRAFT October 19, 2012)

### 1. Name and Authorization

- 1.1. The name of the organization is Utah Education Network (UEN). See Utah Code Annotated Title 53B, chapter 17, sections 101, 102, 103, and 104; hereinafter referred to as “Utah Law.”

### 2. Purpose

- 2.1. The purpose of UEN is to coordinate and support Utah’s educational technology infrastructure as described in Utah Law.

### 3. Principal Office

- 3.1. The principal office of UEN shall be the Dolores Doré Eccles Broadcast Center at 101 Wasatch Drive, University of Utah, Salt Lake City, Utah 84112.

### 4. Governing Board

- 4.1. The governing board of UEN (the “Board”) shall be composed as specified in applicable Utah Law.
- 4.2. Board members shall serve four-year terms except as specified otherwise in Utah Law.
- 4.3. Board members may be reappointed for additional terms at the discretion of the appointing entity (e.g., Board of Education, Governor, Commissioner).
- 4.4. If a Board member is unable to complete his or her term, the Board Co-Chairs will consult with the appointing entity with regard to an appropriate individual to complete the term.

### 5. Officers

- 5.1. The officers of the Board shall consist of two Co-Chairs, one representing higher education and one representing public education, both to be elected by the Board.
- 5.2. Co-Chairs shall be elected by and serve term lengths as determined by the Board.
- 5.3. Co-Chairs shall set the agenda for Board meetings, preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.
- 5.4. Co-Chairs will share these duties equally as determined by them.

### 6. Executive Director

- 6.1. The Board shall appoint an executive director (“Executive Director”) as specified in Utah Law.
- 6.2. The Board shall determine the salary for the Executive Director.
- 6.3. The Board shall conduct an annual performance evaluation of the Executive Director.
- 6.4. The Executive Director shall be an at-will employee as described in the employment offer letter to the Executive Director.

### 7. Meetings

- 7.1. Regular meetings will be held at a schedule and location to be agreed upon by the Board.
- 7.2. Special meetings may be held at any time when called for by the Co-Chairs or a majority of Board members.
- 7.3. Meetings shall be held in compliance with applicable open meeting laws.
- 7.4. Meetings shall be conducted using *Robert’s Rules of Order Newly Revised* (RONR) where consistent with other applicable laws and these bylaws.

### 8. Quorum and Voting

- 8.1. A majority of Board members constitutes a quorum.

- 8.2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
- 8.3. Passage of a motion requires a simple majority (i.e., one more than half the members present).

#### **9. Standards of Conduct**

- 9.1. The Board shall comply with all applicable federal and state laws and regulations, including, without limitation, the Utah Public Officers' and Employees' Ethics Act.
- 9.2. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.
- 9.3 Board members are entitled to protections of Utah law including the Governmental Immunity Act.

#### **10. Replacement of Board Members**

- 10.1. If the Board determines that a Board member is no longer fulfilling the obligations of the position, and notice has been given as determined by the Board, then the Co-Chairs may request of the appointing entity that a replacement be designated to fulfill the remainder of that member's term of office.

#### **11. Committees**

- 11.1. The Board shall establish an Advisory Council as described in Utah Law.
- 11.2. The Board may appoint standing and ad hoc committees as needed.

#### **12. Financial Responsibilities**

- 12.1. The Board will maintain an understanding of and guide UEN finances.
- 12.2. The Board will review, prioritize, and approve UEN's legislative budget request prior to submission to the Governor's Office of Planning and Budget and the Office of the State Legislative Fiscal Analyst.
- 12.3. The Board will review and approve annual UEN budgets.
- 12.4. The Board authorizes the Executive Director to make emergency expenditures to maintain operations as necessary without prior Board approval. Such expenditures shall be reviewed thereafter with the Board.
- 12.5. Financial governance of UEN shall follow practices of the administrative manager as contemplated in Utah Law UCA53B-17-102(2) whose fiscal year begins July 1 and ends June 30.

#### **13. Amendment of Bylaws**

- 13.1. These bylaws may be amended or repealed by a two-third vote of the Board members at any meeting provided a copy of the proposed amendment(s) are provided to each Board member at least one month prior to said meeting.

#### **14. Inspection of Bylaws**

- 14.1. The Board shall keep in its principal office and its website the original or a copy of these bylaws, as amended or otherwise altered to date, certified by the Co-Chairs of the Board and

the Executive Director, which shall be open to public inspection at all reasonable times during office hours.

**Revision History**

*Adopted: August 16, 1996*

*Amended: November 2001*

*February 21, 2003*

*February 20, 2004*

*April 2007*

*October 23, 2009*

*\_\_\_\_\_, 2012*

# Memorandum of Understanding re: Administrative Management

**THIS MEMORANDUM OF UNDERSTANDING** (this "MOU") is made and entered into as of the 18<sup>th</sup> day of May, 2012, by and between the **UTAH EDUCATION NETWORK**, a consortium and partnership between public and higher education established by Utah law (the "Consortium" or "UEN"), and the **UNIVERSITY OF UTAH**, a body politic and corporate of the State of Utah (the "University"); the Consortium and the University are collectively referred to herein as "Parties", or individually, as a "Party".

## RECITALS

- A. The Utah Education Network Board is the governing board of the Consortium.
- B. State law, currently Section 53B-17-101 et seq., states that the University shall provide administrative management for the Consortium.
- C. The purpose of this MOU is to set forth the Parties' current understanding regarding the administrative management provided by the University.

## TERMS

The Parties agree as follows:

### SITE HOSTING AND SERVICES.

General. The University shall provide administrative management services for the Consortium consistent with and subject to University policies and procedures and policies and procedures established by the governing board of the Consortium.

Staffing, Space and Related Resources. The University shall provide staffing, physical space and related furnishings, fixtures, equipment and IT resources as reasonably necessary to carry out the University's administrative management services for UEN and to the extent funded by legislative appropriations for UEN. The University shall also provide purchasing and central office processes as reasonably necessary to carry out the University's administrative management services for UEN and to the extent funded by legislative appropriations for UEN.

Contracting Authority. The University, pursuant to the direction of the Executive Director of UEN, shall have the authority to negotiate and sign contracts on behalf of the Consortium for UEN projects.

Legal Services. The Office of General Counsel at the University ("the OGC") will provide legal advice to the internal University unit carrying out the administrative management services for the Consortium. To the extent the Consortium or its governing board desires legal advice, the Education Division of the Utah Attorney General's Office will provide that advice.

**EXECUTIVE DIRECTOR.** The Consortium by and through its governing board determines the qualifications required for its Executive Director and oversees the Executive Director's performance. The Executive Director reports to and serves at the pleasure of the Utah Education Network Board, the governing board for the Consortium, which has the authority to select and direct the University to hire or dismiss an executive director. The Executive Director is an employee of the University and, as a University employee, is supervised by the University's Chief Information Officer and is subject to all University policies and procedures and all other applicable policies and procedures. The current job description for the Executive Director approved by the Parties is attached to this MOU as Exhibit A. The form offer letter and employment agreement approved by the Parties is attached to this MOU as Exhibit B.

**FUNDING.** The University's administrative management for UEN, including all staffing, resources and services provided for the Consortium by the University pursuant to this MOU, shall be funded entirely by legislative appropriations for UEN.

**AMENDMENT.** This MOU may be amended by mutual written agreement signed by the Parties.

**"The Consortium"**

**Utah Education Network**

By: Brenda Hales  
Name: Brenda Hales  
Title: Associate Superintendent

**"The University"**

**The University of Utah**

By: Eric L. Deana  
Name: Eric L. Deana  
Title: CIO - University of Utah





What services do/should we provide so they can do what they need to do? Q2

## Detailed Services List with Cost Accounting – Discussion

### Description

Additional work has been done on the detailed UEN services list with cost accounting. The list is designed to provide greater detail and accountability for our strategic planning Question 2:

*What services do we provide so they can do what they need to do?*

In the last month, UEN managers and the accounting team have determined the allocation of personnel across the services. Operational budget allocation is also a work in progress and is presented for Board information.

### Recommendation

Board members are invited to review and provide feedback on this draft. This is an information item, no further action is required of the Board at this time.



a. Attachment – Services Spreadsheet

The Draft UEN Detailed Services List with Cost Accounting will be discussed during the October 26, 2012 UEN Board Meeting



What services do/should we provide so they can do what they need to do? Q2

## BTOP Opportunity – Action

### Description

Board members are asked to discuss and approve additional opportunities with the BTOP funds.

### Background

Board members may recall their April decision to expand the BTOP project to include 100Gbps fiber on the Metro Ring. Since that time, the BTOP grant administrators have notified UEN that they would consider an additional request to spend the remaining BTOP funds totaling \$3 million.

Based on the restrictions of the funding, Utah's goals for a robust network, and the very tight timeline involved, staff suggest the Board discuss the project outlined below. Board members are asked to discuss and endorse this approach.

UEN proposes the following plan that will accomplish key upgrades to the central core of the network using non-state funds and benefitting all UEN customers. Additional equipment and build-out of the Downtown Data Center (DDC) is also part of this project as outlined in the chart below, and illustrated in the maps on the following pages.

1. Upgrade routers in three network hubs from 10GE to support 100GE: USU, DDC, EBC. Six Cisco ARS's would be purchased.	\$1,800,000
2. Upgrade the Level 3 100 GE Router : replaces 10GE router that's been in place for five years. One Cisco ASR would be purchased.	\$300,000
3. Add two 100GE wavelengths on the metro DWDM network: USU to DDC and from DDC to LEVEL3. Ciena DWDM equipment would be purchased.	\$750,000
4. Install distribution routers at Downtown Data Center: enables provision of customer connections in the DDC, need to be purchased along with the DDC backbone router upgrade listed in item 1 above.	\$500,000
<b>TOTAL</b>	<b>\$3,350,000</b>

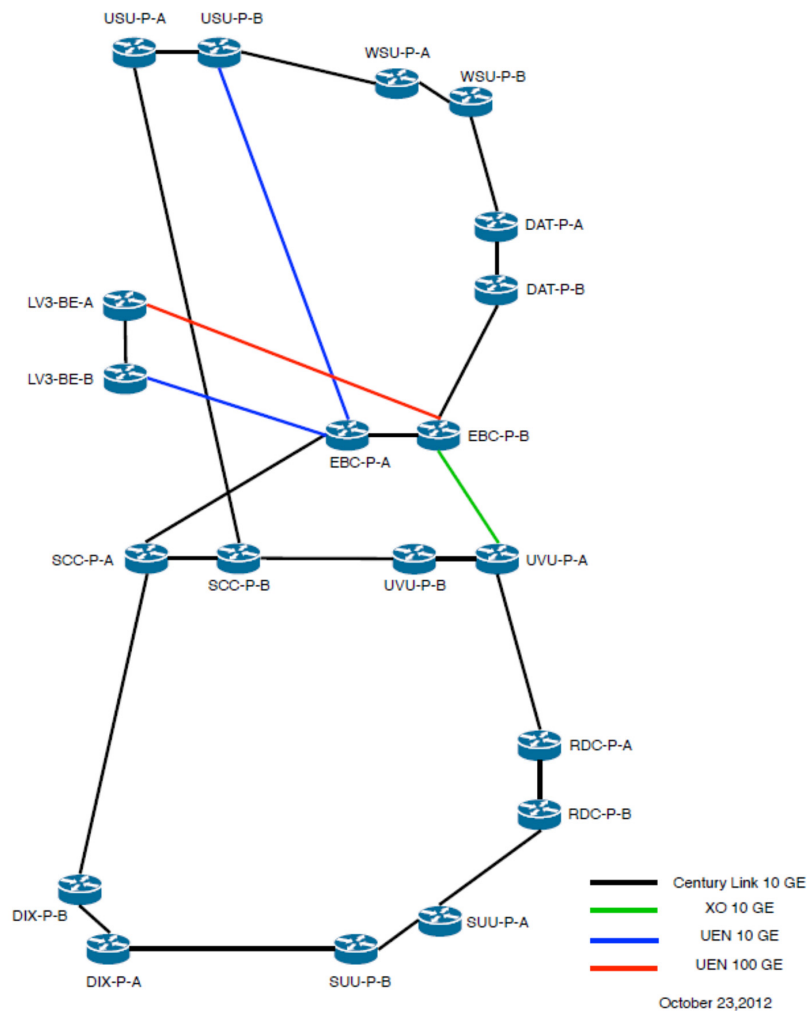
BTOP requires matching funds. These funds were set aside by the University of Utah's Office of Sponsored Projects when UEN originally received the grant. UEN is requesting that the remaining matching funds in our BTOP grant be used to fund these upgrades. No additional matching funds are required.

## Benefits

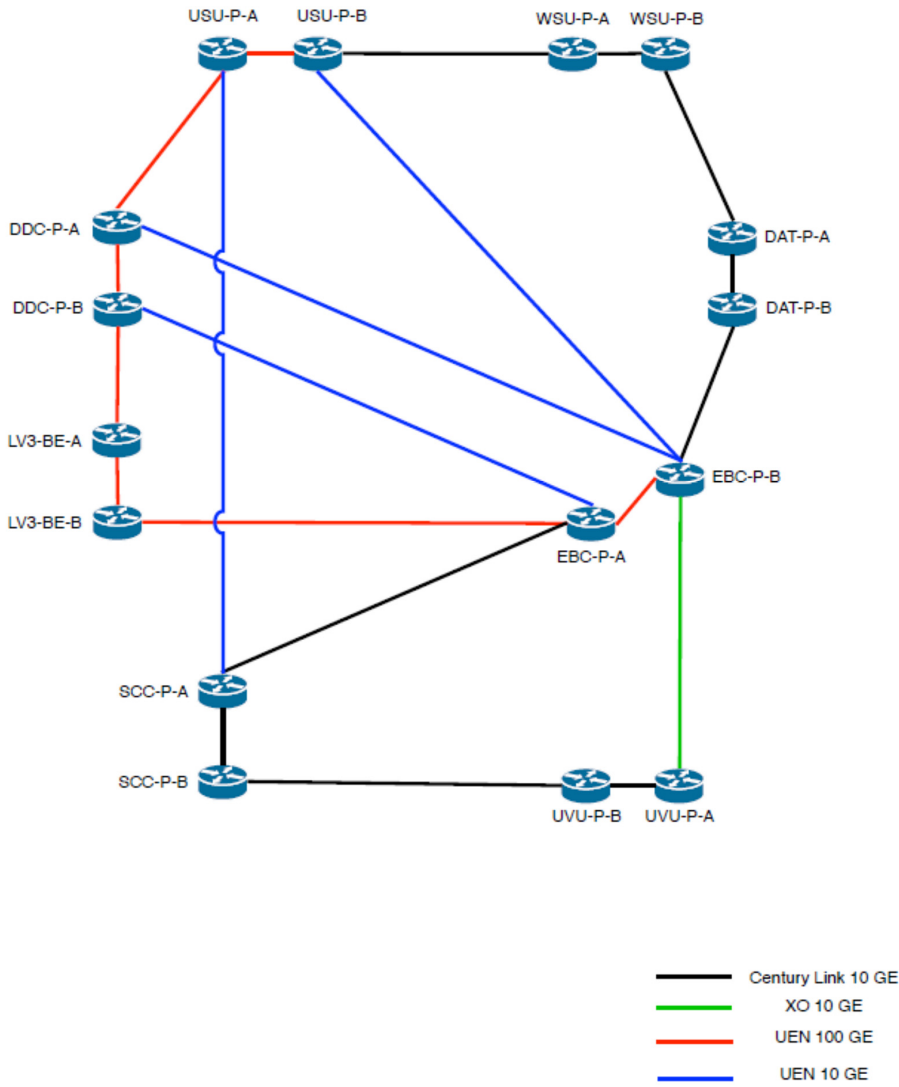
The proposed project offers several benefits:

- Brings greater redundancy to the core UEN network.
- These projects would not qualify for E-Rate. This project allows UEN to use non-state funds to accomplish key network objectives without the state having to incur the entire cost.
- Equips the Downtown Data Center with necessary capacity to meet future expansion needs.
- Moves Key portions of the network to next generation 100G.
- Positions UEN to effectively address increasing network demands from research initiatives, 1:1 computing projects and ever increasing use of video-conferencing, along with other stakeholder driven needs.

## UEN Backbone Summer 2013



# Proposed 100GB Backbone Upgrades



October 23, 2012

## Recommendation

Board members are asked to discuss the project outlined. This is an action item and Board approval is requested.





## **Legislative Communication Plan – Discussion**

### **Description**

The 45-day general session of the Utah Legislature will convene on Capitol Hill January 28, 2013. UEN's approach with lawmakers will build upon the successful approach we used last year.

To obtain our annual funding request our plan is to build and maintain relationships with legislators and in the process convey information about UEN's accomplishments and initiatives. We will also seek to respond effectively and transparently to any questions or concerns. An outline for the research, planning, implementation and evaluation of this approach is attached.

### **Recommendation**

This is an information item. No further action is required of the Board members at this time.



## a. Attachment – Communication Plan

### UEN LEGISLATIVE COMMUNICATION PLAN – DRAFT 10/17//2012

#### 1. Research

- a. "One of nation's best networks"– *Kelly McDonald report, Feb 2012*
- b. "Not a single negative comment"– *Eric Denna, Mar 2012*
- c. "Maintain and improve bandwidth while providing teacher resources"– *online survey of 143 users, May 2012*
- d. "UEN is great but don't let 'nice-to-have' things jeopardize your essential connectivity and training. Beware of mission creep." – *Ray Timothy's informal research, August 2012*

#### 2. Planning

- a. Problem: Lack of "tone lock" on who we serve, what we provide and how we measure success (Questions 1,2,3)
- b. Publics – Lawmakers, education leaders, UEN employees
- c. Objectives – short term
  - i. Introduce new leadership (Ray Timothy and UEN board)
  - ii. Thank, listen, respond transparently
  - iii. Secure the requested appropriation
- d. Objectives – longer term – year round approach – crisis plan
- e. Strategy – build and maintain relationships with mission-critical publics through multiple interpersonal strategies:
  - i. 1-on-1, face-to-face, informal interaction
  - ii. Small group interaction
  - iii. Larger group presentations

#### 3. Implementation

- a. Messaging
  - i. UEN networks for education and is a premier provider.
  - ii. UEN's new leadership is focused on state education goals.
  - iii. UEN's funding request helps us support those goals.
- b. Tactics
  - i. Updated 1-page background and budget documents for lawmakers
  - ii. Updated UEN brochure with map, services, budgets and performance measures
  - iii. Updated UEN video
  - iv. New UEN website and QR code with above update
- c. Activities
  - i. UEN all-staff meeting – October 8 – DONE
  - ii. Tours of UEN – School Superintendents – December 5
  - iii. Tours of UEN – Legislators – TBD
  - iv. BTOP Completion Celebration and New Year Preview – December
  - v. Legislative hearings – January through March

#### 4. Evaluation

- a. Research – How well did we pinpoint SWOT?
- b. Planning – What did we learn in the process?
- c. Implementation – How effectively did we accomplish our objectives?
- d. Longer Term Implications – How well are we poised to move forward?



## **UEN Network Security Assessments, Overview, Training and Tools – Discussion**

### **Description**

This report summarizes recent work from the UEN Network Security team and is provided as an information item.

### **Background**

Several recent activities provide a general overview of how UEN secures the network and provides security support for districts, schools, and institutions. The following report outlines some recent security activities:

#### **UEN UTAHSAINT CONFERENCE**

October is Cyber Security Awareness Month in the state of Utah. It is no coincidence that we chose this month to hold the UtahSAINT Security Conference. UtahSAINT is a grassroots organization that provides professional learning and support for security professionals from Utah school districts, institutions, and charter schools. UEN leads this effort.

The UtahSAINT organization recently concluded its 11th annual network security conference in St. George, Utah. The popularity and scope of this conference has grown in recent years, and this year we sold out the conference in six days. Just over 150 people attended the event. More information about the conference and a full agenda are available online at:

*<http://www.utahsaint.org/>*

#### **UEN NETWORK SCANNING**

Several security efforts are part of the standard practices at UEN. For example, every UEN network infrastructure device is scanned monthly. The results of that scan are reviewed each month and any mitigation tasks, when needed, are performed immediately.

The Security department performs a monthly scan on all UEN servers and resources. The results are provided and discussed in the Unix Administration (UA)/Security meeting following the scan. Results are discussed, remediation plans are made and assignments are agreed upon and completed.

The Security department performs nightly scans on the UEN video infrastructure. This ensures that as new devices get placed on the network they are properly configured to guard against being immediately compromised.

Findings of these scans include full reports of current vulnerabilities and any other issues needing to be addressed. Scans can be provided to the Board to provide greater detail if requested.

UEN maintains comprehensive flow data for our Internet links. This allows UEN to track a variety of security related issues and attacks. We currently do not process net flow data internally due to technological issues. UEN is looking into this issue and will provide a recommended solution as part of a more detailed plan.

Additionally, UEN performs a comprehensive self-assessment of its infrastructure every six months. This is directed and performed by the UEN security department.

### **Recommendation**

Effective security requires implementation of best practices and constant vigilance. The UEN security team needs additional personnel, so we're engaged in planning to address this including re-focusing existing UEN staff and a comprehensive review of resources. In the coming months the UEN security manager and leadership team will develop a strategic plan for security including a request for increased resources. Additional planning is expected to be complete in early 2013 and will be brought to the board as determined by the Executive Director.

Board members who would like a tour of the Network Operations Center and demonstration of UEN-developed security tools are asked to contact Jim Stewart or Troy Jessup. This is an information item, additional information will be brought to the UEN Board as it's developed.

## **UEN Bylaws Update – Discussion/Action**

### **Description**

The UEN Bylaws subcommittee and Board members have been working to revise and update the bylaws. A draft version was presented at the September Board meeting. Co-chairs Brenda and Eric have continued to work on the bylaws and will share an update with the Board.

### **Recommendation**

It is recommended that the UEN Board discuss and approve the attached bylaws.





## a. Attachment – Draft Bylaws

### Utah Education Network Bylaws (DRAFT October 19, 2012)

#### 1. Name and Authorization

1.1. The name of the organization is Utah Education Network (UEN). See Utah Code Annotated Title 53B, chapter 17, sections 101, 102, 103, and 104; hereinafter referred to as “Utah Law.”

#### 2. Purpose

2.1. The purpose of UEN is to coordinate and support Utah’s educational technology infrastructure as described in Utah Law.

#### 3. Principal Office

3.1. The principal office of UEN shall be the Dolores Doré Eccles Broadcast Center at 101 Wasatch Drive, University of Utah, Salt Lake City, Utah 84112.

#### 4. Governing Board

4.1. The governing board of UEN (the “Board”) shall be composed as specified in applicable Utah Law.

4.2. Board members shall serve four-year terms except as specified otherwise in Utah Law.

4.3. Board members may be reappointed for additional terms at the discretion of the appointing entity (e.g., Board of Education, Governor, Commissioner).

4.4. If a Board member is unable to complete his or her term, the Board Co-Chairs will consult with the appointing entity with regard to an appropriate individual to complete the term.

#### 5. Officers

5.1. The officers of the Board shall consist of two Co-Chairs, one representing higher education and one representing public education, both to be elected by the Board.

5.2. Co-Chairs shall be elected by and serve term lengths as determined by the Board.

5.3. Co-Chairs shall set the agenda for Board meetings, preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.

5.4. Co-Chairs will share these duties equally as determined by them.

#### 6. Executive Director

6.1. The Board shall appoint an executive director (“Executive Director”) as specified in Utah Law.

6.2. The Board shall determine the salary for the Executive Director.

6.3. The Board shall conduct an annual performance evaluation of the Executive Director.

6.4. The Executive Director shall be an at-will employee as described in the employment offer letter to the Executive Director.

#### 7. Meetings

7.1. Regular meetings will be held at a schedule and location to be agreed upon by the Board.

7.2. Special meetings may be held at any time when called for by the Co-Chairs or a majority of Board members.

7.3. Meetings shall be held in compliance with applicable open meeting laws.

7.4. Meetings shall be conducted using *Robert’s Rules of Order Newly Revised (RONR)* where consistent with other applicable laws and these bylaws.

#### 8. Quorum and Voting

8.1. A majority of Board members constitutes a quorum.

8.2. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

8.3. Passage of a motion requires a simple majority (i.e., one more than half the members present).

**9. Standards of Conduct**

- 9.1. The Board shall comply with all applicable federal and state laws and regulations, including, without limitation, the Utah Public Officers' and Employees' Ethics Act.
- 9.2. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.
- 9.3 Board members are entitled to protections of Utah law including the Governmental Immunity Act.

**10. Replacement of Board Members**

- 10.1. If the Board determines that a Board member is no longer fulfilling the obligations of the position, and notice has been given as determined by the Board, then the Co-Chairs may request of the appointing entity that a replacement be designated to fulfill the remainder of that member's term of office.

**11. Committees**

- 11.1. The Board shall establish an Advisory Council as described in Utah Law.
- 11.2. The Board may appoint standing and ad hoc committees as needed.

**12. Financial Responsibilities**

- 12.1. The Board will maintain an understanding of and guide UEN finances.
- 12.2. The Board will review, prioritize, and approve UEN's legislative budget request prior to submission to the Governor's Office of Planning and Budget and the Office of the State Legislative Fiscal Analyst.
- 12.3. The Board will review and approve annual UEN budgets.
- 12.4. The Board authorizes the Executive Director to make emergency expenditures to maintain operations as necessary without prior Board approval. Such expenditures shall be reviewed thereafter with the Board.
- 12.5. Financial governance of UEN shall follow practices of the administrative manager as contemplated in Utah Law UCA53B-17-102(2) whose fiscal year begins July 1 and ends June 30.

**13. Amendment of Bylaws**

- 13.1. These bylaws may be amended or repealed by a two-third vote of the Board members at any meeting provided a copy of the proposed amendment(s) are provided to each Board member at least one month prior to said meeting.

**14. Inspection of Bylaws**

- 14.1. The Board shall keep in its principal office and its website the original or a copy of these bylaws, as amended or otherwise altered to date, certified by the Co-Chairs of the Board and the Executive Director, which shall be open to public inspection at all reasonable times during office hours.

**Revision History**

*Adopted: August 16, 1996*  
*Amended: November 2001*  
*February 21, 2003*  
*February 20, 2004*  
*April 2007*  
*October 23, 2009*  
*\_\_\_\_\_ , 2012*

## UEN Board Member Terms – Discussion

### Description

The table below outlines Board member terms. Dana and Brenda will provide an update on the missing data for UCAT and Public Education representatives.

BOARD MEMBER	APPOINTED BY	REPRESENTS	YEAR	YEAR	YEAR	YEAR
<b>Clark Baron</b>	State Board of Education	Public Education	2012	2013		
<b>Brenda Hales</b>	State Board of Education	Public Education	2012	2013	2014	2015
<b>Glen Taylor</b>	State Board of Education	Public Education	2012	2013		
<b>Barry Walker</b>	State Board of Education	Public Education	2012	2013	2014	2015
<b>Eric Denna</b>	Commissioner Higher Education	Higher Education	2012	2013	2014	2015
<b>Gary Koeven</b>	Commissioner Higher Education	Higher Education	2012	2013		
<b>Robert Wagner</b>	Commissioner Higher Education	Higher Education	2012	2013	2014	2015
<b>Ray Walker</b>	Commissioner Higher Education	Higher Education	2012	2013		
<b>Donna Jones Morris</b>	Governor	State Library	2012	2013		
<b>Christine Kearl</b>	Governor	Office of the Governor	2012	2013	2014	2015
<b>Dana Miller</b>	President of UCAT	UCAT	2012	2013		

### Recommendation

This is an information item. No further action is required of the Board members at this time.



## Advisory Council Report – Discussion/Action

### Description

Board members have provided feedback on processes for the Advisory Council. Ray Timothy will provide an update for Board discussion.

### Background

The slate of Advisory Council members was finalized in the September Board meeting. Since then, Ray has received feedback and suggestions from Board members on how the Council should function and support the work of the Board.

A summary of feedback is included under this tab.

### Recommendation

It is recommended that Board members discuss the processes for the Advisory Council and determine the next steps.



## **a. Attachment – Board Member Response to Advisory Council Questions**

### **QUESTION #1 WHAT IS THE LENGTH OF THE TERMS FOR ADVISORY COUNCIL MEMBERS?**

- *Some 2 yr and some 4 yr so that terms can be staggered.*
- *Two years.*
- *Two to three years. Sometimes two years is not enough to fully understand your role and responsibility.*
- *I suggest 4 years because sometimes it takes a year or two to understand the issues.*
- *Two years is okay but please consider four-year terms. UEN has to deal with many complex technical and pedagogical strategies. Sometimes it takes awhile to understand what is going on. If we have two-year terms, the members should be able to be re-appointed.*
- *I think two years is sufficient. I like the idea of rotating experts in the given fields, however, two years gives them enough time to contribute.*

### **QUESTION #2 HOW SHOULD THE TERMS BE STAGGERED?**

- *If you have two and four year terms... it could be like the Board. As similar as possible is a good idea.*
- *During the first advisory council meeting draw lots to see who has a one-year initial term and who has a two year initial term. I would probably group the lots by common interest (draw lots for the UEN employees together) so that there is no chance they would all rotate on or off the same year.*
- *Recommend that we stagger terms on odd and even years to ensure continuity of representation for both public and higher ed. I have included those representatives we have discussed as well as the new suggested representatives.*
  - ◆ *Odd Years:*
    - *Large School Higher Ed Representative*
    - *Rural Public Ed Representative*
    - *Other Representatives*
      - *Telco / Legislative / DWS*
    - *Charter School Representative*
    - *Private School Representative*
  - ◆ *Even Years:*
    - *Small School Higher Ed Representative*
    - *Urban Public Ed Representative*
    - *ATC Representative*
    - *USOE Representative*
    - *Other Representatives*
      - *State ITS / Economic Development / Public Library*

- *Staggered terms, perhaps with half appointed to 2 year terms and the remainder to 4 year terms.*
- *There is no need to stagger terms. Natural attrition will likely get the terms to be staggered anyway. If we must stagger terms, simply number the council members in each section of the color coded sheet that Ray Walker provided and stagger the terms with the even and odd numbers.*
- *Yes, I would stagger the appointments annually – so that not all Advisory members change at the same time. Odd and even fiscal years seems logical to me.*

**QUESTION #3 WHAT IS THE PROCESS FOR REPLACEMENT OF COUNCIL MEMBERS THAT MAY NEED TO RESIGN?**

- *Board appoints with advice from those they can reach.*
- *Appointing entity.*
- *Have the Advisory Council recommend a name to the Board for approval.*
- *Board select replacement because the positions are not necessarily associated with a specific entity.*
- *Have the appointing entity suggest a name and then the UEN Board would take action to approve the replacement.*
- *If I understand the question correctly, I think the Board should be responsible for replacing members of the Advisory Council.*

**QUESTION #4 WHAT KIND OF COMMUNICATION SHOULD BE SET UP? – UEN STAFF LIAISONS, LEVEL OF BOARD INVOLVEMENT, COMMUNICATION BETWEEN BOARD, COUNCIL, AND STAFF?**

- *Staff liaisons attend and report in writing and orally only on points that need more discussion. There should be a combined meeting-retreat of the Advisory Council and the Board at least once a year.*
- *Open invitation to the Board to attend all advisory council meetings, official communications comes from the co-chairs who report findings, suggestions, requests, etc. to the Board in open meeting.*
- *The advisory committee should have a member (voting or non-voting) of the UEN staff as part of their Board to help improve communication between staff and the advisory board.*
  - *The advisory board should select a chair and Vice-chair (one from higher ed and one from public ed) to act as spokespersons / for the committee to the Board.*
  - *The two co-chairs should meet with the Board on a regular basis.*
- *Not sure here... perhaps 1-2 Board of Directors members assigned to attend the Advisory Committee meetings. Also suggest appointing one UEN staff member from each of the functional areas. These could communicate back to UEN and the B of D.*



- *The advisory council is there to provide input to the UEN Board to help us meet the needs of our stakeholders. Council members should be encouraged to attend the UEN Board meetings in person or view the stream provided. When the Council meets, the UEN staff will provide information on key issues as they determine the need and/or as requested by the Board.*
  - *The technical services and instructional services format used with the prior steering committee worked well.*
  - *Committees or sub-groups formed by the council could report to the UEN Board as needed with the advisory sub-committee chairs taking the lead.*
  - *The UEN staff could provide “Board Briefs” to the council members giving the highlights of each Board meeting.*
- *I envision there being time at each UEN Board meeting for the Advisory Council to report on their activities. I would stress that the Advisory Council works for the Board, and not the UEN staff. Communication should be between a designated Advisory Council Member(s) and the Board. The Council can call on UEN staff as the need arises.*

#### **QUESTION # 5 HOW FREQUENTLY SHOULD THE ADVISORY COUNCIL MEET?**

- *Quarterly*
- *Quarterly*
- *Quarterly with the option to meet more often if a specific need arises.*
- *Yes, quarterly should be often enough.*
- *Start out with quarterly meetings or more often as needed for a while. Then determine if quarterly meetings are enough.*
- *I would say quarterly (but, more frequent meetings or subcommittee meetings may be necessary as the Council fulfills its responsibilities.)*

#### **QUESTION #6 WHAT IS THE ROLE OF THE ADVISORY COUNCIL IN MEETINGS, RETREATS, OTHER PLANNING ACTIVITIES?**

- *Their job is to give opinions, information, and recommendations to the Board.*
- *I think they should send reports to Board meetings, retreats, etc. Members may be invited to participate in meeting depending on the topic being addresses.*
- *The Chair and Vice-Chair should be invited to Board meetings, retreats, and other planning activities.*
- *I suggest that the advisory council provide reports to the Board on key issues. If we have Board representation on the Council, that should suffice.*
- *The retreat audience should be determined by the Executive Director and the UEN Board with input from the staff. Invite the advisory council as needed.*
- *Because the Advisory Council is set up by expertise areas, I see the Council members participating in Board meetings, retreats, etc... when their expertise is needed.*

**QUESTION #7 WHAT IS THE PROCESS FOR SETTING THE COUNCIL AGENDA AND REPORTING THEIR ACTIVITIES TO THE BOARD? – PERHAPS A DRAFT AGENDA IS CIRCULATED WITH ITEMS COMING FROM THE COUNCIL ITSELF, UEN STAFF, THE BOARD, AND OTHER CONSTITUENT GROUPS?**

- *The plan as listed sounds good.*
- *Circulated agenda. Reporting – official communication comes from co-chairs who report findings, suggestions, requests, etc. to the Board in open meeting.*
- *Chair should set the agenda with recommendation for agenda items from advisory committee members, UEN staff, and Board members.*
- *See above.*
- *The Executive Director and the UEN leadership will build a tentative agenda and the co-chairs of the advisory committee will offer input. UEN Board members can offer input to the agenda through the Executive Director. Some of the communication has already been addressed in item #4 above.*
- *The Board should be responsible for recommending Council agenda items first, then they can generate agenda items on their own as they see fit.*

**QUESTION #8 HOW IS THE COUNCIL CHAIRED? – APPOINTED FROM BOTH HIGHER ED AND PUBLIC ED? CO-CHAIRS OR ALTERNATING YEARS?**

- *Co-chairs like the Board; one from higher ed and one from public ed... have them rotate meetings as to who runs the meeting.*
- *I don't know... Maybe Co-chairs from Higher Ed and public ed.*
- *The advisory committee should begin by electing a chair and a vice-chair (one from higher ed and one from public ed). They are elected to two year terms with the vice-chair becoming the chair in their second year and a new vice chair being elected. The first person to serve as chair will only serve a one-year term.*
- *I suggest that a rotation be set up, 2 years revolving between Public Ed, Higher Ed, UCAT, and Libraries. Co-chairs or alternating each year?*
- *Appoint co-chairs and have them operate similar to the UEN Board Co-chairs.*
- *I believe the Board should appoint the Council leadership, and determine the length of terms. Again, I would stress that the legislation clearly indicates that the Advisory Council is "established" by the Board to "assist the Utah Education Network Board in performing its responsibilities..." The UEN staff's involvement with the Advisory Council should be through the Board, and only directly involved when the Board and Council requires it.*

## **Proposed 2013 UEN Board Meeting Dates – Discussion/Action**

### **Description**

A schedule of proposed meetings dates for 2013 is presented for Board review and approval.

### **Recommendation**

It is recommended that Board members approve the schedule of 2013 meetings.



**a. Attachment –  
Proposed 2013 UEN Board Meeting Dates**

- January 18, 2013
- February 15, 2013
- March 15, 2013
- April 19, 2013
- May 17, 2013
- June 21, 2013
- July 19, 2013
- August 16, 2013
- September 20, 2013
- October 18, 2013
- November 15, 2013
- December 20, 2013



## Other Business – Discussion

### A. FY 2014 Legislative Request:

UEN staff recently completed additional documents in support of the FY 2014 Fiscal Request, including a summary page of the items prioritized by the Board in the September meeting. Performance Metrics were requested by the Legislative Fiscal Analyst, and additional detail on the Multimedia Infrastructure item was requested by the Governor's Fiscal Analyst. A legislative request website is also in development.

- UEN Funding Request for FY 2014  
*[http://www.uen.org/legislature/downloads/FY2014\\_UEN\\_Funding\\_Request.pdf](http://www.uen.org/legislature/downloads/FY2014_UEN_Funding_Request.pdf)*
- Draft Performance Measures: Network Services – K-12 School Connectivity
- Draft Performance Measures: Application Services – UEN.org Website Visits
- Draft Performance Measures: Support Services – Professional Development Participants
- Summary of Multimedia Infrastructure Request

### B. FY 2013 Initiatives

As an update, the FY 2013 Initiatives List discussed in the September Board meeting has been posted to the UEN website and now includes descriptions to assist Board members and UEN customers.

*<http://www.uen.org/ueninfo/initiatives>*





## a. Attachment – Draft Performance Reports

Performance Measures Template																								
<i>Please fill in the yellow cells</i>																								
Department	Utah Education Network																							
Division																								
Program	Technical Services																							
Name of Performance Measure:	UEN Network Services - K-12 school broadband connectivity																							
Year	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012																			
Target	817	835	845	877	889	number of K-12 district and charter schools per USOE																		
Actual	505	613	708	766	839																			
% of Target	61.8%	73.4%	83.8%	87.3%	94.4%																			
<b>Explanation of the Performance Measure</b>																								
Overview of Performance Measure:	We network for education. That means we connect Utah K-12 schools, including public charter schools, to the Internet.																							
What are you specifically measuring?	Whether the school has broadband connectivity through UEN; we are counting K-12 district and charter schools, connectivity varies for alternative and special ed schools																							
Goal:	Connectivity to the UEN State Wide-Area-Network Backbone																							
Methodology:	Review of circuit billing to contracted Telcos and connected schools by Fiscal Year																							
Measure Type:	yes-no																							
Comments explaining the numbers/trend:	UEN matches the state investment in connecting Utah schools with E-Rate funding. From FY2008 to FY2012, UEN has secured over \$52,366,347 in E-Rate reimbursements for school connectivity.																							
<table border="1" style="margin: auto;"> <caption>School Internet Connectivity Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Target</th> <th>Actual</th> </tr> </thead> <tbody> <tr> <td>FY 2008</td> <td>817</td> <td>505</td> </tr> <tr> <td>FY 2009</td> <td>835</td> <td>613</td> </tr> <tr> <td>FY 2010</td> <td>845</td> <td>708</td> </tr> <tr> <td>FY 2011</td> <td>877</td> <td>766</td> </tr> <tr> <td>FY 2012</td> <td>889</td> <td>839</td> </tr> </tbody> </table>							Fiscal Year	Target	Actual	FY 2008	817	505	FY 2009	835	613	FY 2010	845	708	FY 2011	877	766	FY 2012	889	839
Fiscal Year	Target	Actual																						
FY 2008	817	505																						
FY 2009	835	613																						
FY 2010	845	708																						
FY 2011	877	766																						
FY 2012	889	839																						

## Draft Performance Reports cont.

<b>Performance Measures Template</b>																								
<i>Please fill in the yellow cells</i>																								
<b>Department</b>	Utah Education Network																							
<b>Division</b>																								
<b>Program</b>	Instructional Support																							
<b>Name of Performance Measure:</b>	UEN Application Services - UEN.org website																							
<b>Year</b>	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012																			
<b>Target</b>	279,360	285,550	309,630	311,820	320,000	1 visit per month by * number of Utah teachers per USOE																		
<b>Actual</b>	10,965,000	11,625,000	12,970,000	14,905,000	15,930,000																			
<b>% of Target</b>	3925%	4071%	4189%	4780%	4978%																			
<b>Explanation of the Performance Measure</b>																								
<b>Overview of Performance Measure:</b>	UEN.org provides resources that support the educational technology initiatives and infrastructure for Utah teachers and learners.																							
<b>What are you specifically measuring?</b>	Website visits per year to UEN.org. Target is based on total number of Utah K-12 teachers x 10 visits per year, or one each month during school year.																							
<b>Goal:</b>	Make the UEN.org website compelling and valuable enough that people visit it.																							
<b>Methodology:</b>	web analytics software																							
<b>Measure Type:</b>	visits (live humans, not machines) to the UEN.org website or subpages																							
<b>Comments explaining the numbers/trend:</b>	Because most teachers make repeated visits, results consistently exceed targets.																							
<table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Visits per year to UEN.org</caption> <thead> <tr> <th>Fiscal Year</th> <th>Actual Visits</th> <th>Target Visits</th> </tr> </thead> <tbody> <tr> <td>FY 2008</td> <td>10,965,000</td> <td>279,360</td> </tr> <tr> <td>FY 2009</td> <td>11,625,000</td> <td>285,550</td> </tr> <tr> <td>FY 2010</td> <td>12,970,000</td> <td>309,630</td> </tr> <tr> <td>FY 2011</td> <td>14,905,000</td> <td>311,820</td> </tr> <tr> <td>FY 2012</td> <td>15,930,000</td> <td>320,000</td> </tr> </tbody> </table>							Fiscal Year	Actual Visits	Target Visits	FY 2008	10,965,000	279,360	FY 2009	11,625,000	285,550	FY 2010	12,970,000	309,630	FY 2011	14,905,000	311,820	FY 2012	15,930,000	320,000
Fiscal Year	Actual Visits	Target Visits																						
FY 2008	10,965,000	279,360																						
FY 2009	11,625,000	285,550																						
FY 2010	12,970,000	309,630																						
FY 2011	14,905,000	311,820																						
FY 2012	15,930,000	320,000																						

## Draft Performance Reports cont.

<b>Performance Measures Template</b>																								
<i>Please fill in the yellow cells</i>																								
<b>Department</b>	Utah Education Network																							
<b>Division</b>																								
<b>Program</b>	Instructional Support																							
<b>Name of Performance Measure:</b>	UEN Support Services - UEN Professional Development																							
<b>Year</b>	<b>FY 2008</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>	<b>FY 2012</b>																			
<b>Target</b>	9,312	9,512	10,321	10,394	10,667	1/3 of all Utah teachers taking a UEN course per year																		
<b>Actual</b>	13,035	12,497	14,808	11,485	15,380																			
<b>% of Target</b>	140.0%	131.4%	143.5%	110.5%	144.2%																			
<b>Explanation of the Performance Measure</b>																								
<b>Overview of Performance Measure:</b>	UEN provides workshops for Utah educators that teach effective use of the educational technology resources and infrastructure in Utah. The courses are in person or online and teachers earn licensure credit for successful completion. UEN offers 58 different courses and custom courses by request. <a href="http://www.uen.org/development/">http://www.uen.org/development/</a>																							
<b>What are you specifically measuring?</b>	The number of teachers in Utah that have participated in UEN workshops. UEN averages 640 workshops per year.																							
<b>Goal:</b>	Reach 1/3 of the total Utah teachers each year through workshops on UEN educational technology services.																							
<b>Methodology:</b>	Headcount of actual participants in UEN workshops, average 6 hours per session.																							
<b>Measure Type:</b>																								
<b>Comments explaining the numbers/trend:</b>	FY2011 reduction was a result of staff cutbacks. We reallocated staff to make up for this loss showing better results in FY2012.																							
<table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>UEN Professional Development Course Participants per Year</caption> <thead> <tr> <th>Fiscal Year</th> <th>Actual</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>FY 2008</td> <td>13,035</td> <td>9,312</td> </tr> <tr> <td>FY 2009</td> <td>12,497</td> <td>9,512</td> </tr> <tr> <td>FY 2010</td> <td>14,808</td> <td>10,321</td> </tr> <tr> <td>FY 2011</td> <td>11,485</td> <td>10,394</td> </tr> <tr> <td>FY 2012</td> <td>15,380</td> <td>10,667</td> </tr> </tbody> </table>							Fiscal Year	Actual	Target	FY 2008	13,035	9,312	FY 2009	12,497	9,512	FY 2010	14,808	10,321	FY 2011	11,485	10,394	FY 2012	15,380	10,667
Fiscal Year	Actual	Target																						
FY 2008	13,035	9,312																						
FY 2009	12,497	9,512																						
FY 2010	14,808	10,321																						
FY 2011	11,485	10,394																						
FY 2012	15,380	10,667																						



## b. Attachment – Infrastructure Request

### UEN Multimedia Infrastructure Request

The use of media continues to grow. So does the need for a robust Utah media infrastructure.

**What does it do?** This proposal for ALL of Utah higher education and public education to ...digitize...catalog...search...find...teach...share...secure...access....view...and learn with...media.

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 instructional resources. This statewide media ecosystem builds on existing investments like Canvas LMS and system-wide knowledge.

This consortium solution benefits all Utah schools and the following example projects:



*The best way to predict the future is to plan for it.*™

- Videos highlighting different careers to assist students in planning their education
- Training videos for counselors, parents, students, job seekers
- Financing college videos from UHEAA, DWS, UESP, Women in Education, other partners



### Technology Assisted Concurrent Enrollment

**TICE** features face-to-face technology-intensive courses that satisfy General Education requirements at Utah colleges and universities. The courses are developed and shared across institutions and require a robust media infrastructure to deliver video content, lectures, assessments, and other resources. This enables sharing across multiple campuses, streamlines development and facilitates collaborative course design.

**The Utah Open Textbook Project** takes advantage of open educational resources to replace expensive textbooks. Locally developed resources need to be entered into the UEN multimedia catalog with the appropriate metadata to make them searchable, findable, and shareable.

**The Flipped Classroom** employs devices to record traditional lectures for playback online, with class time devoted to experiences for students, like solving problems, practicing skills and experiments. When faculty record their lectures and post them on YouTube they are giving away their intellectual property, and YouTube is blocked in many K-12 districts. The proposed system ties in with Canvas so faculty members can manage their own content and rights.

**NetSafe Utah** teaches Internet Safety and Cyberbully prevention through the Sexual Exploitation of Children Prevention Grant program funded by the Utah Legislature. Eighteen research-proven videos are delivered through the UEN media ecosystem. This important resource keeps kids safe, and also preserves the federal E-Rate funding that's critical to our public education technology infrastructure.

## Infrastructure Request cont.

**Media use continues to rise.**

**Utah needs a well-crafted infrastructure to manage it effectively.**

**This plan has several benefits:**

**It saves Utah money.** A statewide solution relieves UEN partners of the burden of institutional pricing for solutions licensed locally, as demonstrated here:

What is the cost savings through UEN consortium licensing?	Individual Licensing by Institutions/Districts	Consortium Licensing through UEN
<b>Video Management System</b>		
one time	596,000	133,000
ongoing	813,000	50,000
hosting + storage	48,000	48,000
<b>Learning Content Management System</b>		
one time	4,107,000	1,026,000
ongoing	718,400	240,000
hosting + storage	42,000	42,000
offset by existing UEN budget	(60,000)	(60,000)
<b>TOTAL</b>	<b>6,264,400</b>	<b>1,479,000</b>
<b>Cost Savings</b>	<b>4,785,400</b>	
(pricing based on quotes from vendors using current Utah student population, final TBD through RFP process)		

- **It is more efficient.** The proposed infrastructure provides access to open educational resources, reducing duplication and making it easier to incorporate resources into courses built in Canvas.
- **State initiatives require an updated media infrastructure.** Initiatives such as the Technology Intensive Concurrent Enrollment (TICE) courses and the use of electronic textbooks in K-12 require a shared media infrastructure.
- **Copyrights can be protected.** With Equella, the owner of the digital resource can choose whether to limit access or share under Creative Commons licensing. Easier access to open or cleared resources enables, rather than restrict, media use for instruction.
- **It builds on existing systems.** Higher education faculty would access via Canvas; K-12 teachers would use their my.uen page. UEN and three campuses have been using this system for three years and have already found multiple benefits.
- **Students can use a range of devices.** With this system, UEN can efficiently encode media in various renditions. Users can access videos from either desktop or mobile devices – one encode rather than multiple saves staff time and resources.
- **Stakeholders support this plan.** Requests for this infrastructure have come from our partner institutions and stakeholders. UEN’s partners recognize the great synergy and solution that a statewide Multimedia Infrastructure would provide.