Utah Education Network Steering Committee

February 17, 2006

Utah Education Network Steering Committee

AGENDA

February 17, 2006

9:00 a.m.-
10:00 a.m.

Committee of the Whole

Welcome and Introductions

10:00 a.m.-
11:00 a.m.

Instructional Services Subcommittee

U P C O M I N G   M E E T I N G S

Steering Committee Meeting - April 21, 2006, 9:00 a.m.

Instructional Services Subcommittee Meeting - April 21, 2006, 10:00 a.m.

Technical Services Subcommittee Meeting - April 21, 2006, 10:00 a.m.

Steering Committee Meeting - June 21, 2006, 9:00 a.m.

Instructional Services Subcommittee Meeting - June 21, 2006, 10:00 a.m.

Technical Services Subcommittee Meeting - June 21, 2006, 10:00 a.m.

Please place these materials in your Steering Committee Binder.

2006 L EGISLATIVE U PDATE - D ISCUSSION

Issue

The Legislature is now at the mid-point of its annual session, which ends on March 1st. Several issues that relate to UEN are being decided.

Background

FY 2007 Budget Request

The Higher Education Appropriations Subcommittee has determined its priorities for additional funding in next year's budget. Attachment A provides a detailed summary of those priorities.

The Subcommittee strongly supported UEN's budget request. The second priority for new ongoing funding, after salary retention funds for all entities including UEN, was ongoing funds for phase 3 of the UEN network infrastructure project and the ongoing maintenance and staff support for the Course Management System with which UEN would support USHE institutions. These two items would be funded with $1.94 million ongoing funds.

A total of $23 million in one-time funding was recommended by the Higher Education Appropriations Subcommittee. The committee's highest priority was the one-time funds in the amount of $2.2 million UEN would use to purchase a statewide perpetual license for WebCT Vista and the equipment required to host USHE institutions. The 4th one-time priority of the Subcommittee was the one-time costs associated with Phase 4 of our network infrastructure project and Phase 3 of the IP Video conversion for a total of $2.5 million.

The Higher Education Appropriations Subcommittee co-chairs, Kory Holdaway and Greg Bell, presented the budget priorities of the subcommittee to the Executive Appropriations Committee on February 8th. We may have a clearer indication of the final allocations that UEN might receive by the Steering Committee meeting on February 17.

HB 289: UEN Amendments

HB 289 is sponsored by Representative Kory Holdaway. It was drafted to address two primary issues: (1) assuring that UEN's statutory authority included providing telecommunications services to public education and higher education in a clear and

definitive way to meet federal E-Rate regulatory requirements, and, (2) undertaking a housecleaning effort to remove such obsolete references as UtahLink, KULC, and technological terms that are no longer appropriate.

HB 289 was in an early draft form when conceptually approved by the Steering Committee in December. Subsequently, the draft was reviewed by Executive Committee members and based on their suggestions, several modifications were made. That version of HB 289 was unanimously approved by the House Education Committee.

The Utah Rural Telecommunications Association (URTA) has worked with UEN and Rep. Holdaway to add language to HB 289 which clarifies UEN's responsibility to follow an open and competitive bidding process and avoid duplicating services and facilities offered by private telecommunications providers. Based on the modifications we have made at their request, URTA has determined that it will not oppose the legislation, but will remain neutral.

HB 289 was passed unanimously by the House (70-0, with 5 members absent) on February 7. As this agenda item was prepared, it is now in the Senate to be assigned by the Rules Committee to a standing committee for a recommendation. This version of HB289 is included as Attachment B in this Tab.

We have discovered that one amendment that should have been included was inadvertently excluded when the bill was approved in the House. On line 45, it should have replaced the words, Utah Education Network, with KUEN-TV. We have pointed out that error to Senator Carlene Walker, the Senate sponsor, and to Rep. Holdaway. It is an important change, and will require the bill to be amended in the Senate with a concurrence in the amendment by the House.

Other Legislative Issues

Three other budget requests would enhance educational technology for public and higher education, but are not part of the UEN budget request. The Higher Education Appropriations Subcommittee ranked IT security and licensing for USHE institutions as its 5th priority. The ongoing funding for additional Utah Academic Library Consortium resources has ranked as the 11th priority for ongoing support. These two areas also received strong support for one-time funding. The Public Education Appropriations Subcommittee ranked ongoing funding of $5.0 million for ETI as its 9th priority.

There are other issues that will influence UEN services, but that are not directly related to our legislative focus. For example, UEN plays an important role in delivering concurrent enrollment classes to high schools throughout the state. HB 151, sponsored by Rep. Margaret Dayton, would allow higher education institutions to charge up to $30 per credit hour for students to receive college credit for the concurrent enrollment classes they take. As of February 8, HB 151 has been recommended for adoption by the Education Committee and is on the 3rd Reading Calendar of the House.

HB 82, sponsored by Rep. Kory Holdaway, requires coordination between public and higher education information technology systems to use a unique student identifier. It has been approved by the House and recommended favorably by the Senate Education Committee.

Recommendation

This is an discussion item requiring no further Steering Committee action.

TAB 28 ATTACHMENT A

HIGHER EDUCATION JOINT APPROPRIATIONS SUBCOMMITTEE PRIORITIZATION LISTS

Higher Education Joint Appropriations Subcommittee
Prioritization of General/Education Fund Budget Changes (Ongoing)

Ongoing Items Not Funded within Subcommittee Allocation

Priority #		Item	Requested Amount		Cumulative Total
	UEN	Compensation	Same as State Employees		0
	USHE	Compensation	Same as State Employees		0
	UCAT	Compensation	Same as State Employees		0
1	UEN	Salary Retention	150,000	100,000	100,000
1	USHE	Salary Retention	5,000,000	2,500,000	2,600,000
1	UCAT	Salary Retention	480,000	209,000	2,809,000
2	UEN	Network Infrastructure	2,800,000	1,300,000	4,109,000
2	UEN	Course Management	636,000	640,000	4,749,000
3	USHE	Utility Rate Increases	5,024,100	5,000,000	9,749,000
4	USHE	O & M for New Facilities	3,518,000	3,266,200	13,015,200
5	USHE	IT Security and Licensing	1,800,000	1,800,000	14,815,200
6	UCAT	Membership Growth	2,643,800	1,750,000	16,565,200
7	UCAT	Central Administration Staffing	433,500	350,000	16,915,200
8	UCAT	Student Information System	516,000	480,000	17,395,200
9	USHE	Museum of Nat. History (Range Creek)	55,000	55,000	17,450,200
10	UCAT	Custom Fit Training Program	725,000	400,000	17,850,200
11	USHE	Academic Library Consortium	500,000	500,000	18,350,200
12	USHE	Financial Aid	2,495,300	1,000,000	19,350,200
13	USHE	Mission Based Priorities	7,500,000	2,587,900	21,938,100
14	UCAT	Regional Economic Development Initiatives	2,310,500	500,000	22,438,100
15	USHE	Engineering Initiative (Year 5)	1,500,000	1,500,000	23,938,100
16	USHE	Nursing Initiative (Year 3)	700,000	700,000	24,638,100
17	UCAT	Facility Leases	374,500	374,500	25,012,600
18	UCAT	O & M for New Facilities	11,400	11,400	25,024,000
19	UCAT	Utility Rate Increases	76,000	76,000	25,100,000
20	UCAT	IT Security and Licensing	150,000	150,000	25,250,000
21	USHE	Campus Compact		25,000	25,275,000
22	USHE	Student Success	10,000,000	5,000,000	30,275,000
23	USHE	Salary Retention		2,821,000	33,096,000
	UEN	IP Video	200,000		33,096,000
	USHE	Jobs Now (Year 2)	1,000,000		33,096,000
	USHE	Regional Partnerships/Institutional Initiatives	5,000,000		33,096,000
	UCAT	Jobs Now (Year 2)	2,000,000		33,096,000
	UCAT	UCAT Accreditation	75,000		33,096,000
	UCAT	Training Equipment	1,000,000		33,096,000
	UCAT	ADA Instructional Programmatic Costs	107,300		33,096,000
		Total	**$50,351,400**		**$33,096,000**

Higher Education Joint Appropriations Subcommittee
Prioritization of General/Education Fund Budget Changes (1-Time)

One-time Items Not Funded within Subcommittee Allocation

Priority #		Item	Requested Amount		Cumulative Total
1	UEN	Course Management	2,200,000	2,200,000	2,200,000
2	USHE	UCOPE Financial Aid		2,000,000	4,200,000
3	USHE	FY 06 Supp. Financial Aid	200,000	200,000	4,400,000
4	UEN	IP Video	800,000	1,000,000	5,400,000
4	UEN	Phase IV Infrastructure Upgrade	1,500,000	1,500,000	6,900,000
5	USHE	FY 06 Supp. Utility Rate Increases	5,024,100	5,000,000	11,900,000
6	USHE	Jobs Now (Year 2)	1,000,000	250,000	12,150,000
6	UCAT	Jobs Now (Year 2)	1,000,000	750,000	12,900,000
7	UCAT	Training Equipment	1,000,000	1,000,000	13,900,000
8	USHE	Engineering Initiative	500,000	700,000	14,600,000
9	USHE	Nursing Initiative	500,000	500,000	15,100,000
10	UCAT	Custom Fit Training Program (UCAT)		500,000	15,600,000
11	UCAT	Student Information System	172,000	205,000	15,805,000
12	USHE	Infrastructure Equipment	1,000,000	2,500,000	18,305,000
13	USHE	Academic Equipment	2,000,000	2,000,000	20,305,000
14	UCAT	FY 06 Supp. Utility Rate Increases	76,000	76,000	20,381,000
15	UCAT	FY 06 Supp. Leases	162,500	162,500	20,543,500
16	USHE	FY 06 Supp. Vehicle Replacement	400,000	400,000	20,943,500
17	USHE	Energy Retrofit	500,000	500,000	21,443,500
18	USHE	Academic Library Consortium	500,000	500,000	21,943,500
19	USHE	Museum of Nat. History (Range Creek)	30,000	30,000	21,973,500
21	UCAT	Campus Improvements		86,000	22,059,500
22	UCAT	Custom Fit Training Program (Gov.)	1,000,000	1,000,000	23,059,500
23	UCAT	Accreditation		50,000	23,109,500
	UCAT	Campus Requests	1,199,200		23,109,500
					23,109,500
					23,109,500
					23,109,500
Total			**$18,363,800**		**$23,109,500**

Tab 28 Attachment B

HB 289: UEN Amendments as Amended by the
Utah House of Representatives

1	**UTAH EDUCATION NETWORK AMENDMENTS**
2	2006 GENERAL SESSION
3	STATE OF UTAH
4	**Chief Sponsor: Kory M. Holdaway**
5	Senate Sponsor: Carlene M. Walker
6	

7 **LONG TITLE**

8 **General Description:**

9   This bill modifies provisions related to the Utah Education Network (UEN).

10 **Highlighted Provisions:**

11   This bill:

12   ‣ Ĥ➡ [establishes an expanded] **modifies the** ⬅Ĥ definition of UEN, including

12a   Ĥ➡ [expanded] **modified** ⬅Ĥ duties and authority

13 related to the provision of broadcasting and telecommunication services;

14   ‣ requires the Legislature to make certain annual appropriations;

15   ‣ adjusts State Board of Education duties relative to UEN;

16   ‣ adds state government and other public entities as entities to which UEN may

17 provide support;

18   ‣ licenses KUEN - TV to the State Board of Regents;

19   ‣ removes references to KULC Channel 9, EDNET, and UtahLink; and

20   ‣ makes other technical changes.

21 **Monies Appropriated in this Bill:**

22   None

23 **Other Special Clauses:**

24   None

25 **Utah Code Sections Affected:**

26 AMENDS:

27   **53B-17-101**, as last amended by Chapter 33, Laws of Utah 1995

28   **53B-17-102**, as last amended by Chapter 243, Laws of Utah 1996

29   **53B-17-103**, as last amended by Chapter 33, Laws of Utah 1995

30   **53B-17-104**, as last amended by Chapter 301, Laws of Utah 2002

31   ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬

32   *Be it enacted by the Legislature of the state of Utah:*

33   Section 1. Section **53B-17-101** is amended to read:

34   **53B-17-101. Legislative findings on public broadcasting and telecommunications**

35   **for education.**

36   The Legislature finds and determines the following:

37   (1) The University of Utah's Dolores Dore' Eccles Broadcast Center is the statewide

38 public <u>broadcasting and</u> telecommunications facility for education in Utah.

39   (2) The center shall provide services to citizens of the state in cooperation with higher

40 and public education, state Ĥ➡ **and local** ⬅Ĥ government, and private industry.

41   (3) Distribution services provided through the center shall include KUED [~~Channel 7,~~

42 ~~KULC Channel 9~~] <u>- TV</u>, KUER - FM [~~90, the statewide two-way interactive system for video~~

43 ~~and audio, hereafter referred to as EDNET, Instructional Television Fixed Service, hereafter~~

44 ~~referred to as ITFS, educational data communications network facilities, hereafter referred to as~~

45 ~~UtahLink, and satellite uplink and downlink services~~]<u>, and the Utah Education Network</u>.

46   (4) KUED <u>- TV</u> and KUER <u>- FM</u> are licensed [~~and accountable~~] to the University of

47 Utah.

48   (5) [~~KULC~~] <u>The Utah Education Network's broadcast entity, KUEN - TV,</u> is licensed

49 to the Utah State Board of Regents [~~and, together with EDNET, UtahLink, and the satellite~~

50 ~~services, is operated by the University of Utah on behalf of the state's systems of public and~~

51 ~~higher education~~] Ĥ➡ **and, together with UEN, is operated on behalf of the state's systems of**

51a **public and higher education** ⬅Ĥ .

52   (6) All the entities referred to in Subsection (3) are under the administrative

53 supervision of the University of Utah, subject to the authority [~~of~~] and governance [~~by~~] <u>of</u> the

54 State Board of Regents.

55   (7) This section neither regulates nor restricts a privately owned company in the

56 distribution or dissemination of educational programs.

57   Section 2. Section **53B-17-102** is amended to read:

58   **53B-17-102. Utah Education Network.**

59   (1) Ĥ→ **(a)** ←Ĥ [The Utah Education Network, hereafter referred to as UEN, is] <u>As</u>

59a   <u>used in this</u>

60   <u>part, "Utah Education Network" and "UEN" mean</u> a consortium and partnership between public

61   and higher education established to:

62   Ĥ→ [(a)] <u>(i)</u> ←Ĥ coordinate and support the telecommunications needs of public and higher

63   education; [and]

64   Ĥ→ [(b)] <u>(ii)</u> ←Ĥ coordinate the various telecommunications technology initiatives of

64a   public and

65   higher education[.]<u>;</u>

66   Ĥ→ [(c)] <u>(iii)</u> ←Ĥ <u>provide high-quality, cost-effective Internet access and appropriate</u>

66a   <u>interface</u>

67   <u>equipment for schools and school systems;</u>

68   Ĥ→ [(d)] <u>(iv)</u> ←Ĥ <u>procure, install, and maintain telecommunication services and equipment</u>

68a   <u>on behalf</u>

69   <u>of public and higher education;</u>

70   Ĥ→ [(e)] <u>(v)</u> ←Ĥ <u>develop or implement other programs or services for</u> Ĥ→ **the delivery**

70a1 **of** ←Ĥ <u>distance</u>

70a   <u>learning as directed</u>

71   <u>by law; and</u>

72   Ĥ→ [(f)] <u>(vi)</u> ←Ĥ <u>apply for state and federal funding on behalf of public and higher</u>

72a   <u>education.</u>

72b   Ĥ→ **(b) In performing the duties under this Subsection (1), UEN shall:**

72c   **(i) provide services to schools, school districts, and the public and higher education**

72d   **systems through an open and competitive bidding process;**

72e   **(ii) work with the private sector to deliver high-quality, cost-effective services; and**

72f   **(iii) avoid duplicating facilities, equipment or services of private providers of public**

72g   **telecommunications service, as defined under Section 54-8b-2.** ←Ĥ

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

74   (3) <u>(a)</u> The governor shall appoint a statewide steering committee of representatives

75   from public and higher education, state government, and private industry to advise UEN in the

76   development and operation of a coordinated, statewide, multi-option telecommunications

77   system to assist in the delivery of educational services throughout the state.

78   [(4) (a)] <u>(b)</u> Except as required by Subsection [(b)] <u>(3)(c)</u>, members shall be appointed

79   to four-year terms.

80   [(b)] (c) Notwithstanding the requirements of Subsection [(a)] (3)(b), the governor

81   shall, at the time of appointment or reappointment, adjust the length of terms to ensure that the

82   terms of committee members are staggered so that approximately half of the committee is

83   appointed every two years.

84   [(c)] (d) When a vacancy occurs in the membership for any reason, the replacement

85   shall be appointed for the unexpired term.

86   [(i)] (e) (i) (A) Members who are not government employees shall receive no

87   compensation or benefits for their services, but may receive per diem and expenses incurred in

88   the performance of the member's official duties at the rates established by the Division of

89   Finance under Sections 63A-3-106 and 63A-3-107.

90   (B) Members who are not government employees may decline to receive per diem and

91   expenses for their service.

92   (ii) (A) State government officer and employee members who do not receive salary, per

93   diem, or expenses from their agency for their service may receive per diem and expenses

94   incurred in the performance of their official duties from the committee at the rates established

95   by the Division of Finance under Sections 63A-3-106 and 63A-3-107.

96   (B) State government officer and employee members may decline to receive per diem

97   and expenses for their service.

98   [(d) (i)] (iii) (A) Higher education members who do not receive salary, per diem, or

99   expenses from the entity that they represent for their service may receive per diem and

100   expenses incurred in the performance of their official duties from the committee at the rates

101   established by the Division of Finance under Sections 63A-3-106 and 63A-3-107.

102   [(ii)] (B) Higher education members may decline to receive per diem and expenses for

103   their service.

104   [(5) (a)] (4) UEN shall locate [EDNET receive and transmit sites and UtahLink data

105   connection sites at various institutions and public schools] and maintain educational

106   telecommunication infrastructure throughout the state.

107   [(b) The] (5) Educational institutions [and other identified public education sites at

108   which hub sites are located] shall manage site operations under policy established by UEN.

109   (6) [(a) The] Subject to future budget constraints, the Legislature shall provide an

110   annual appropriation to operate UEN [to pay for ongoing maintenance and operation costs of

111   EDNET sites serving the state's public education system].

112   [(b) The Legislature shall provide an annual appropriation to fund the ongoing

113   line-costs, maintenance, and operation of the UtahLink sites serving the state's public and

114   higher education systems.]

115   Section 3. Section **53B-17-103** is amended to read:

116   **53B-17-103.   General powers of University of Utah related to public broadcasting**

117   **and telecommunication for education.**

118   (1) Subject to applicable rules of the Federal Communications Commission and the

119   State Board of Regents, the University of Utah shall:

120   (a) serve as the state's provider of public television services, with programming from

121   the Public Broadcasting Service and other syndicated and locally produced programs;

122   (b) serve as the state's primary provider of public radio services, with programming

123   from National Public Radio and other syndicated and locally produced programs; and

124   (c) subject to Section 53B-7-103, accept and use gifts and apply for and receive funds

125   from federal and other sources to carry out the purposes of this part.

126   (2) Subject to future budget constraints, the Legislature shall provide an annual

127   appropriation to operate KUED - TV.

128   [(2)] (3) This section neither regulates nor restricts a privately owned company in the

129   distribution or dissemination of educational programs.

130   Section 4. Section **53B-17-104** is amended to read:

131   **53B-17-104.   Responsibilities of KUED - TV, KUER - FM, and UEN related to**

132   **public broadcasting and telecommunication for education.**

133   (1) Subject to applicable rules of the Federal Communications Commission Ĥ➡ **and**

133a   **Section 53B-17-102** ⬅Ĥ , the State

134   Board of Regents, the State Board of Education, and the University of Utah, KUED - TV,

135   KUER - FM, and UEN shall:

136   (a) coordinate statewide services of public radio and television;

137   (b) develop, maintain, and operate statewide distribution systems for KUED - TV,

138   KUER - FM, [KULC, EDNET, and UtahLink including radio and television translator systems,

139   an educational microwave distribution system,] and KUEN, the statewide distance learning

140   service, the educational data network, connections to the Internet, and other

141   telecommunications services [distribution systems] appropriate for providing video, audio, and

142   data telecommunication services in support of public and higher education, state government,

143   and Ĥ➡ [other] ⬅Ĥ public Ĥ➡ [entities] libraries ⬅Ĥ :

144   (c) support the delivery of these services to as many communities as may be

145   economically and technically feasible and lawfully permissible under the various operating

146   licenses[, and, in conjunction with these operations,]:

147   (d) cooperate with state and local governmental and educational agencies and provide

148   leadership and consulting service [in regards to signal distribution] for telecommunication for

149   education;

150   [(c)] (e) represent the state with privately owned telecommunications systems to gain

151   access to their networks for the delivery of programs and services sponsored or produced by

152   public and higher education;

153   [(d)] (f) acquire, produce, coordinate, and distribute a variety of programs and services

154   of an educational, cultural, informative, and entertaining nature designed to promote the public

155   interest and welfare of the state;

156   [(e)] (g) coordinate with the state system of higher education to acquire, produce, and

157   distribute broadcast and nonbroadcast college credit telecourses, teleconferences, and other

158   instructional and training services;

159   [(f)] (h) coordinate with the State [Office] Board of Education and school districts to

160   acquire, produce, and distribute broadcast and nonbroadcast telecourses, teleconferences, and

161   other instructional and training services to the public schools;

162   [(g)] (i) act as a clearing house for the materials, courses, publications, media,

163   software, and other applicable information related to the items addressed in Subsections (1)[(e)

164   and (f)] (g) and (h);

165   [(h)] (j) coordinate with the State [Office] Board of Education to assist in providing the

166   public schools of Utah with the following services:

167   (i) broadcast, during school hours, of educational and administrative programs

168   [approved and scheduled] recommended by the State Board of Education;

169   [(ii) studio production and technical assistance for the creation of educational

170   programs;]

171   [(iii)] (ii) duplication and encoding of program masters for broadcast purposes; and

172   [(iv) nonstudio production services for the compilation of various production elements

173   into completed programs;]

174   [(v)] (iii) program previewing; [and]

175   [(vi) shared] (k) share responsibility with the [Utah] State [Office] Board of Education

176   for [ITV] Instructional Television (ITV) awareness and utilization; and

177   [(i)] (l) [cooperate with] provide teleconference and training services for state and local

178   governmental agencies [to provide teleconference and training services;].

179   (2) UEN shall:

180   [(j)] (a) consult with the UEN steering committee authorized in Section 53B-17-102

181   and other technology coordinating committees established by the State Board of Education and

182   State Board of Regents in acquiring, producing, and distributing instructional [services on all

183   ~~media, and with public advisory committees in acquiring, producing, and distributing public~~

184   ~~radio and television programs on KUER and KUED~~] content;

185   [~~(k)~~] (b) coordinate the statewide development and implementation of the [~~electronic~~

186   ~~highway~~] data network for education, which shall include video[~~;~~] and audio, [~~and data~~

187   ~~interconnections~~] data connections, and connection to the Internet, utilizing satellite,

188   microwave, fiber-optic, and other transmission media;

189   [~~(l)~~] (c) utilize statewide economic development criteria in the design and

190   implementation of the educational telecommunications infrastructure; and

191   [~~(m)~~] (d) assure that public service entities such as educators, public service providers,

192   and public broadcasters are [~~granted~~] provided access to the telecommunications infrastructures

193   that are developed in the state.

194   [~~(2)~~] (3) This section neither regulates nor restricts a privately owned company in the

195   distribution or dissemination of education programs.

Legislative Review Note
    as of   1-18-06 7:22 AM

Based on a limited legal review, this legislation has not been determined to have a high
probability of being held unconstitutional.

                                        Office of Legislative Research and General Counsel

State Impact

No fiscal impact.

Individual and Business Impact

No fiscal impact.

Office of the Legislative Fiscal Analyst

UEN PROJECT PROCESS – ACTION

Issue

Committee members have expressed a desire for more transparency in the project management process at UEN. After input from the public education and higher education advisory groups, the following policy is recommended for approval.

Background

With committee members and stakeholders, UEN engages in an annual strategic planning process each spring for the subsequent fiscal year, which begins July 1. Planning retreats, regional meetings, interest groups and committee feedback are part of the plan development. In past years, the plan has been presented to the Steering Committee for discussion in April or May, with final approval slated for the June Steering Committee.

During the spring planning process, some projects are further in their definition and implementation, while others are not yet fully defined. For example, the current Strategic Plan indicates that UEN will continue to convert EDNET sites to IP Video sites, but the actual software and installation requirements are worked out through project management by staff, not in the strategic planning stages.

Updates to the Strategic Plan are captured and reported in quarterly reports to the Instructional and Technical Services subcommittees throughout the year. A full copy of the Strategic Plan is available online for reference at *www.uen.org/ueninfo/ downloads/06_uen_plan.pdf*.

UEN staff have received project management training and follow organizational guidelines outlined in the UEN Mission, Vision and Values. Projects are analyzed for their tie to the mission, priority, resources required and scalability. Project managers create a Statement of Work (SOW) document for projects that are listed in the Strategic Plan. This guides the project and helps to establish parameters and expectations. The statement of work outlines several key factors in a project, such as:

- What need does this project address?
- Who will be the consumer of the product or services?
- Does this project fit the UEN mission?
- How will the needs be addressed?

A copy of the Statement of Work document, along with two examples from previous projects is included in Attachment A.

Policy Issues

Members of the Public and Higher Education Advisory Committees have recommended the following policy:

Projects will be based on public and higher education priorities as articulated in the annual strategic plan. Each project will be assessed according to scope, level of risk, cost, change and time constraints. Projects that are determined to have a broad scope as outlined in question one, a high level of risk as outlined in question two, and/or present a change in the strategic plan as outlined in question three will be brought to the Instructional or Technical Services Subcommittee for approval. Given the subcommittees approve the project, a communications plan for the project will also be determined.

In some circumstances a "fast track" may be required for projects where timeliness is an issue or an opportunity will be lost. In this case, the Instructional or Technical co-chairs, will be consulted. Finally, members of the Instructional Services Subcommittee, Technical Services Subcommittee or Steering Committee and members of the public and higher education advisory committees may ask for further information on any UEN project at any time by contacting the department Director or UEN Executive Director.

Project assessment questions are:

1. What is the scope of the project?

This project supports the following goals in the strategic plan:

Stakeholder groups impacted (PE, AE, HE, etc.):

Number of stakeholders involved/affected   low................high

Number of UEN departments/staff time   low................high

Amount of financial resources   low................high

Staff involved:

Estimated staff hours dedicated to project:

Change in priorities/processes already in UEN plan   low................high

2. What is the level of risk?

Does the project use sensitive data/individual information?

Does the project use data from outside organization?

Is there conflict or duplication of other projects?

Does the project complement or conflict with projects or services provided by UEN stakeholder groups? If yes, discuss.

3. For ongoing projects, is there a significant change in the strategic plan in terms of scope, goals, resources, or risk?

Recommendation

It is recommended that members of the committee approve the policy as outlined above and direct staff to implement the new policy.

TAB 29 ATTACHMENT A
UEN STATEMENT OF WORK DOCUMENTS

PROJECT STATEMENT OF WORK

Project Name:

Project Sponsors:

Project Manager:

Project Start Date:

Description of Project:

Project Scope:

Project Objectives:

1.	
2.	
3.	
4	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

Project Success Measures; *Deliverables:*

1.	
2.	
3.	
4.	

Key Assumptions:

1.	
2.	
3.	
4.	
5.	

6.	
7.	
8.	
9.	
10.	

Project Constraints:

1.	
2.	
3.	
4.	
5.	
5.	
6.	
7.	
8.	

Critical Success Factors:

1.	
2.	
3.	
4.	
5.	
6.	

Communication/Responsibility Chart:

Entity	Output Distribution	Input Needed	Approval Required	Receives Status Report	Receives Mtg Minutes & Other Documents

Additional Comments and Information:


```



```

Project Charter Approval – *The signatures below represent approval for this project as chartered in this document. The people signing below must approve in writing changes to the scope, objectives, constraints, key success measures or key assumptions prior to implementing those changes*

_____   _____   _____   _____
Signature   Date   Signature   Date

_____   _____   _____   _____
Signature   Date   Signature   Date

_____   _____   _____   _____
Signature   Date   Signature   Date

PROJECT STATEMENT OF WORK

Project Name: Create Adobe® PDF Online
Project Manager: Karen Krier

Project Start Date: 7/26/02

Description of Project:

Add the Create Adobe® PDF Online tool to UEN's list of services. Adobe is interested in setting up a pilot project with UEN.

Project Scope:

UEN will create an interface for the Create Adobe® PDF Online tool. This entails the following:

1. Creating an online interface for users to upload files, download pdfs, view status of requests and delete files.
2. Setting up a secure connection with Adobe.
3. Allotting storage for uploaded files and converted files
4. Creating admin screens for UEN employees

Users will not be given the option to have the converted documents mailed to them.

Project Objectives:

1.	Provide a free document conversion service for UEN registered educators.
2.	PDF conversion will help users who are attaching files to lesson plans, electronic portfolios and other online tools.

Project Success Measures:

1.	Users can easily upload documents and complete the conversion process.
2.	Increased usage of other UEN services and tools.
3.	Support both public education's and higher education's needs.

Deliverables:

1.	Use case scenarios / domain model
2.	Requirements Document
3.	HTML mock-ups
4.	Functioning interface
5.	Tutorial and Help Screen

Key Assumptions:

1.	Users have a need for this service.
2.	Users will find the process to be simple and convenient.

Project Constraints:

Critical Success Factors:

1.	Users learn about this new service.
2.	The conversion process is simple.
3.	Documents are converted in a timely and reliable manner.
4.	User support is available.

Communication/Responsibility Chart:

Entity	Output Distribution	Input Needed	Approval Required	Receives Status Report	Receives Mtg Minutes & Other Documents
Instruct. Services	X	X	X	X	X
Tech. Services	X	X	X	X	X
Pub. Relations				X	
Stakeholders		X		X	

Additional Comments and Information:

At this point, Adobe is offering this pilot to UEN at no cost. They would like to gather some statistics. We still need to define the length of the pilot.

At the end of the pilot we will discuss future arrangements.

Project Charter Approval – The signatures below represent approval for this project as chartered in this document. The people signing below must approve in writing changes to the scope, objectives, constraints, key success measures or key assumptions prior to implementing those changes

_____ _____ _____ _____
Signature   Date   Signature   Date

_____ _____ _____ _____
Signature   Date   Signature   Date

_____ _____ _____ _____
Signature   Date   Signature   Date

PROJECT STATEMENT OF WORK

Project Name: **UEN Technical Services Incident Management Planning Phase I - Notification and Assessment**

Project Sponsors: **Barry Bryson**

Project Manager: **James Brown**

Project Start Date: **March 17, 2004**

Description of Project:

The purpose of this project is to begin collecting data and establishing a direction for Incident Management within UEN Technical Services. The Incident Management Planning project will be approached in phases. The first phase will be limited to processes that involve communicating that an emergency event has occurred and establishing an application and services priority recovery list.

Project Scope:

This project is limited to resources and services under the responsibility of UEN Technical Services and its support teams. Phase I will include collection of information on people resources and service priorities.

Project Objectives:

1.	Establish a notification process for communicating emergency situations.
2.	Build a "calling tree" for the Technical Services staff and procedures to maintain the information.
3.	Define emergency levels for event assessment purposes.
4.	Build a list of applications and services performed by Technical Services and prioritize this list.
5.	Establish a priority scheme for application and service recovery steps.
6.	

Project Success Measures:

1.	Appropriate incidents are communicated within the organization.
2.	Recovery priorities are clearly delineated for applications and services with Technical Services.
3.	A process for updating planning documents is successful.
4.	Steps are made toward establishing a direction for recovery planning.
5.	

Key Assumptions:

1.	All Technical Services teams will participate.
2.	IMP planning for Technical Services will not duplicate and will reference any existing plans developed for the University of Utah.
3.	

Projects Constraints:

1.	Manpower resources allocated to this project.
2.	
3.	

Critical Success Factors:

1.	Participation by all Technical Services teams in the planning process.
2.	Priority by the leadership team to allocate adequate resources for the development of the project plans.
3.	Support by Technical Services teams with quarterly updates required to keep the plan current.

Communication/Responsibility Chart:

Entity	Output Distribution	Input Needed	Approval Required	Receives Status Report	Receives Mtg Minutes & Other Documents
Project Team	X	X	X	X	X
Jim Stewart	X	X	X	X	X

Additional Comments and Information:

Project Charter Approval – The signatures below represent approval for this project as chartered in this document. The people signing below must approve in writing changes to the scope, objectives, constraints, key success measures or key assumptions prior to implementing those changes

_____   _____   _____   _____
Signature   Date   Signature   Date

_____   _____   _____   _____
Signature   Date   Signature   Date

_____   _____   _____   _____
Signature   Date   Signature   Date

TAB 30

PIONEER LIBRARY 10TH ANNIVERSARY CONTEST - DISCUSSION

Issue

The Pioneer Library 10th Anniversary is gearing up. Committee members are sponsoring a statewide contest. Details are included with this report and posted on the Pioneer Library Web page at *pioneerlibrary.org*.

Background

Pioneer Online Library's 10th Year Anniversary "Ask a 10-Year-Old" Contest

Win an Apple iPod nano

Enter the Pioneer Online Library's 10th Year Anniversary "Ask a 10-Year-Old" Contest Online. Entry forms are available at *http://pioneer-library.org/downloads/contest_entry_form.pdf*).

- Submit in 50 words or less how Pioneer Online Library has benefited you at home, work or school:

- Submit entry to your local library by March 17, 2006.

- At each library, the best entry (i.e., best benefit to the person) will be selected and awarded a prize (A Pioneer Library clock/calculator).

- Each library will submit their best top entry by Friday, March 31st to:

  ◇ Utah State Office of Education for K-12 School Libraries.

  ◇ Utah State Library Division for Public Libraries.

  ◇ Utah Academic Library Consortium for College/University Libraries.

- On April 10th 2006, three grand prize winners will be announced representing the K-12 School Libraries, Public Libraries and College/University Libraries. The winners will each receive an Apple iPod nano.

Your submittal of this Entry Form grants permission for the use of your entry for promoting awareness and use of the Pioneer Online Library. Pioneer, Utah's Online Library, is provided through a statewide partnership of the Utah State Library Division, the Utah Academic Library Consortium, the Utah State Office of Education, the Independent School Libraries of Utah, and the Utah Education Network.

Recommendation

This is an information item. Steering Committee members are encouraged to publicize the contest and upcoming Pioneer Library 10th Anniversary with their colleagues and institutions. Questions can be addressed to Wayne Peay, Pioneer Library Committee Chair or Rich Finlinson, UEN Public Information.

TAB 31

IP VIDEO PROJECT UPDATE - DISCUSSION

Issue

UEN is now mid-point in the analog to IP Video conversion project. This document summarizes major activities for the project. As a response to questions from the December 16, 2005 meeting, the IP Video project staff will be addressing bandwidth and traffic concerns of the subcommittee.

Background

UEN is just completing phase two of the IP Video Project, mid point in a four phase project. When complete, the IP Video project will have converted all EDNET classrooms to the new H.323 standard. The new IP standard will provide improved tools, flexibility, and features to UEN's distance education classrooms, while also providing more local autonomy for the scheduling and management of some distance education events. H.323 IP Video is also the primary standard currently being adopted nationally and internationally by public education, higher education, Telehealth and business.

UEN is implementing the IP Video project on a regional basis. Currently the entire Uintah Basin including the Daggett School District, Uintah School District, Duchesne School District, Utah State University Roosevelt and Vernal and the Uintah Basin Applied Technology Center have been converted. Also, southeastern Utah to include the San Juan School District, Grand School District, Emery School District, Carbon School District, and the College of Eastern Utah Price and Blanding Campuses have been converted to IP Video, and currently CEU is turning up three additional classrooms on their Price campus with mid March for the scheduled completion.

Central Utah is also progressing well with the addition in December of three IP Video classrooms at Snow College.

UEN is now in the planning and scheduling stage for phase three, an aggressive phase that includes nearly 70 classrooms in Washington, Garfield, Piute, Sevier, Wayne, Kane, Iron, Beaver, Wasatch, Cache, Box Elder, Weber, Davis, and Morgan counties. Once this phase has been completed phase four of the IP Video project will focus on the Wasatch Front. Phase three is tentatively scheduled for completion in the October/November 2006 time frame.

Along with classroom conversion UEN has installed six RADvision 48 port conference bridges at the following locations:

- USU/Logan, Davis Applied Technology Center
- Dolores Doré Eccles Broadcast Center
- Salt Lake Community College
- Uinta Basin Applied Technology Center
- The San Juan School District
- Davis Applied Technology Center

These conference bridges will accommodate the large scale conferencing needs of IP Video.

UEN's GL3 project is also integral to IP Video success. GL3 is a multi-phase project that will provide broadband network connectivity to all school district offices, secondary schools, and state universities, colleges and Applied Technology Centers statewide. This increased bandwidth will insure that sufficient bandwidth exists for all higher and public education applications including IP Video. In cases where broadband improvements have not been completed dedicated bandwidth for IP Video will be provided.

With the completion of the GL3 broadband backbone improvements, including an upgrade to 155 Ethernet to the Uintah Basin in September, UEN's backbone can currently accommodate the backbone bandwidth demands of IP Video throughout the state.

Challenges

There are three challenges with IP Video bandwidth allocation that need to be addressed.

First, current problems affecting video quality are often related to Associate sites that have not been implemented with dedicated or sufficient bandwidth to accommodate H.323 video. Associate sites are sites that have been implemented for administrative and local distance education purposes by school districts and higher education institutions. When Associate sites participate in a UEN scheduled event, network problems affecting this site can reduce the quality of the event for all sites involved.

Second, firewall transversal issues must be anticipated during the conversion to IP Video to insure all required ports are open to accommodate H.323 communication. On an ongoing basis firewall configuration changes can directly affect IP Video and UEN will continue to work closely with district and higher education IT staff to resolve these issues as they occur.

Finally, the transition to IP Video presents challenges for teachers, facilitators, students, scheduling and support staff. The least common denominator approach must often be applied since the legacy EDNET classrooms cannot support all of the same features as the IP Video classrooms. It is for this reason that UEN is working aggressively to convert the entire state to IP Video in as short a period as possible.

Recommendation

This is an discussion item requiring no further Subcommittee action.

INSTRUCTIONAL SERVICES GRANT UPDATES – DISCUSSION

Issue

Instructional Services is working on several grants. Some of these are in the application process, and some have already been awarded and are in the implementation phase. A summary of grant activities is below.

Background

Grants Awarded

Utah Partnership for Adult Literacy

Community Connector Grants, National Center for Outreach

Awarded: $12,000

Nate Southerland has distributed adult basic education DVD's to 47 out of 50 rural libraries. Each library gets a set of GED Connection, Workplace Essential Skills and TV411 (pre-GED) programs on DVD to make available for patron circulation. There are also workbooks to accompany the programs. Beginning in late February, Nate will also be holding screenings in each of the libraries so community members and adult education providers can come together to know about the resources. Reaction from the libraries has been very positive – with no concern about the materials being used, but more concern about whether they will be returned. These programs also air twice daily on UEN-TV.

Datacasting Educational Media to Youth in Custody Centers

Digital Services Fund, Corporation for Public Broadcasting

Awarded: $280,000

This project addresses critical educational needs for Youth in Custody (YIC) and corrections programs in Utah. Using UEN-TV digital television signal, the project will distribute educational media resources to secure juvenile detention sites administered by the Utah Division of Juvenile Justice Services. Media will be housed on local computer servers to be accessed by YIC teachers as they administer court-ordered individual education programs. Content will include 200+ digital video titles correlated to Utah Core Curriculum (eMedia), two KUED video productions addressing teen pregnancy

and violence (Nathan's Story and No Safe Place: Violence Against Women), and two educational encyclopedias (Utah Collections Multimedia Encyclopedia and Utah Place Names).

In addition to providing educational resources to an underserved population, the grant also builds internal station capacity to expand datacasting services using the digital television signal, and brings the Utah Collections Multimedia Encyclopedia into new codecs for use in the eMedia service.

Partners for this grant include: KUED 7, Utah Division of Juvenile Justice Services, Utah State Office of Education, Utah Instructional Media Consortium and Media Solutions.

National Telecommunications and Information Administration

Awarded: $846,610

This is mostly a KUED grant, but both stations applied. The grant includes digital camera and editing equipment.

Digital Distribution Fund, Corporation for Public Broadcasting

Awarded: $487,080

We have received verbal notification of award for a round 8 DDF grant for the expansion of KUED 7 and KUEN broadcast infrastructure. This will support multicasting and of the digital TV signal for both stations.

Grants Pending

Inventing America: Democracy News Network

American History and Civics Initiative, Corporation for Public Broadcasting

Project request: $119,432

We have applied for, but not yet heard about the American History and Civics Initiative grant from the Corporation for Public Broadcasting. The program would involve building learning objects for Civics instruction based on the award-winning instructional television series, *News from the Past* and two public TV programs, *Liberty!* and *Benjamin Franklin*. More information about this program is available online at *www.cpb.org/grants/historyandcivics* and an outline of the partners and initiative we've proposed is online at *www.inventingamerica.org*

This grant would bring Civics content and professional development to Utah schools. The first year is an R & D phase, with subsequent funding based on performance.

Partners for this grant include: Utah State Office of Education, Agency for Instructional Television, Twin Cities Public Television, Intel, Newscast Company, Eaton Creative and Media Solutions.

Partnership for a Nation of Learners

Corporation for Public Broadcasting and Institute of Museum and Library Services

Project request: $250,000

We are in the process of writing a grant for the Partnership for a Nation of Learners program. More information about this program is available online at *www. partnershipforlearners.org*. The purpose of this program is to bring together agencies with a common mission so that, through their combined efforts, their services have a greater impact on the community. UEN is partnering with KUED, the Utah Museum of Natural History, the Marriott Library and several other community organizations to address water conservation in Utah. In addition, the project will build collaborative models that impact future projects for the organizations involved.

eMedia Closed Captioning Project

Development for the Steppingstones of Technology

Innovation for Children with Disabilities Grant

U.S. Department of Education

Project request: $198,416

This project will expand the eMedia digital service to include closed captioning for all video titles, develop a replicable model for encoding, indexing, and distributing closed captioned video learning segments, disseminate this model nationally to members of the education and educational media communities, and create supplemental teacher resources for the deaf and hard of hearing audience.

The primary project activities revolve around creating closed captioned digital learning setments. The captioning must be transcribed as a separate file and then resynchronized with the digital video file. UEN will document the process and distribute it nationally.

Partners for this project include: Utah State Office of Education (Special Education), Utah Instructional Media Consortium, Utah State Office of Rehabilitation, Gallaudet University, Utah Schools for the Deaf and Blind Institutional Council and Media Solutions.

National Telecommunications and Information Administration

Project request: $1,186,605

This application is for digital television and master control equipment shared with KUED, the application is on behalf of both stations.

Recommendation

This is an discussion item requiring no further Subcommittee action.

PUBLIC EDUCATION ADVISORY COMMITTEE
REPORT – DISCUSSION

Issue

The Public Education Advisory Committee met on February 2, 2006.

Background

Rick Gaisford conducted the advisory meeting where the following topics were discussed:

1. Higher Education Committee Report
2. 21st Century Teaching and Learning Initiative/Legislative Update
3. Instructional Services Q2 Review
4. eMedia
5. UEN Legislative Request
6. UEN-TV
7. Pioneer Library 10th Anniversary
8. Utah Educator Public Page
9. Project Process
10. Meeting schedule

The next meeting for this committee is March 24, 2006. Contact Rick Gaisford for more information.

Recommendation

This is an discussion item requiring no further Subcommittee action.

TAB 2 ATTACHMENT A
PUBLIC EDUCATION ADVISORY COMMITTEE NOTES

Jim Stewart's notes from meeting with SLCSD (Pat & Lesley) January 30, 2006
Thom Gourley attended from UEN.

SLCDO MyEDesk Service Requirements

1. eMints District support: http://emints.myedesk.org
    a. Tintic (20)
    b. SLC (1400)
    c. Provo (10)
    d. Logan (3)
    e. Uintah (6)
    f. Duchesne (30)
    g. Granite (2000)
    h. Ogden (20)
2. Additional District support eventually
3. Stable/non-changing or slowly changing software requirements
4. Transfer existing accounts to the new server
5. Train teachers on the new server/service
6. Help Desk will be worked out with all of the districts
    a. UEN single point of contact
    b. Pat Lambrose
    c. UEN software/hardware support
    d. SESC support
7. Cold Fusion version of MyEDesk/uTIPS
8. Bug fixes go to SESC
9. User password resets, adding users, is the responsibility of the district
10. UEN responsibilities
    a. Spec hardware
    b. Install hardware
    c. Install software
    d. Assess security
    e. Maintain hardware and software

f. Develop migration process

g. Provide and maintain accounts for administrator

h. Provide System admin functions

i. Develop registration process

j. Back-up user information

k. Work with districts to provide user training

l. Provide initial help desk contact

m. Route calls appropriately

n. Resolve hardware and software failures

o. Work with developers to maintain the software integrity

p. Develop cost support model

11. District Responsibilities

a. Provide service requirements

b. Create new accounts

c. Migrate accounts

d. Reset passwords

e. Answer user questions

f. Develop leadership model

g. Work with UEN to develop training model

h. Develop financial support structure

12. Developers Responsibilities

a. Consult on hardware configuration

b. Bug fixes

13. Technical concerns

a. PostgresSQL (Can we convert to SyBase)

b. Cold Fusion training (2)

14. Availability

a. A Weekly maintenance window is acceptable

15. Maintainability

a. UEN will be allowed to stay at the last stable version

b. SESC is the developer and is responsible for all software changes, bug fixes, etc.

c. Further conversations

16. Reliability

a. 4 hours hardware/software fix time during the week

b. On weekend, online by Monday morning

17. Security

18. Activities and timeframe
    a. Organize leadership team
    b. SESC/Teacher Portal/UEN Requirements and configuration meeting
        i. Jim, Thom, Bryan, Patrick from UEN
    c. Present basic idea at the Feb UEN Steering committee
    d. Beta server and testing with accounts
    e. Initial meeting of Teacher Portal committee
    f. Operating agreement with SESC/Teacher Portal/UEN
    g. Migration plan
    h. Training plan
    i. Help desk and support plan
    j. Production system by August 31, 2006

Other UTIP/Myedesk App State Servers

Ohio - http://www.learningplace.us/

Hawaii - http://edesk.k12.hi.us

Utah - http://meritpt3.org/

Utah - http://www.ualpa.org/

Regional Servers

DUD - http://www.dud.utips.org/

CUES - http://www.cues.utips.org/

SEDC - http://www.utips.sedck12.org/

Davis - http://utips.davis.k12.ut.us/

Districts

San Juan Math - http://sjsdmath.utips.org/

SJ Survey - http://sjsdsurvey.utips.org/ - survey

Schools

Monticello Elem - http://mes.utips.org/

People

Ima Wilson - http://ima.utips.org/

Groups

Patty Lyman - http://literacy.utips.org/

Demo Accounts

Training - http://training.utips.org/

Johndoe - http://johndoe.utips.org/

Janedoe - http://janedoe.utips.org/

Teachera - http://teachera.utips.org/

Teacherb - http://teacherb.utips.org/

Teacherc - http://teacherc.utips.org/

Teacherd - http://teacherd.utips.org/

Utah Educator Public Page (UEPP)

Issues and Talking Points

- Availability of all teachers in the 8 emints Districts to have a myedesk Public Page on the new Cold Fusion version of the UTIPS server.
- Why do eMINTS teachers, SLCSD teachers, and Granite SD teachers need myedesk accounts?
    - ◇ Build a teacher curriculum public and private page
    - ◇ Place to store/share files, links, and photos
    - ◇ Free 75 MB virtual storage space
    - ◇ 24 X 7 web access, anywhere, anytime!
    - ◇ Easy to collaborate and share materials
    - ◇ E-locker for your use
    - ◇ Publish for colleagues, students, parents, and your family
    - ◇ Teacher portfolio
    - ◇ Publish a calendar, place for your curriculum map
    - ◇ Maintain a blog
    - ◇ Create surveys
    - ◇ Create formative tests and quizzes using the UTIPS items
- How do we fund this?
- Jan 30, 2006: met with Jim Stewart, Thom Gourley, Pat Lambrose, and Lesley McLaughlin as a follow-up meeting from a promised server set up from a previous luncheon meeting (2 years ago) with Mike Petersen and Jim Stewart. See attached ITIL notes.
- UTIPS severs are going up all over the state

- UEPP is another Smart Tool to be a part of the sweet of Smart Tools from UEN. This tool is to be a choice by the end-user as to which application works for them. It is not whether My.UEN or MyEdesk is better…more of what fits their needs best!!!!
- Feb 13, the CIS eMINTS 8 District consortium will be having a quarterly meeting and this topic will be an agenda item.
- Feb 16, an Ad Hoc UEPP Leadership committee will meet at the SLCSD District office to continue the ITIL process for this request.
- Feb 17, the UEPP concept will be presented at the Instructional Services sub committee meeting. It will be part of Rick's PECC report.
- Other

HIGHER EDUCATION ADVISORY COMMITTEE REPORT - ACTION

Issue

The Higher Education Advisory Committee met on January 24, 2006.

Background

During its January 24 meeting, the UEN/USHE/HE Advisory Committee committed to conduct a series of campus dialogues on higher education's uses and needs in the area of technology. Over the next two months, committee members will arrange a meeting on their campus. Committee members selected a date, location and identified campus participants.

Purpose

Campus discussions will explore the larger issues of higher education's priorities with the Utah Education Network as well as the higher education technology needs and opportunities in general. Participants will be invited to share what technologies are commonly used in teaching and in other campus activities, as well as identify technology and technology-related needs. The data gathered will inform future strategic plans both for the state network and for the Utah System of Higher Education.

Background

Technology strategic planning is a broad topic and background materials can be found in numerous places. Below find three perspectives:

- UEN FY 2006 Strategic Plan
  www.uen.org/ueninfo/downloads/06_uen_plan.pdf

- Educause Evolving Technologies Reports
  www.educause.edu/EvolvingTechnologiesReports/869

- Internet2 Information Kit
  www.internet2.edu/info

Participants

Each campus meeting will involve 10-12 individuals including technology administrators, faculty from different disciplines with varying degrees of proficiency with technology, librarians, technical support staff including faculty support and distance learning administrators.

Schedule

The meeting will be approximately two hours. All meetings will be completed before the next advisory committee meeting, March 22, 2006.

Outcomes

Cyd Grua will take notes for each campus meeting, compile a draft document and report back to the advisory committee at our March 22 face-to-face meeting. The anticipated product of these meetings is a list of higher education strategic technology priorities the committee can present to the Instructional Services Subcommittee and/ or Steering Committee with the recommendation these priorities inform UEN's FY 2007 Strategic Plan.

Recommendation

The UEN/HE Advisory requests the Instructional Services Subcommittee chair schedule time on the April 2006 UEN Steering Committee agenda so that we may present a summary of our findings directly to that committee.

TAB 4

UTAH NAVAJO HEALTH SYSTEM PROGRESS REPORT – ACTION

Issue

Based on discussion and decisions made at the December 2005 Steering Committee meeting UEN has moved forward to develop a memorandum of understanding (MOU) between Utah Navajo Health System (UNHS) clinics, the San Juan School District, College of Eastern Utah and UEN.

Background

UEN conducted several meetings in Blanding on January 24, 2006. The purposes of these meetings were to assess the networking needs of UNHS, determine the impact on wide area network (WAN) resources in San Juan County and reach agreement between all organizations to provide these needed services. All this was done with the intention of developing an operational MOU that is acceptable to all parties. Areas of discussion included:

- Bandwidth requirements
- Network security
- Operational support
- Space requirements
- Financial implications
- Termination of services

We reached agreements that were understood and accepted by all participants. UEN has agreed to develop a draft MOU based on these agreements. Once this is ready for review UEN will arrange to meet again with each participant. UEN is taking care to ensure that all principals have adequate input into the MOU development process. All interested parties will have the opportunity to review and have final input into the MOU. We anticipate that the MOU will be ready for final review and approval at the April 2006 Steering Committee Meeting, after which it will be signed and implemented.

Recommendation

This item is presented for informational purposes. However, it is important that the Steering Committee review and understand the actions taken to date. Additionally, the

Steering Committee will approved the MOU before it is signed and implemented.

SECONDARY SCHOOL WIDE-AREA-NETWORK ETHERNET RFP - ACTION

Issue

UEN issued a Request for Proposal (RFP) in mid-September for procurement of services for Phase Four of the Wide-Area-Network Ethernet project. This is the last major step to provide Ethernet connectivity to the remaining public secondary schools and district offices in the state. After evaluating proposals closely with stakeholders, UEN discovered a need to issue a second RFP which was published in December.

Background

UEN continues efforts to bring Ethernet connectivity to all district offices and secondary schools throughout the state. Multiple phases have been established to accomplish this work. Phase One (also known as the GL3 project) was completed earlier this summer. Phase Two is well under way and will be completed by the end of the first quarter of 2006. UEN conducted an RFP for Phase Three last year and Phase Three contracts were established prior to the E-Rate filing deadline in February 2005. The implementation of Phase Three projects is contingent on approval of on-going funding from the state legislature. UEN anticipates that Phase Three projects will begin some time after March 1, 2006.

UEN has been working with both urban and rural districts statewide to plan the scope of both RFPs and desired outcomes, including coordination on school preparation and readiness, facility and technical resource planning, and E-Rate filings. This process has been underway for several months. UEN finalized and published the RFPs in mid-September and in late December. The scope of RFPs included all remaining secondary schools (approximately 45 locations), six Applied Technology College campuses, and 14 charter schools. Additionally, elementary schools from the Alpine, Box Elder, Cache County, Garfield, Iron County, Juab, Kane County, Logan City, Nebo, Park City and Wayne County School Districts were included in the RFP. This was done at the request of, and with participation from, the districts. The RFP also included several regional backbone connections that are vital to the overall network strategic plan, including replacement of the CVDS (Commercial Video and Data Service – an OC48 like service from Qwest that provides two-way broadcast quality analog video and data circuits up to the DS-3/45 MB level) circuit currently leased through Qwest between Utah Valley State College in Orem and the College of Eastern Utah in Price for the Southeastern region of the state. The UEN extension on the CVDS circuit lease expires at the end of December 2006.

UEN contracted with Jon Peters, formerly an analyst in the Office of Information Technology with the University of Utah, to perform financial analysis of the proposals. (Jon previously worked with UEN last year. He provided valuable financial analysis for the 2004 RFP responses.)

After extensive analysis, the UEN evaluation team issued awards in December and February. The following providers were successful bidders: Qwest Communications, Centracom Interactive, Conterra Ultra Broadband, South Central Communications, All West Communications and Emery Telephone. UEN moved rapidly into the contract negotiation process in order to meet the E-Rate filing deadline for contract of February 16, 2006. UEN's E-Rate staff provided valuable consultation and work to ensure that UEN contracts meet the federal E-Rate standards and regulations.

Recommendation

It is recommended that the UEN Steering Committee commend efforts by UEN staff in working with school districts in the evaluations and award of the RFPs and subsequent contract negotiations and E-Rate filings with successful suppliers to supply additional bandwidth needs with competitive industry solutions.

TAB **6**

E-RATE UPDATE – DISCUSSION

Issue

E-Rate Update

Background

February 16, 2006, is the deadline for filing applications for E-Rate funding for Year 2006, which runs from July 1, 2006 through June 30, 2007. UEN and the school districts have been very busy filing their respective applications.

UEN held multiple training workshops in the fall and winter months in preparation for the filing window, which opened on December 6, 2005.

To date, UEN has filed for E-Rate reimbursement on recurring services. Those services within Qwest territory included DS1's, DS3's and LSS circuits, in the amount of just under $1 million. Recurring services within the other service providers' territories came up to a total of approximately $2 million.

The Qwest on-going Phases I, II, and III Geomax application totaled just over $5 million. As of February 9, 2006, the E-Rate team is reviewing on-going applications for approximately $1 million.

UEN is expecting to sign new contracts for Phase IV Ethernet services with Emery Telephone, South Central Utah Telephone, CentraCom, and All West Communications. We are awaiting a contract from Qwest for Phase IV Geomax service and from Conterra for new wireless service. UEN will be requesting approximately $1 million in E-Rate funding for all of these new contracts.

In summary, UEN expects to file for approximately $10 million in E-Rate dollars for Fiscal Year 2007.

Recommendation

This is an discussion item requiring no further Subcommittee action.

TAB **7**

IP VIDEO PROJECT UPDATE - DISCUSSION

Issue

UEN is now mid-point in the analog to IP Video conversion project. This document summarizes major activities for the project. As a response to questions from the December 16, 2005 meeting, the IP Video project staff will be addressing bandwidth and traffic concerns of the subcommittee.

Background

UEN is just completing phase two of the IP Video Project, mid point in a four phase project. When complete, the IP Video project will have converted all EDNET classrooms to the new H.323 standard. The new IP standard will provide improved tools, flexibility, and features to UEN's distance education classrooms, while also providing more local autonomy for the scheduling and management of some distance education events. H.323 IP Video is also the primary standard currently being adopted nationally and internationally by public education, higher education, Telehealth and business.

UEN is implementing the IP Video project on a regional basis. Currently the entire Uintah Basin including the Daggett School District, Uintah School District, Duchesne School District, Utah State University Roosevelt and Vernal and the Uintah Basin Applied Technology Center have been converted. Also, southeastern Utah to include the San Juan School District, Grand School District, Emery School District, Carbon School District, and the College of Eastern Utah Price and Blanding Campuses have been converted to IP Video, and currently CEU is turning up three additional classrooms on their Price campus with mid March for the scheduled completion.

Central Utah is also progressing well with the addition in December of three IP Video classrooms at Snow College.

UEN is now in the planning and scheduling stage for phase three, an aggressive phase that includes nearly 70 classrooms in Washington, Garfield, Piute, Sevier, Wayne, Kane, Iron, Beaver, Wasatch, Cache, Box Elder, Weber, Davis, and Morgan counties. Once this phase has been completed phase four of the IP Video project will focus on the Wasatch Front. Phase three is tentatively scheduled for completion in the October/November 2006 time frame.

Along with classroom conversion UEN has installed six RADvision 48 port conference bridges at the following locations:

- USU/Logan, Davis Applied Technology Center
- Dolores Doré Eccles Broadcast Center
- Salt Lake Community College
- Uinta Basin Applied Technology Center
- The San Juan School District
- Davis Applied Technology Center

These conference bridges will accommodate the large scale conferencing needs of IP Video.

UEN's GL3 project is also integral to IP Video success. GL3 is a multi-phase project that will provide broadband network connectivity to all school district offices, secondary schools, and state universities, colleges and Applied Technology Centers statewide. This increased bandwidth will insure that sufficient bandwidth exists for all higher and public education applications including IP Video. In cases where broadband improvements have not been completed dedicated bandwidth for IP Video will be provided.

With the completion of the GL3 broadband backbone improvements, including an upgrade to 155 Ethernet to the Uintah Basin in September, UEN's backbone can currently accommodate the backbone bandwidth demands of IP Video throughout the state.

Challenges

There are three challenges with IP Video bandwidth allocation that need to be addressed.

First, current problems affecting video quality are often related to Associate sites that have not been implemented with dedicated or sufficient bandwidth to accommodate H.323 video. Associate sites are sites that have been implemented for administrative and local distance education purposes by school districts and higher education institutions. When Associate sites participate in a UEN scheduled event, network problems affecting this site can reduce the quality of the event for all sites involved.

Second, firewall transversal issues must be anticipated during the conversion to IP Video to insure all required ports are open to accommodate H.323 communication. On an ongoing basis firewall configuration changes can directly affect IP Video and UEN will continue to work closely with district and higher education IT staff to resolve these issues as they occur.

Finally, the transition to IP Video presents challenges for teachers, facilitators, students, scheduling and support staff. The least common denominator approach must often be applied since the legacy EDNET classrooms cannot support all of the same features as the IP Video classrooms. It is for this reason that UEN is working aggressively to convert the entire state to IP Video in as short a period as possible.

Recommendation

This is an discussion item requiring no further Subcommittee action.

T A B **8**

REPORT OF THE INSTRUCTIONAL SERVICES SUBCOMMITTEE – DISCUSSION

The Instructional Services Subcommittee will report to the Steering Committee on items covered in the subcommittee agenda.

REPORT OF THE TECHNICAL SERVICES SUBCOMMITTEE – DISCUSSION

The Technical Services Subcommittee will report to the Steering Committee on items covered in the subcommittee agenda.

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

December 16, 2005 – 9:00 am

Members Present: Jon Crawford, Stephen Hess, Kory Holdaway, Kay Jeppesen, Christine Kearl, Pat Lambrose, Donna Morris, Wayne Peay, Mike Petersen, Kim Roper, Dick Siddoway, Weldon Sleight, Glen Taylor, Ryan Thomas, Ray Walker and Gary Wixom.

Others Present: Jonathan Ball, Dale Bills, Barry Bryson, Jeff Egly, Rich Finlinson, Dan Frei, Rick Gaisford, Claire Gardner, Boyd Garriott, Thom Gourley, Cynthia Grua, Laura Hunter, Coy Ison, Troy Jessup, Pete Kruckenberg, Lisa Kuhn, Deb LaMarche, Jim Langston, Kim Marshall, George Miller, Bryan Peterson, Dennis Sampson, Nate Southerland, Jim Stewart and Cory Stokes.

Welcome and Introductions

Gary Wixom welcomed everyone to the December meeting. Gary welcomed off site Jonathan Ball and Dan Frei. He also welcomed Christine Kearl, new member of the Steering Committee, to the meeting.

Committee of the Whole

Tab 10 – Preparations for 2006 Legislative Session

Mike Petersen asked that this be moved to an action item because the proposed UEN amendments to state law require Steering Committee action. Mike asked Dan Frei to participate in discussing the Governor's budget. The Governor is recommending increases in funding for UEN over the next three years. The first recommendation is an increase in the network infrastructure, the second is for retention of key faculty and staff and the last is one time adjustments for course management systems. The budget request does not include either ongoing or one-time funds for Phase IV of the network infrastructure project.

For a more detailed account of the budget request, please refer to the handout labeled "Higher Education-Agency Budget Overview".

Mike Petersen reported that our E-Rate staff have concluded that state law related

to UEN need to be updated. Specifically, the statutory authority that UEN must have to provide E-Rate eligible services for schools must be clearer and elaborated. To remove any possibility that the statutory language would cause UEN's contracts to be rejected, the statutes that give UEN its authority should be redrafted based upon E-Rate requirements that have been evolving for the past several years. The statutes haven't been revised in the past 10 years. Boyd Garriott, Louise Tonin and Lisa Kuhn have been working on the redrafting of the statutes. They will work with our Public and Higher Education stakeholders to review the proposed amendments. Representative Kory Holdaway was agreed to sponsor the legislation. See attached handout for a copy of the rough draft.

A motion was made to provide conceptual support for the proposed revision of UEN statutes. Final approval of the UEN Amendments will be given by the Executive Members of the Steering Committee. **THE MOTION PASSED WITH ALL MEMBERS VOTING IN FAVOR.**

Tab 11 – The UEN ITIL Initiative

Jim Stewart briefly talked about ITIL then turned the discussion over to Thom Gourley. Thom talked about the IT Infrastructure Library (ITIL) and how it is the most widely accepted IT process management framework in the world and provides a comprehensive and coherent set of best practices for IT service management processes. For the past several months, UEN staff have been receiving training in ITIL, evaluating our services in relation to ITIL standards and expectations, and initiating a series of projects which will align UEN processes with ITIL best practices. Service Desk and Incident Management are two of the areas which will be worked on first.

Due to the enormity of this task, the ITIL processes cannot be implemented all in one step. The time frame for getting the basic processes in place has already begun and will proceed over the next 18 to 24 months. A decision making structure has been established for managing the ITIL project at UEN. The project is organized at three levels:

1. The Executive Committee

2. The Managers' Committee

3. Working Groups

These are only the first few steps in implementing ITIL at UEN and there will be many more. UEN staff are enthusiastic about this pursuit, because they know it will help them to better serve their customers in the years to come. For a more detailed description of ITIL and some working cases, please refer to Tab 11.

Tab 12 – Videoconferencing to Encourage Remote Participation in Government Meetings

The Utah Technology Commission is now exploring the possibility of expanding the use of videoconferencing technology for remote participation in government meetings. UEN staff were invited to participate in a demonstration event using distant sites in Manila and Vernal at the final UTC meeting on November 30.

Two different options were suggested to the Technology Commission. The first would be to begin using the existing EDNET system and the second would be to establish new videoconferencing sites at either county administrative buildings or libraries. Donna Morris suggested that these new sites be located at public libraries. Jonathan Ball also suggested looking at established IT sites in government agencies.

UEN has been asked by the UTC to work with legislative staff to prepare a proposal next spring.

Tab 13 – Pioneer Library Promotion Update

Rich Finlinson highlighted the three key benefits of Pioneer Library: statewide access, credible resources and cost effectiveness. Promotions are now being run on KUED and KSL advertising the 10th anniversary of Pioneer Library.

Steering Committee Business Meeting

Instructional Services Subcommittee Report

Tab 14 – Closed Captioning on UEN-TV

Dick Siddoway briefly summarized the new FCC requirements mandating closed captioning. UIMC has prepared a captioning strategy that involves seven steps. A detailed outline of these steps is provided in Tab 14. The Instructional Services Subcommittee approved this plan, and the chairs of UIMC have also agreed to the strategy.

Tab 15 – Statewide Education Calendars at UEN.ORG

Dick Siddoway reported that UEN Instructional Services and Public Information departments have implemented an easy approach to a comprehensive calendaring process using some of the existing Web structure and newsletter tools at www.uen.org. Access to this list is two clicks from the UEN home page. UEN has aggregated logos and calendar links from 17 campus locations. One stop shopping for higher education and public education information has been added to this tool.

Tab 16 – Course Scheduling for 2006-2007

Dick Siddoway reported that activities are proceeding related to the scheduling process for institutions delivering courses on the network. There are issues with institutions not submitting proposals and trying to schedule classes. This causes the quality of service to be poor, and for delivery of the courses to not be guaranteed. We need to continue to encourage all institutions to pre-schedule their classes.

Tab 17– Quarter Two Progress Report on FY 2006 Strategic Plan

Dick Siddoway reported the highlights of the last quarter. For a detailed summary of

2006 Strategic Plan highlights, please see Tab 17.

Tab 18 – Public Education Advisory Committee Report

The items discussed in the Public Education Advisory Committee can be found behind Tab 18. For those who are interested or have questions regarding this topic, Rick Gaisford can provide additional information.

Tab 19 – Higher Education Advisory Committee Report

Minutes from the latest Higher Education Advisory Committee meeting can be found in Tab 19, Attachment A. The next meeting is scheduled for January 17, 2006. For those who are interested or who have questions, please call Cyd Grua.

Utah Education Network Instructional Services Subcommittee Meeting Minutes

Attendees: Rick Cline, Rich Finlinson, Claire Gardner, Boyd Garriott, Cyd Grua, Kory Holdaway, Laura Hunter, Karen Krier, Pat Lambrose, Jim Langston, Jeff Livingston, George Miller, Donna Morris, Colleen Nordberg, Kim Roper, Weldon Sleight, Dick Siddoway, Kirk Sitterud, Cory Stokes, Nate Southerland, Autumn Thatcher, Dennisia Whisler, Gary Wixom

Compiled by Leah Bryner

Tab 14 – Closed Captioning on UEN-TV - Action

Dick Siddoway discussed new closed captioning requirements mandated by the FCC. UEN and KUED do not qualify for exemptions to the requirements.

The new requirements have prompted scheduling changes in the ITV blocks for both UEN-TV and KUED 7. The UIMC Chairs have approved these changes and recommend approval by the Instructional Services Subcommittee.

Action - The Instructional Services Subcommittee approved the closed captioning strategy outlined in Tab 14.

Tab 15 – Statewide Education Calendar at UEN.org - Presentation

Rich Finlinson demonstrated some of the existing Web structure and newsletter tools at www.uen.org that provide easy access to comprehensive calendaring for higher education events in the state. They can be accessed from the UEN home page, www. uen.org, click on "Events." The higher education advisory committee would like to eventually see a combined calendar for distance education and technology events on campus. The committee will explore this further.

Action - This is an information item requiring no further Instructional Services Subcommittee action.

Tab 16 – Course Scheduling for 2006 - 2007- Discussion

Rick Cline discussed scheduling procedures for institutions offering courses via EDNET, Satellite, IP Video Conferencing or UEN-TV during the 2006-2007 school year. There are still issues with understanding bandwidth capabilities for IP. The committee asked that a Technical Services representative discuss this at the next meeting.

Action - The Instructional Services Subcommittee agrees a Technical Services representative will attend February Instructional Services Subcommittee Meeting to discuss IP scheduling, training, and bandwidth issues.

Tab 17 – Quarter Two Progress Report on FY 2006 Strategic Plan- Discussion

Laura Hunter summarized activities conducted during October, November and December 2005 for UEN Instructional Services, Instructional Delivery and Public Information departments. Strategic plan highlights for the quarter are outlined in the December, 2005 Steering Committee materials.

Action - This is an information item requiring no further Instructional Services Subcommittee action.

Tab 18 – Public Education Advisory Committee Report- Discussion

The Public Education Advisory Committee met on November 30, 2005.

Rick Gaisford conducted the advisory meeting where the following were discussed:

- 21st Century Learning Initiative - $10 million in one-time money was appropriated for FY 2007 and $20 million for FY 2008.
- Professional Development - There has been increased demand for after school classes in the evening hours.
- Intel Teach to the Future - Trainings are scheduled for spring and summer when teachers are available.

The next meeting for the committee is January 27, 2006. Contact Rick Gaisford for more information.

Action - This is an information item requiring no further Instructional Services Subcommittee action.

Tab 19 – Higher Education Advisory Committee - Discussion

Cyd Grua reported that the Higher Education Advisory Committee met on November 16, 2005, by conference bridge.

The Committee discussed new membership representatives from Dixie State College, Weber State University, and Snow College and Nate Southerland explained UEN's involvement in Adult Education.

Minutes of the meeting are included in December, 2005 Steering Committee materials.

The next Higher Education Advisory Meeting is scheduled January 17, 2006, 11:00 a.m.- 2:00 p.m. Contact Cyd Grua if you have questions or suggestions for this committee.

Action - This is an information item requiring no further Instructional Services Subcommittee action.

Technical Services Subcommittee Report

Tab 20 – Secondary School Wide Area Network Ethernet RFP Report

UEN has been working with both urban and rural districts statewide to plan the scope of the Phase 4 RFP and desired outcomes, including coordination on school preparation and readiness, facility and technical resource planning, and E-Rate filings. UEN finalized and published the RFP in mid-September. UEN received requests from two of the providers for an extension on the RFP deadline, and UEN granted a three-week extension to accommodate the development of proposals from these vendors. The RFP's have been returned and analyzed and we're hoping that as soon as next week a decision will be made regarding which vendors have been awarded this RFP. A second RFP will be issued for some of the needs that were not met through the first. It will be issued quickly in order to meet the E-Rate filing deadline on February 16, 2006.

A full report of the results of the RFP process will be provided in the February 2006 Steering Committee.

Tab 21 – Network Issues Related to Utah Navajo Health System (UNHS)

Ryan Thomas reported on network limitations in the southeast communities in Utah which include Montezuma Creek, Navajo Mountain and Monument Valley. University of Utah Telehealth currently provides Telehealth services and network connectivity to all UNHS clinics in San Juan County. This year Telehealth approached UEN in an effort to address challenges it faces in providing reliable and cost effective network access in these communities. UEN had agreed to work with Telehealth in providing network access to UNHS clinics. Recently, UNHS has begun to plan changes to its network that may reduce or eliminate services provided by University of Utah Telehealth, but UNHS would still like to complete this fiber project and utilize UEN bandwidth. UEN has a Memorandum of Understanding with Utah Rural Telecommunications Association (URTA). This can be found behind Tab 21, Attachment A. Would this new development go beyond the scope of UEN?

A motion was made to recommend that representatives of UEN, UNHS, San Juan School District, University of Utah Telehealth and the College of Eastern Utah (CEU) be involved in a discussion about network relationships in San Juan County. The purposes would be to explore issues related to a possible memorandum of understanding that would: (1) ensure that the provision of network bandwidth to UNHS would fall within the educational and library mission of the network, and (2) that the use of that network by UNHS would not exceed the current available bandwidth and would be coordinated with the educational use. THE MOTION PASSED WITH 3 OPPOSING.

Tab 22 – Phase 2 Implementation Report

Ryan Thomas reported that one-third of the Phase II GL3 sites have been completed and are currently utilizing their new Gigabit Ethernet connectivity. During the next several weeks there will be rapid increase of the number of sites that will be completed. We will then immediately go into Phase III for implementation. UEN is still on track with 99% completion of the GL3 Phase II by first quarter 2006.

Tab 23 – UEN Network Operations Update

Ryan Thomas shared with the committee that service-affecting incidents handled by the NOC have steadily declined since the completion of GL3 Phase I (backbone). The backbone upgrades and other improvements over the last year have resulted in a much more reliable WAN infrastructure. Based on the feedback from the survey that was done in late November, the NOC has support to go ahead and start the restructuring of their department. A new schedule was implemented the first of December and provides for more staff time for implementation and consultation. For a detailed list of the changes that are being made in the NOC department please refer to Tab 23, Information Section.

Utah Education Network Technical Services Subcommittee Meeting Minutes

Attendees: Dale Bills, Barry Bryson, Jon Crawford, Jeff Egly, Pete Kruckenberg, Deb LaMarche, Kim Marshall, Erik Merkley, Wayne Peay, Bryan Peterson, Mike Petersen, Glen Taylor, Ryan Thomas, Dennis Sampson, Jim Stewart, and Ray Walker.

Compiled by Cindy Najarro

Tab 20 – Secondary School Wide Area Network Ethernet RFP Report – Action

UEN issued a Response for Proposal in mid-September for procurement of services for Phase Four of the Wide Area-Network Ethernet project. We are in the final stages of completing the RFP process. The districts have been heavily involved in the evaluation process. Dennis Sampson anticipates the evaluations will be finalized by Monday and we will enter into contract negotiations with the bidders involved in the process.

Another Response for Proposal will be issued for some of the needs that were not met through the evaluations of the previous RFP. The RFP will be issued as quickly as possible to meet the E-Rate filing deadline of February 16, 2006. We are hoping to get the Response for Proposal out by next Thursday.

One of the critical items we are trying to address is some of the regional backbone connections, including the replacement of commercial and video data service. This is the circuit between Orem and Price. We anticipate having the replacement service available and filed in time for E-Rate. Our lease with Qwest expires in December of 2006. Competitive proposals have been received.

We are also addressing other needs regionally with the WAN connections that we would like to upgrade.

Tab 21 – Network Issues Related to Utah Navajo Health System – Action

The Utah Navajo Health System (UNHS) involves three very small clinics – Montezuma Creek, Monument Valley and Navajo Mountain. University of Utah TeleHealth provides telehealth services and network connectivity to all of these clinics. Our understanding is that there are negotiations on the part of UNHS that, if not curtailed, would limit the involvement of the University's TeleHealth program in those clinics. UNHS would like to utilize UEN bandwidth.

This does present an interesting challenge of what is the scope of UEN. The Memorandum of Understanding that we signed with the Utah Rural Telecommunications Association (URTA) is included in Attachment A of the Technical Services Subcommittee materials. The principles there are that the network will not provide services where there are competitive services available, unless there are severe problems with that service and unless the recipient of that service falls within our service mission to provide network connectivity to public and higher education and libraries.

Deb LaMarche, University of Utah Telehealth; Dennis Hammond, Mike Jensen, and the Chairman of the Board, Utah Navajo Health Systems; and Patrick McDermott, San Juan School District joined the subcommittee to give an overview of their services and what service they would like UEN to provide. San Juan School District has some concerns with the bandwidth issues. They support the project as it originally was proposed which involved T1 hookups. The recent proposal goes significantly beyond this and would cause some major bandwidth problems for San Juan School District.

Mike Petersen suggested UEN work with UNHS, Telehealth and San Juan School District to negotiate a Memorandum of Understanding that would be acceptable to everyone and bring it back to the Steering Committee for final approval.

Jon Crawford would like to see what the impact would be on the IT staff and the alternatives UNHS is exploring and what are the timeframes.

Jim Stewart suggested we make sure where we recoup any costs and that further studies be made with all the parties involved. This topic would lead to a memorandum of agreement.

Ryan Thomas recommended we take Mike's suggestion and look at this for further review to reach an understanding of the cost and other impacts. This will lead to a memorandum of understanding involving all parties.

Motion was made and seconded to develop a memorandum of understanding among the parties: UEN, UNHS, Utah Telehealth, and San Juan School District. **The motion passed with one opposed.**

Tab 22 – Ethernet Phase 2 Implementation Report – Discussion

The current timeframe for completion of the implementation phase of this project is 1st quarter of 2006. Forty-six out of 143 sites are on line. We should start seeing huge gains in the number of sites that we are turning up.

We are replacing all the aggregation points. This includes the 6500's at district offices for net flow purposes. In Phase 3 we will replace, at the backbone POP's, all the 3750's with 6503's, if budget allows.

Tab 23 – UEN Network Operations Update – Discussion

UEN Network Operations group has been restructuring to better address changing needs from customers and projects. The direction is to move to regular hours and full time presence in the NOC with 24 hour on call back up. By doing this, time has been freed up for two full time individuals to work in the consultation area, where demands have been greater.

We have seen a decrease in the traditional work the NOC has done in the past. NOC personnel have been moved onto implementation and consultation.

Other Items

Security - A relatively small percentage of issues are internal security. The majority of our efforts involve supporting customers. Troy Jessup and Pete Kruckenberg have had conversations about security and how we address competencies that we are not staffed for right now. We are staffed internally, but providing for competencies for customers is a different kind of problem. Troy and Pete talked about incorporating some of the competencies in the NOC or between the groups. They discussed how we could do consultation in this area. Security will be a great part of the changes being made in the NOC. There are two open positions in the NOC and hiring someone with operational security competencies is being discussed. We continue holding the security conference calls. We are expanding the Utah Saint site and we will have a security conference in April in St. George. Security sessions will also be scheduled in our March Technical Summit in Cedar City. We think of ourselves as helping to enable customers through a combination of hands-on consulting, training, and publishing materials so we can move to working more with customers and their strategies.

Video Conferencing - Currently we have enough bandwidth to increase video resources. We have the ability to add, at not much expense, additional Lambda's along the backbone. The incremental cost of bringing them into the network won't be great. But, we can consume resources at a very fast rate. File sharing and security breeches cause us the most concerns and flood the backbone. Classroom delivery should take priority. For the last four years, a committee has been involved in managing IP video. Jim Stewart stated we ask customers to register with us to have the ability to use our bridges. We can use our resources to support and help the customer. We will also work with those who are creating problems to get them off the network.

Tab 26 – Steering Committee Meeting Minutes

A motion was made to approve the previous minutes with a correction to show Marty Kelly was welcomed by the committee. **THIS MOTION PASSED WITH CORRECTIONS AND ALL VOTING IN FAVOR.**

The Steering Committee meeting was adjourned at 12:00 noon, with a reminder that the next meeting will be held on February 17, 2006, at the Dolores Doré Eccles Broadcast Center.

Please note: detailed information and discussion of the issues are included in the materials prepared for the meeting. These materials are available online at www.uen.org/steering/html/materials.html. Please refer to them for additional reference.

TAB **11**

OTHER