



# Utah Education Network

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In Partnership with  
Utah State Office of Education ■ Utah System of Higher Education

**UTAH EDUCATION NETWORK  
STEERING COMMITTEE**

**A G E N D A**

JUNE 27, 2003 – 10:00 AM

10:00 am -  
12:00 pm

**Steering Committee Meeting**

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**Welcome and Introductions..... Gary Wixom**

**Committee of the Whole**

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## Steering Committee

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*Please place these materials in your Steering Committee Binder.*

## STEERING COMMITTEE MEMBERSHIP CHANGES - ACTION

### Issue

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Approximately half of the terms for Steering Committee members expire on July 31, 2003. This necessitates that each of the members whose term expires be recommended for reappointment, or in some instances, that new members be recommended for appointment to the Steering Committee.

### Background

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According to state law, the Governor appoints members of the Steering Committee, who are to serve four year terms, and it specifies that approximately half of the terms expire every two years.

To meet the requirements of state law, and to provide for a continuation of appropriate constituency representation on the Steering Committee, two years ago half of the members of the Steering Committee were recommended to the Governor to be appointed to serve a full four year term (to expire in 2005), while the remainder were appointed for two years (terms to expire July 31, 2003).

Members whose terms expire at the end of next month need to either be recommended to the Governor for reappointment, or, in some instances where necessitated by a number of factors, new members need to be identified and recommended for appointment.

Those who are to be recommended for reappointment include: Ron Barlow, Brent Goodfellow, Stephen Hess, Rich Kendell, Wayne Peay, Kirk Sitterud, and Barbara White.

Reed Eborn and Clif Drew will be completing their service on the Steering Committee when their terms expire on July 31. Amy Owen is retiring on August 1st. If a new Director of the State Library Division is not selected before that date, Doug Abrams will serve on the Steering Committee on an interim basis until a new director is appointed. Dave Eisler is also resigning from the Steering Committee as he prepares to accept the Presidency of Ferris State University in Michigan.

There are never sufficient words to express appreciation to those who completing their service on the Steering Committee. Amy, Clif, Reed, and Dave have given monumental service and have provided invaluable insight in representing their various constituencies as well as all of the students, teachers, faculty, administrators, and citizens of the state. Their contributions can never be adequately enumerated or

the level of appreciation deserved properly extended. All of education and the state's library patrons have greatly benefitted by their service and each will be sorely missed.

## Recommendation

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It is recommended that the Steering Committee approve the proposed reappointment of Ron Barlow, Brent Goodfellow, Stephen Hess, Rich Kendell, Wayne Peay, Kirk Sitterud, and Barbara White to new four year terms to the Utah Education Network Steering Committee, and authorize the Executive Director to submit the list of recommendations to the Governor's Office for his official action.

It is furthered recommended that the Steering Committee adopt resolutions of appreciation honoring Amy Owen, Clif Drew, Reed Eborn, and David Eisler in recognition of the service rendered as members of the Utah Education Network Steering Committee.

## STEERING COMMITTEE MEETING SCHEDULE 2003 - 2004 - ACTION

### Issue

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Proposed meeting dates Steering Committee meetings for 2003-2004 are provided in Attachment A. Also included in the attachment are the planned meeting dates for the Utah State Board of Regents, the Utah State Board of Education, and the Utah School Superintendents Association.

### Background

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The suggested dates for the Steering Committee and subcommittee meetings are planned to avoid meeting conflicts with the Board of Regents, the State Board of Education, and the Superintendents Association. Listed on the attached tentative schedule are the recommended dates for the bi-monthly meetings of the Steering Committee and each of the subcommittees.

One conflict remains unresolved. Because of the challenges related to having a meeting as late in December as the 19th, which would be the normally scheduled date, two alternative dates are presented for consideration. The first is Wednesday, December 10, 2003, and the other is Friday, January 9, 2004. This meeting date needs to be discussed and the most appropriate and acceptable alternative selected.

### Recommendation

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It is recommended that the Steering Committee approve the recommended dates for Steering Committee meetings as noted in Attachment A, and determine the meeting date for December/January.

# TAB 18 ATTACHMENT A

## MEETING SCHEDULES

<b>Utah State Board of Regents</b>	<b>Utah State Board of Education</b>	<b>Utah School Superintendents Association</b>	<b>Steering Committee Recommended Meeting Dates</b>
July 9, 2003	July - No Meeting Scheduled	July 31, 2003	
August - No Meeting Scheduled	August 1, 2003	August 1, 2003	August 22, 2003
September 11-12, 2003	September 5, 2003	September 8, 2003	
October 31, 2003	October 3, 2003	October 6, 2003	October 24, 2003
November - No Meeting Scheduled	November 7, 2003	November 3-4, 2003	
December 12, 2003	December 5, 2003	December 1, 2003	December 10, 2003 December 19, 2003 January 9, 2004
		January 8, 2004	
		February 2, 2004	February 20, 2004
		March 22-23, 2004	
		April - No Meeting Scheduled	April 16, 2004
		May 21, 2004	
		June 23, 24, 25, 2004	June 18, 2004
		July - No Meeting scheduled	

# TAB 18 ATTACHMENT B

## UEN SUBCOMMITTEE MEETING SCHEDULES

<b>Instructional Services Subcommittee</b>	<b>Technical Services Subcommittee</b>	<b>UEN Steering Committee</b>
August 8, 2003	August 15, 2003	August 22, 2003
October 10, 2003	October 10, 2003	October 24, 2003
December 3, 2003	December 3, 2003	December 10, 2003
To Be Determined	To Be Determined	December 16, 2003 January 9 2004
February 6, 2004	February 13, 2004	February 20, 2004
April 2, 2004	April 9, 2004	April 16, 2004
June 4, 2004	June 11, 2004	June 18, 2004



## FISCAL YEAR 2004 STRATEGIC PLAN - DISCUSSION

### Issue

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The UEN Strategic Plan for Fiscal Year 2004 is attached for your review and discussion. It is presented in draft form, since we anticipate extensive feedback and suggestions before it is finalized in a couple of months. After further review by the Executive, Technical Services, and Instructional Services subcommittees, we expect to finalize the Plan during our August Steering Committee meeting.

### Background

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The UEN Strategic Plan for the coming year is comprised of two documents. The first is attached, and contains new Mission, Vision, Values, and Need statements and seven Strategic Goals for the organization.

The UEN Mission Statement was adopted in 1995, and the attached revision reflects major modifications to that version. We have not had officially approved Vision or Values statements for UEN, and the included statements have been developed after extensive administrative staff consideration. We believe these Vision and Values statements offer a challenging and motivational vision of the purposes, direction, and values that should guide the performance of all of us who are associated with the Network and we look forward to your feedback and suggestions about these statements.

The Need statement summarizes the driving issues and challenges that are faced by educational organizations in Utah. We believe that the Need statement provides compelling evidence to support our focus on the strategic goals that follow.

The seven strategic goals are intended to provide clear strategic direction regarding the objectives, tasks, and activities that will guide our work and financial commitments during the coming year. Several objectives are included with each goal. Based on the retreats we have held during the past two months with numerous education stakeholders and all UEN staff members, we believe these goals accurately reflect the priorities to which we should devote our time and resources during the coming year.

A comprehensive and detailed Tactical Plan will be distributed at the Steering Committee meeting on the 27th. It outlines all of the tasks and activities that are planned during the coming year to address the seven strategic goals. Those tasks and activities reflect extensive input from the retreats held with the Technical Services and Instructional Services subcommittees and from the public education and higher education advisory councils. It is our expectation that the Steering Committee will

assign appropriate goals to each of the subcommittees and that the tactical plans within those goals will be the focus of their planning and discussion at their August meetings.

## Recommendation

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It is recommended that the Steering Committee provide extensive feedback and suggestions related to the Mission, Vision, Values, and Need statements and the Strategic Goals for FY 2004. It is anticipated that further review will be provided at the next meetings of the Executive, Technical Services, and Instructional Services subcommittees in preparation for the final adoption of the Strategic Plan at the August meeting of the Steering Committee.

**TAB 19 ATTACHMENT A**  
**FISCAL YEAR 2004 STRATEGIC PLAN**

# **Utah Education Network Strategic Plan Fiscal Year 2004**

## **Mission**

To provide Utah students and educators access to statewide electronic networks and systems for the delivery of educational services that improve communications, efficiency of services, and the quality of student achievement.

## **Vision**

High quality educational services will be delivered, regardless of location or time, through seamless, technology rich networks linking schools, colleges, universities, libraries, world-wide information networks, businesses, and homes.

## **Values**

We value access to education, regardless of location or time, for all Utah citizens.

We value the innovative use of research-based practices to serve educators and students.

We value strong educational leadership.

We value accountability for the quality of service we provide, and we measure and report that accountability.

We value integrity, and only make promises we can keep.

We value cooperation and collaboration because our success depends on it.

We value honest, open, and clear communication among all parties, and encourage expression of differing opinions that lead to mutually acceptable unified actions.

We value talented educators and staff members, and support training needed to maintain and increase their competence.

## Need

Utah's public schools, colleges, and universities depend on the UEN educational Wide Area Network to perform their missions. The Network provides the connective links over which mission critical communications and services pass, and it must be reliable, secure, and capable of carrying a growing volume of traffic. The demand for increasing network capacity in public and higher education is proven by the fact that UEN network traffic doubles every 18 months.

The Internet is the data and communications center for literally hundreds of administrative, academic and student support applications affecting every student, educator, and staff member countless times each day. For thousands of Utah students and educators, it is their school, classroom, and library. The Internet must be accessible to every educator, student, administrator, and staff member from any location and at all times. UEN must provide a single point of access for educators and students to easily and reliably gain access to those Internet resources that our education stakeholders have selected to be provided at a statewide level through [www.uen.org](http://www.uen.org).

Providing technologically delivered classes and programs for thousands of students and hundreds of educators every day is an increasingly important responsibility of Utah's schools, colleges, and universities. In the Utah System of Higher Education, there was a 54 percent growth last year in enrollment in online, EDNET, satellite-delivered, and KULC classes. Enrollment in the Utah Electronic High School grew 300% from January 2003 until June 2003. UEN is taking advantage of new, yet proven, technologies such as DTV multi-channel broadcast, datacast, optical networks, digital videoconferencing, video streaming and voice services provided over the UEN backbone and wireless networks to provide greater Network capacity at lower costs.

Because of the trends described above, educators, public and higher education staff members, and UEN employees must be technologically competent. UEN must play a key role in providing training to its own staff members, and to teachers, faculty members, and technology staff members in educational organizations throughout the state.

UEN is driven by the needs of education. As it responds to more diverse needs, like other state education networks it grows in complexity, and supports more services at more locations. The result is increased pressure on all of us to coordinate, plan, and make decisions collaboratively for the mutual benefit of all regions of the state and all levels of education. Improved coordination of IT policies and backbone infrastructure will guarantee effective sharing of resources, lower prices through joint purchasing, and more efficient use of technical support and training as UEN staff members work collaboratively with their public and higher education colleagues. Gaps in effective coordination, planning, and governance must be identified and eliminated.

There are tremendous challenges facing us during the coming year, as we respond to growing Network bandwidth demands and meet the need for essential, technology-based educational services. The economy of Utah and the nation is not robust, and state financial resources are not increasing. Simply stated, UEN must do more with less. We must achieve the greatest value possible from limited state resources, and be more aggressive in seeking grants and other revenue sources to augment state funds. And we must carefully prioritize Network projects to gain the greatest benefit from the dollars we spend.

## Strategic Goals

Goal 1: Maintain and expand a robust, reliable, and secure high-speed network connecting every public school, college, university, and library in Utah.

Objective 1: Increase network speed, reliability, and capacity, especially in rural areas.

Objective 2: Maintain and update data and microwave networks.

Objective 3: Increase Internet capacity through use of Internet Peering.

Objective 4: Provide a variety of network access and delivery options to stakeholders.

Objective 5: Increase security throughout the network

Objective 6: Support IP video and other delivery technologies.

Goal 2: Aggregate and deliver a suite of high quality educational resources for students, educators, staff, and administrators that are determined by our stakeholders to be best provided at a statewide level.

Objective 1: Provide resources aligned to academic disciplines and curricula.

Objective 2: Establish audience-specific web sites with easy access to resources.

Objective 3: Build Pioneer utilization and awareness.

Objective 4: Support USOE testing and portfolio initiatives.

Objective 5: Support USHE pilot testing and potential deployment of enterprise-level e-learning tools and services.

Objective 6: Support faculty use of Internet 2.

Objective 7: Conduct technology integration workshops focused on UEN tools and services.

Objective 8: Establish an online library of professional development resources.

Goal 3: Deliver distance learning classes and programs offered by public and higher education that use reliable, real-time, and broadcast-quality videoconferencing technologies.

Objective 1: Establish an IP Video delivery system.

Objective 2: Develop and implement strategies that successfully combine existing EDNET and new IP Video technologies.

Objective 3: Outline five-year UENSS plan based on emerging transponder scenarios.

Goal 4: Take advantage of KULC's DTV capability using new datacasting and multicasting services.

Objective 1: Multicast digital Annenberg/CPB channel.

Objective 2: Datacast digital media resources to institutions.

Objective 3: Encode, index, host, and deliver KUED productions.

Objective 4: Complete digital master control room and staff training.

Objective 5: Monitor and communicate emerging research and practices on DTV.

Goal 5: Maintain and improve the competence of UEN staff, and support increasing technological competence of teachers, faculty, and public education and university and college IT staff members.

Objective 1: Ensure UEN staff has proper training to support current and future network goals and operations.

Objective 2: Provide training to enhance the technological competence of higher education, public education, library, and other stakeholder staff members.

Objective 3: Ensure that UEN staff has knowledge of best educational practices and their application with technology to support future goals and operations.

Objective 4: Participate in and conduct workshops that support best technical and educational practices.

Goal 6: Strengthen educational technology governance at the state, regional, and local levels through improved coordination and cooperation among UEN's stakeholders.

Objective 1: Identify and eliminate gaps in the effective governance of UEN by our education stakeholders.

Objective 2: Improve coordination with UEN Steering Committee, subcommittee, and advisory committee members.

Objective 3: Request new state funding only for the highest priority needs of the Network, and maximize the benefit of state tax funds through increased support from external grants and other revenue sources.

Objective 4: Increase revenue from grants and E-rate reimbursements.

Objective 5: Assure that Utah Education Network policies and procedures provide structure for state-level IT coordination, and are fully accessible, well-organized, current, and complete.

Objective 6: Develop network operating agreements with higher education institutions and school districts that do not yet have agreements.

Goal 7: Be accountable to our stakeholders by measuring, tracking, and reporting performance and satisfaction with UEN-provided services.

Objective 1: Develop, conduct, and report needs assessments, business cases, Return on Investment (ROI) analyses, and funding sources for all major new network projects and services.

Objective 2: Fully implement the UEN Service Report on network performance.

Objective 3: Report monthly statistical analyses on usage of [www.uen.org](http://www.uen.org), EDNET, UENSS, KULC, and other UEN programs and services.

Objective 4: Report on pilot-tests of new delivery systems, technical experiments, and product trials.

Objective 5: Solicit and report findings from informal and formal feedback on services.

Objective 6: Research and publish white papers on timely issues.



# **Appendix to the Utah Education Network Strategic Plan Fiscal Year 2004**

## **Proposed Mission Statement**

To provide Utah students and educators access to statewide electronic networks and systems for the delivery of educational services that improve communications, efficiency of services, and the quality of student achievement.

## **Current Mission Statement**

It is the mission of the Utah Education Network to:

Provide the citizens of Utah access to the highest quality, most effective instructional experiences, educational administrative support services, and teacher/faculty resources which will assist in achieving improved student learning; more effective communications among learners, teachers/faculty, and parents; and greater efficiency in achieving statewide educational objectives. These services will be delivered, regardless of location or time, through seamless, technology rich, communications networks linking schools, libraries, and world-wide information networks, as well as businesses, industries, and homes.

## FISCAL YEAR 2004 BUDGET - DISCUSSION

### Issue

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The proposed FY 2004 budget is attached for your review, discussion, and final approval. It is based on extensive planning by our UEN staff, and has been discussed in detail with the Executive Committee, and shared for comment and review with the Technical Services and Instructional Services subcommittees and many other UEN stakeholders.

### Background

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The FY 2004 UEN budget reflects the ongoing challenges of limited economic growth and flat tax revenue levels for state government. Despite those challenges, we are confident that the financial plan reflected in the FY 2004 budget will allow UEN to maintain the statewide network with adequate capacity and reliability, initiate several network improvements, deliver classes and programs through EDNET, UENSS, and KULC, and provide important instructional support services to Utah teachers, faculty members, and students.

Detailed information about the FY 2004 budget is provided in Attachment A following this memorandum. The attachment summarizes revenue sources used to fund the budget, and expenditures by detailed areas.

### Policy Considerations

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Major FY 2004 policy considerations focus on (1) revenues that are available and restrictions that limit the uses of particular revenue sources, (2) major expenditure choices that are identified, and (3) priorities shown by the budget choices that are recommended.

#### **1. Revenues**

Total revenues on which the FY 2004 budget will be based are projected to be \$22 million. That represents a reduction of \$2.05 million below FY 2003 revenues. A detailed listing of all revenue sources in the UEN budget is provided on page 2 of Attachment A.

State appropriations will be only slightly higher (\$14,500), but that is misleading since the FY 2003 state appropriations included \$268,000 that is passed through to CEU. In FY 2004, that revenue will go directly to CEU. A more accurate comparison

shows that state appropriations will be about \$280,000 higher in FY 2004 than in FY 2003.

Grants and other sources of revenue are also projected to remain at levels similar to last year. The major difference is that FY 2003 revenues include the carry-forward of funds that were expended during the year to complete the KULC DTV transmitter.

In addition to state appropriations, UEN will receive revenues from grants and E-rate reimbursement for telecommunications services, revenues carried forward from this year, and other miscellaneous sources. Most of these revenues have restricted uses. For example, the Community Service Grant (\$1,800,000) must be used to support KULC and related services and personnel, and E-rate funds reimburse a portion of telecommunications services provided to public schools and paid for by UEN. Throughout Attachment A, we have matched various revenue sources to expenditures.

We have applied for significantly higher E-rate reimbursements for FY 2004 compared to FY 2003. However, we have not yet received approval for the contracts that have been submitted, so it is premature to build assumptions of increased E-rate funding into the FY 2004 budget.

Grant funding will continue to be aggressively pursued. Nearly half of all instructional services expenditures are from grants. The full cost of KULC operations is paid with Community Service Grant funds. Community Impact Board funds will be an important source of funding one, and possibly other, anticipated network improvement projects, and E-rate will cover a major portion of circuit and Internet access charges.

## **2. Major Expenditure Choices**

Many difficult decisions have been made to reduce expenditures during the coming year, while at the same time protecting the viability of the network and the effectiveness of instructional delivery systems and instructional services. Specific departmental budget recommendations are summarized on Page 1 of Attachment A, and detailed budget proposals are outlined on Pages 3-19.

- 1 A total of 3.5 FTE staff positions will be eliminated in FY 2004. These reductions include 2.5 FTE positions in administration, and 1 FTE in the instructional delivery services area. Two new staff positions have been authorized for FY 2004 in the technical services area. The first is a security position, and the second will be in the field operations staff to support deployment of the Qwest GeoMax project.
- 2 UEN staff members will receive a modest 1.5% salary increase this year. The cost of monthly premiums for health insurance will increase slightly for employees, and the state contribution for health insurance and state retirement premiums will also be increased.
- 3 Nearly all departmental operating budgets will remain flat next year. Increases were made in operating budgets in a few areas, because cuts were made during the current year that proved to be too severe.
- 4 The technical service project account is expected to remain at about the same level as this year. These funds will pay for high priority projects based on

recommendations of UEN staff and stakeholders to the Technical Services Subcommittee and Steering Committee. Our initial estimate is that the project account will be \$959,090, which is about \$50,000 less than the account contains this year. The final extent of the project account will be dependent upon the approval of contracts with local telecommunications companies as part of the federal E-rate program approval process.

- 5 A commitment has been made to maintain financial support to UEN-supported activities managed by regional service centers and regional hubs. Budget support to regional hubs will remain the same as in FY 2003. Regional trainers and regional technical staff will receive the same salary and benefit increases as UEN staff members.

### **3. Budget Priorities**

A helpful way to show funding priorities in the FY 2004 budget is to examine the extent to which programmatic areas have received increased funding or budget reductions, from FY 2003 to FY 2004. Table 1 demonstrates that a sizeable increase in funding is recommended in the technical services area, and that a slight increase in funding is also proposed for instructional delivery programs. A carryforward was used to fund most of our commitments to USOE in FY 2003, so that budget also required an increase in new, ongoing budget support for FY 2004. Support to regional hubs and regional service centers will remain essentially the same, while all other programmatic areas are recommended to receive budget cuts. The reduction in funding for CEU is an accounting change: funding now goes directly into the CEU budget, instead of being transferred through the UEN budget. The reduction for KULC is misleading, since it reflects the expenditure of one-time funds in FY 2003 to complete the DTV conversion. Those funds will not be in the FY 2004 budget.

A second way to demonstrate the priority of particular programs is by indicating the percentage of available state appropriations that each will receive. Table 2 ranks program areas according to the percentage of total state appropriations they receive. There is limited discretion on usage of most other revenue sources, so grants, E-rate reimbursements, and other revenue sources are not reflected in the table.

**Table 1** Changes in Funding from FY 2003 to FY 2004, by Programmatic Area

<b>Programmatic Area</b>	<b>Increase or Decrease in Funding</b>
Technical Services	\$685,131
Instructional Delivery Services	\$87,640
Pass through to USOE	\$69,716
Pass through to Hubs & Regional Service Centers	\$14,996
Public Information	(\$76)
Instructional Services	(\$32,924)
UENSS	(\$120,539)
Administration	(\$172,303)
O & M, Reserves	(\$284,612)
KULC	(\$1,989,242)
CEU Support / Surweb	(\$308,700)
<b>Total Funding Change, FY 2003 to FY 2004</b>	<b>(\$2,050,913)</b>

**Table 2** Percentage of State Appropriations Received by Program Areas, FY 2004

<b>Program Area</b>	<b>State Appropriation</b>	<b>Percent of Total</b>
Technical Services	9,518,363	63.8%
Instructional Services	1,563,885	10.5%
UENSS	1,454,000	9.7%
Hubs & Regional Service Centers	716,313	4.8%
Instructional Delivery	623,113	4.2%
Administration	586,260	3.9%
Pass through to USOE	194,716	1.3%
O & M, Contingency	159,000	1.1%
KULC	76,450	0.5%
Public Information	26,500	0.2%
<b>Total State Appropriations</b>	<b>\$14,918,600</b>	

## Recommendation

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It is recommended that the Steering Committee approve the proposed FY 2004 budget.

**TAB 20 ATTACHMENT A**  
**FISCAL YEAR 2004 BUDGET**

**UTAH EDUCATION NETWORK  
EXPENDITURES  
as of BUDGET FY 2004**

<b>DEPARTMENT</b>	<b>BUDGET FY 2003</b>	<b>Budget FY 2004</b>	<b>Change in Budget</b>
<b>Administration</b>	1,412,754	1,240,451	(172,303)
<b>Public Information / Communications</b>	379,997	379,921	(76)
<b>Technical Services</b>			
Operations	6,314,686	6,338,763	24,077
Network Operations Center	847,387	1,047,220	199,833
Field Operations	872,587	1,213,201	340,614
UEN Project Account	1,008,000	959,090	(48,910)
Engineering	1,738,354	1,837,235	98,881
Security	155,670	235,498	79,828
Unix Systems	472,372	478,168	5,796
Software Development	586,841	582,349	(4,492)
<b>Instructional Support</b>			
KULC - Programming	161,546	277,880	116,334
Operations	614,827	648,715	33,888
Special Projects	206,000	-	(206,000)
Web Resources	607,586	736,701	129,115
Professional Development	781,621	751,105	(30,516)
Grants - Intel , Teacherline	164,529	163,000	(1,529)
<b>Instructional Delivery Systems</b>			
EDNET Video Operations	244,183	258,627	14,444
Local Service Representatives	187,904	279,794	91,890
Scheduling	103,386	84,692	(18,694)
<b>Other</b>			
KULC Broadcast Engineering	560,271	586,548	26,277
KULC DTV Conversion	2,691,969	676,450	(2,015,519)
UEN-USU Satellite Project	1,574,539	1,454,000	(120,539)
CEU System Support / Surweb	308,700	-	(308,700)
Operations and Maintenance	2,063,663	1,779,051	(284,612)
<b>TOTAL EXPENSES</b>	<b>24,059,372</b>	<b>22,008,459</b>	<b>(2,050,913)</b>
<b>FY 2004 INCOME</b>	<b>24,059,372</b>	<b>22,008,459</b>	<b>(2,050,913)</b>
<b>BALANCE (Income less Expenses)</b>	<b>0</b>	<b>(0)</b>	<b>0</b>



**UTAH EDUCATION NETWORK  
INCOME  
as of BUDGET FY 2004**

	APPROVED BUDGET FY 2003	Proposed Budget FY 04	Change in Budget	Ongoing Support	One-Time Support
<b>STATE APPROPRIATIONS</b>					
UEN Legislative Funding (On-Going)	13,153,200	13,464,600	311,400	13,464,600	
UEN Star School / CEU	268,700	-	(268,700)		
UEN-USU Satellite Project	1,482,200	1,454,000	(28,200)	1,454,000	
<b>INTEREST INCOME</b>					
KULC/EDNET/UtahLINK	85,000	80,000	(5,000)	80,000	
<b>CARRY FORWARD</b>					
KULC funds allocated for DTV	2,691,969	600,000	(2,091,969)		600,000
Leadership Grant	5,000	-	(5,000)		
Technology integration academy	-	62,500	62,500		62,500
Teacher Line	9,146	-	(9,146)		
Intel Grant	18,115	12,000	(6,115)		12,000
Gates Seminars	35,265	23,500	(11,765)		23,500
One School One Country (Media Streaming)	27,594	-	(27,594)		
Firestone	8,000	8,000	-		8,000
Olympic Support	21,756	-	(21,756)		
MarcoPolo Partnership	47,225	16,000	(31,225)		16,000
Web Carry Forward	-	34,000	34,000		34,000
Media Streaming	103,885	-	(103,885)		
UEN Satellite Funds	107,771	-	(107,771)		
Open Commitment	25,000	-	(25,000)		
KULC Technical Service	45,000	-	(45,000)		
Gates Teacher Travel	3,392	-	(3,392)		
Digital Distribution Grant FY03 (CIB)	570,000	570,000	-		570,000
Operating Funds	856,899	1,400,000	543,101		1,400,000
<b>CORPORATION FOR PUBLIC BROADCASTING</b>					
Community Service Grant	1,852,132	1,800,000	(52,132)	1,800,000	
<b>KUED DIRECT SUPPORT</b>					
Training & Content	42,000	42,000	-	42,000	
Public Information	22,530	22,530	-	22,530	
<b>GRANT INCOME</b>					
Bridge mini grant	0	500	500		500
WNET	12,000	12,000	-		12,000
Teacher Line Grant	75,000	35,000	(40,000)		35,000
USOE and UIMC	22,530	22,530	-		22,530
Bridgestone/Firestone Trust	8,000	8,000	-		8,000
Intel Corporation	30,500	30,000	(500)		30,000
Intel Corporation PC Recycling Program	14,812	14,812	-		14,812
Distance Service Grant	40,150	40,150	-		40,150
CPB leadership	0	5,000	5,000		5,000
Miscellaneous (ITV guide/videos)	500	-	(500)		-
<b>OTHER INCOME</b>					
FY 2003 Universal Service fund discounts	1,135,746	1,000,000	(135,746)	1,000,000	
FY 2002/ 2004 Universal Service fund discounts	1,000,000	1,072,050	72,050	1,072,050	
Service Income from EDNET	12,000	10,000	(2,000)	10,000	
ITS Internet Access	56,000	70,000	14,000	70,000	
Library Internet Access	21,000	21,000	-	21,000	
Idaho State University Internet 1	21,500	21,500	-	21,500	
Equipment Credits/University Surplus	1,000	1,000	-	1,000	
USOE - Specialist..ITC	30,000	-	(30,000)	0	
<b>COMPUTER OPERATIONS</b>					
KUED	29,751	23,168	(6,583)	23,168	
KUER	5,331	6,948	1,617	6,948	
Electronic Communications	2,477	-	(2,477)		
OIT	2,738	2,421	(317)	2,421	
Media Solutions	44,558	23,250	(21,308)	23,250	
Media Solutions / lvy	12,000	-	(12,000)	-	
<b>TOTAL</b>	<b>24,059,372</b>	<b>22,008,459</b>	<b>(2,050,913)</b>	<b>19,114,467</b>	<b>2,893,992</b>

ADMINISTRATION  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses		Total Ongoing	Total One-Time Expenses
				State Approp.	CSG		
Personnel	542,308	510,446	(31,862)	10,050	500,396	510,446	
Auditor	15,000	16,000	1,000		16,000	16,000	
Supplies	40,000	40,000	-		40,000	40,000	
Phones	72,500	72,500	-	8,205	64,295	72,500	
Professional Development	22,500	22,500	-		22,500	22,500	
Equipment	5,000	5,000	-	5,000		5,000	
Vehicle	25,000	-	(25,000)	-		-	
Employee Recruitment	1,000	1,000	-		1,000	1,000	
In-state Travel	2,500	2,500	-		2,500	2,500	
Legal Fees	7,500	7,500	-		7,500	7,500	
Tech Administration	182,614	185,636	3,022	185,636		185,636	
Tech Admin. Travel & Prof. Devel.	6,000	6,000	-	6,000		6,000	
Instructional Support Administration	152,132	160,669	8,537	160,669		160,669	
I.S. Travel & Prof. Devel.	5,700	5,700	-	5,700		5,700	
Instructional Delivery Systems Admin I D. Admin. Trav. & Prof. Devel.	-	-	-	-		-	
Grant Writing	27,000	27,000	-	27,000		27,000	
Office of Info. Tech.	300,000	178,000	(122,000)	178,000		178,000	
<b>TOTAL</b>	<b>1,412,754</b>	<b>1,240,451</b>	<b>(172,303)</b>	<b>586,260</b>	<b>654,191</b>	<b>1,240,451</b>	<b>0</b>

Operations & Maintenance  
as of BUDGET FY 2004

Ongoing Expenses							
Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	State Approp.	CSG	Total Ongoing Expenses	One-Time Expenses
Building Maintenance	32,835	57,000	24,165	57,000		57,000	
EBC Computer Support	109,331	102,000	(7,331)	102,000		102,000	
U Of U Building O & M Expense	150,000	100,000	(50,000)		100,000	100,000	
CIB MATCH	570,000	570,000	-		-	-	570,000
Building Expansion	67,065	-	(67,065)				-
UEN Operating Funds	1,134,432	950,051	(184,381)				950,051
<b>TOTAL</b>	<b>2,063,663</b>	<b>1,779,051</b>	<b>(284,612)</b>	<b>159,000</b>	<b>100,000</b>	<b>259,000</b>	<b>1,520,051</b>

PUBLIC INFORMATION/COMMUNICATIONS  
as of BUDGET FY 2004

Budget Line Item	Ongoing Expenses									
	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	State Approp.	KUED	SOE	CSG	Total Ongoing Expenses	One-Time Expenses	
Personnel	147,372	149,671	2,299				149,671	149,671		
ITV Program Guide	48,000	48,000	-		22,530	22,530	2,940	48,000		
Advertising	30,750	35,000	4,250				35,000	35,000		
Other Print Advertising / Materials	28,375	30,000	1,625				30,000	30,000		
Professional Development	9,500	9,500	-	9,500				9,500		
In-state Travel	3,000	2,500	(500)	2,500				2,500		
Equipment	3,000	4,500	1,500	4,500				4,500		
Supplies	16,000	10,000	(6,000)	10,000				10,000		
Non - Broadcast Promotions	20,000	25,000	5,000				25,000	25,000		
On Air	50,000	48,000	(2,000)				48,000	48,000		
Special Events	14,000	10,000	(4,000)				10,000	10,000		
Research / Evaluations	10,000	7,750	(2,250)				7,750	7,750		
<b>TOTAL</b>	<b>379,997</b>	<b>379,921</b>	<b>(76)</b>	<b>26,500</b>	<b>22,530</b>	<b>22,530</b>	<b>308,361</b>	<b>379,921</b>	<b>-</b>	

Technical Services  
OPERATIONS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	On-Going- Expenses			One-Time Expenses		
				E-rate plus internet reimb.	State Approp.	Total On-Going Expenses	Carryforward	Other	Total One-Time Expenses
Personnel	354,452	367,633	13,181		367,633	367,633			
EDNET Site Support									
Southern Utah University	45,000	45,000	-			45,000			
Davis Applied Technology Center	35,000	35,000	-			35,000			
Utah State University	45,000	45,000	-			45,000			
Utah State University - Vernal Basin	30,000	30,000	-			30,000			
College of Eastern Utah - Price	30,000	30,000	-			30,000			
College of Eastern Utah - San Juan	30,000	30,000	-			30,000			
Utah Valley State College	45,000	45,000	-			45,000			
Salt Lake Community College	45,000	45,000	-			45,000			
Regional Help Desk Support NUES, CUES, SESC, SEDC	219,779	230,275	10,496			230,275			
Supplies	3,150	3,650	500			1,150	2,500		2,500
In-State Travel	4,500	4,500	-			4,500			
Professional Development	9,100	9,000	(100)			9,000			
Router Maintenance	326,909	326,909	-			326,909			
Circuit Charges	5,052,000	5,052,000	-	2,195,550	2,856,450	5,052,000			
Statewide Dial-In Network Services	12,000	12,000	-			12,000			
Toll-free Number (1-800-836-4396)	5,000	5,000	-			5,000			
Remote Access (Pagers/Cell Phones)	22,796	22,796	-			22,796			
<b>TOTAL</b>	<b>6,314,686</b>	<b>6,338,763</b>	<b>24,077</b>	<b>2,195,550</b>	<b>4,140,713</b>	<b>6,336,263</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>

**Technical Services**  
**NETWORK OPERATIONS CENTER**  
 (Network Operations Center & Help Desk)  
 as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Ongoing Expenses			One-Time Expenses		Total One-Time Expenses
			Change in Budget	State Approp.	Carryforward	Other		
Personnel	553,430	590,770	37,340	590,770				
Staff Equipment	10,800	16,800	6,000	16,800				
Professional Development	25,333	26,700	1,367	26,700				
Equipment	83,000	188,426	105,426	188,426				
Licensing / Software	34,364	35,364	1,000	35,364				
Proxy Filtering & Equipment	94,000	100,000	6,000	100,000				
Supplies	33,960	76,660	42,700	26,660		50,000		50,000
Travel (in-state)	12,500	12,500	-	12,500				
<b>TOTAL</b>	<b>847,387</b>	<b>1,047,220</b>	<b>199,833</b>	<b>997,220</b>		<b>50,000</b>		<b>50,000</b>

Technical Services  
FIELD OPERATIONS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses		Total One-Time Expenses
				State Approp.	Carryforward	Other	Carryforward	Other	
Personnel 1 new FTE	499,007	566,081	67,074	566,081					
Equipment--Hub & End Site Development	165,000	457,020	292,020	457,020					
Professional Development	21,480	20,000	(1,480)	20,000					
Software	1,000	2,000	1,000	2,000					
In-state Travel (Network Maintenance)	30,000	30,000	-	30,000					
Leased Vehicles (4)	21,600	21,600	-	21,600					
Contracted Service (helicopter rental)	10,000	10,000	-	10,000					
Supplies	39,000	31,500	(7,500)	31,500					
Staff Support Equipment	19,500	32,500	13,000	32,500					
Equipment Room & Shop	20,000	10,000	(10,000)	10,000					
New Vehicle & snowmobile/4 wheeler	46,000	32,500	(13,500)	32,500					
<b>TOTAL</b>	<b>872,587</b>	<b>1,213,201</b>	<b>340,614</b>	<b>1,213,201</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Technical Services  
UEN SPECIAL PROJECTS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses		Total One-Time Expenses
				State Approp.	Carryforward	Other	Carryforward	Other	
SPECIAL PROJECTS 2004	1,008,000	559,090	(448,910)	201,961	357,129				357,129
Additional Circuit Charges (New Network Projects)		400,000	400,000	400,000					
<b>TOTAL</b>	<b>1,008,000</b>	<b>959,090</b>	<b>(48,910)</b>	<b>601,961</b>	<b>357,129</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>357,129</b>

Technical Services  
ENGINEERING  
(Network Engineering & Applications Engineering)  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses		One-Time Expenses		
				State Approp.	Carryforward	Other	Total One-Time Expenses	
Personnel	642,782	609,845	(32,937)	609,845				
Software & Supplies	11,000	3,000	(8,000)	3,000				
In-State Travel	5,000	5,000	-	5,000				
Supplies	5,000	7,000	2,000	7,000				
Internet Access	1,008,000	1,040,500	32,500	1,040,500				
Hardware Maintenance	43,120	99,524	56,404	99,524				
Phone/Pager Access:	8,200	11,166	2,966	11,166				
Maintenance	-	8,000	8,000	8,000				
Staff Equipment	-	15,000	15,000	15,000				
Professional Development	15,252	38,200	22,948	38,200				
<b>TOTAL</b>	<b>1,738,354</b>	<b>1,837,235</b>	<b>98,881</b>	<b>1,837,235</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Technical Services  
SECURITY  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses		One-Time Expenses		
				State Approp.	Carryforward	Other	Total One-Time Expenses	
Personnel	92,000	170,528	78,528	170,528				
Security Equipment & Software	50,000	40,000	(10,000)	40,000				
Professional Development	3,000	8,000	5,000	8,000				
In State Travel	500	1,200	700	1,200				
Software Licensing	4,770	8,770	4,000	8,770				
Phone / Pager Access	2,000	5,000	3,000	5,000				
Supplies	3,400	2,000	(1,400)	2,000				
<b>TOTAL</b>	<b>155,670</b>	<b>235,498</b>	<b>79,828</b>	<b>235,498</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



Technical Services  
UNIX SYSTEMS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses		
				State Approp.	EBC Departments	Total	Carryforward	Other	Total One-Time Expenses
Personnel	226,507	230,041	3,534	174,254	55,787	230,041			
Hardware and Hardware Maintenance	119,008	119,528	520	119,528		119,528			
Software and Software Maintenance	98,863	98,463	(400)	98,463		98,463			
Supplies	8,350	9,400	1,050	9,400		9,400			
Professional Development	12,000	12,000	-	12,000		12,000			
Telecomm Costs / Dial-in Equipment	7,644	8,736	1,092	8,736		8,736			
<b>TOTAL</b>	<b>472,372</b>	<b>478,168</b>	<b>5,796</b>	<b>422,381</b>	<b>55,787</b>	<b>478,168</b>	<b>0</b>	<b>0</b>	<b>0.00</b>

Technical Services  
SOFTWARE DEVELOPMENT  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses		
				State Approp.	EBC Departments	Total	Carryforward	Other	Total One-Time Expenses
Personnel	556,969	551,317	(5,652)	551,317					
Software and Software Maintenance	7,840	3,000	(4,840)	3,000					
Supplies	3,000	1,500	(1,500)	1,500					
Professional Development	18,000	21,000	3,000	21,000					
Phone / Pager Access	1,032	1,032	-	1,032					
Equipment	-	4,500	4,500	4,500					
<b>TOTAL</b>	<b>586,841</b>	<b>582,349</b>	<b>(4,492)</b>	<b>582,349</b>			<b>0</b>	<b>0</b>	<b>0</b>

KULC PROGRAMMING  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses				One Time			
				State Approp.	CSG	Total Ongoing Expenses	Carryforward	Bridges Mini grant	CPB Leadership Grant	Total One-Time Expenses	
KULC Program Purchases	26,400	137,400	111,000		43,400	43,400	89,000			5,000	94,000
NETA Membership	10,018	10,018	-	10,018		10,018					-
Videotape	16,504	16,500	(4)		16,500	16,500					-
KULC Workshops	1,346	500	(846)	-		-			500		500
Interconnect Dues	82,816	86,000	3,184		86,000	86,000					-
APTS Dues/Fees, Wiche, PBMA	21,962	24,962	3,000	24,962		24,962					-
Computer Maintenance (Scout)	2,500	2,500	-	2,500		2,500					-
<b>TOTAL</b>	<b>161,546</b>	<b>277,880</b>	<b>116,334</b>	<b>37,480</b>	<b>145,900</b>	<b>183,380</b>	<b>89,000</b>	<b>500</b>	<b>5,000</b>	<b>94,500</b>	

I S - OPERATIONS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET		Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time		Total One-Time Expenses
	FY 03	FY 04			State Approp.	KUED	CSG	Carryforward	Grants	
Personnel	435,223	415,149	(20,074)	373,149	42,000		415,149			-
Supplies	9,500	8,000	(1,500)	8,000			8,000			-
In-state Travel	2,600	2,600	-	2,600			2,600			-
Leased Vehicles	5,400	5,400	-	5,400			5,400			-
Professional Development	10,850	10,850	-	10,850			10,850			-
USOE Specialist	115,000	87,000	(28,000)	87,000			87,000			-
USOE Training Support	20,000	107,716	87,716	107,716			107,716			-
Equipment	6,800	5,000	(1,800)	5,000			5,000			-
Phones/Pagers	2,000	2,000	-	2,000			2,000			-
Program Evaluations	7,454	5,000	(2,454)	5,000			5,000			-
<b>TOTAL</b>	<b>614,827</b>	<b>648,715</b>	<b>33,888</b>	<b>606,715</b>	<b>42,000</b>	<b>0</b>	<b>648,715</b>			<b>0</b>

I S - SPECIAL PROJECTS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET		Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time		Total One-Time Expenses
	FY 03	FY 04			State Approp.	CSG	Carryforward	Grants		
Media Streaming	200,000	-	(200,000)	-			-			-
Internet II	6,000	-	(6,000)	-			-			-
<b>TOTAL</b>	<b>206,000</b>	<b>0</b>	<b>(206,000)</b>	<b>0</b>			<b>0</b>			<b>0</b>

I S WEB RESOURCES  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY 03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time		
				State Approp.	CSG	Ongoing Expenses	Carryforward	Intel Grant	One-Time Expenses
Lesson Plans	31,640	15,000	(16,640)	15,000		15,000			0
Web Design & Maintenance	53,000	109,000	56,000	59,000		59,000	50,000		50,000
Content Forum	3,000	3,000	0	3,000		3,000			0
Multimedia	5,000	5,000	0	5,000		5,000			0
Tech Corp	16,700	8,000	(8,700)	2,000		2,000	6,000		6,000
INTEL PC RECYCLING	14,812	22,812	8,000	0		0	8,000	14,812	22,812
Software (Pioneer Committee)	465,209	573,889	108,680	573,889	0	573,889			0
Marco Polo/MCI Web Site Project	18,225	-	(18,225)			0			0
<b>TOTAL</b>	<b>607,586</b>	<b>736,701</b>	<b>129,115</b>	<b>657,889</b>	<b>0</b>	<b>657,889</b>	<b>64,000</b>	<b>14,812</b>	<b>78,812</b>

Marco Polo Web design \$16,000  
Web carryfwd \$34,000

1

1 Includes Internet 2

I S PROFESSIONAL DEVELOPMENT  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET		Proposed Budget FY 04	Change in Budget		State Approp.	Ongoing Expenses C/SG		Total On-going Expenses	Carryforward	One-Time Expenses		Total One-Time Expenses
	FY 03	FY 04					C/SG	WNET			Firestone		
Personnel	343,848	383,188	39,340	383,188				383,188					-
Professional Development	10,150	10,150	-	10,150				10,150					-
In-state Travel	3,800	3,800	-	3,800				3,800					-
Leased Vehicles	11,379	11,379	-	11,379				11,379					-
Phones	3,500	3,500	-	3,500				3,500					-
Regional Training Specialists	257,088	261,588	4,500	261,588				261,588					-
Equipment	15,000	10,000	(5,000)	10,000				10,000					-
Software	2,500	2,500	-	2,500				2,500					-
Workshop Supplies-Duplications/Mailings	18,000	12,000	(6,000)	12,000				12,000					-
Instructor Course Contracts	1,600	-	(1,600)	-				-					-
Regional Training	6,000	-	(6,000)	-				-					-
Teacher Training Instit. & Integrating Tech	100,256	53,000	(47,256)	20,000				20,000	8,000	12,000	8,000		28,000
UCET Teacher of the Year Award	500	-	(500)	-				-					-
Firestone KULC Workshops Carryover	8,000	-	(8,000)	-				-					-
<b>TOTAL</b>	<b>781,621</b>	<b>751,105</b>	<b>(30,516)</b>	<b>718,105</b>	<b>5,000</b>	<b>723,105</b>	<b>8,000</b>	<b>12,000</b>	<b>8,000</b>	<b>8,000</b>	<b>28,000</b>		<b>28,000</b>

IS GRANTS - INTEL, TEACHERLINE, GATES  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET		Proposed Budget FY 04	Change in Budget		Ongoing Expenses		Total Ongoing Expenses	Carryforward	One-Time Expenses Teacher line	INTEL Grants	Total One-Time Expenses
	FY 03	FY 04		State Approp.	CSG							
1 Intel Grant Technology Intergration academy Grant Personnel (76,737)	48,615	128,000	79,385						98,000		30,000	128,000
TeacherLine Grant	84,145	35,000	(49,145)						0	35,000		35,000
Gates Teacher Travel	3,392		(3,392)									0
Gates Seminars	5,214		(5,214)									0
Gates Admin.	3,060		(3,060)									0
Gates Follow up Admin.	5,000		(5,000)									0
Gates Follow Up Seminars	15,103		(15,103)									0
<b>TOTAL</b>	<b>164,529</b>	<b>163,000</b>	<b>(1,529)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98,000</b>	<b>35,000</b>	<b>30,000</b>	<b>163,000</b>

Technology Intergration academy 62500  
Gates Carryforward 23500  
Intel Carryforward 12000  
98000

Instructional Delivery Service  
EDNET VIDEO OPERATIONS  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses			
				State Approp.	Carryforward	Other	State Approp.	Carryforward	Other	Total One-Time Expenses
Personnel	204,583	210,277	5,694	210,277						
Parts & Supplies	1,500	1,500	-	1,500						
Equipment	3,000	13,750	10,750	13,750						
Dues/Subscriptions	100	100	-	100						
In-state Travel	1,000	1,000	-	1,000						
Operations Retreat	2,000	2,000	-	2,000						
Telephones	4,000	4,000	-	4,000						
ISDN Line Charges & Gateway	20,000	18,000	(2,000)	18,000						
Professional Development	8,000	8,000	-	8,000						
<b>TOTAL</b>	<b>244,183</b>	<b>258,627</b>	<b>14,444</b>	<b>258,627</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Instructional Delivery Services  
 LOCAL SERVICE REPRESENTATIVES  
 as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses
				State Approp.	CSG	Total Ongoing Expenses	
Personnel	161,779	249,444	87,665	249,444		249,444	
Supplies	1,350	1,350	-	1,350		1,350	
Equipment	3,500	4,000	500	4,000		4,000	
Phones	3,000	3,000	-	3,000		3,000	
Professional Development	4,275	8,000	3,725	8,000		8,000	
In-state Travel	14,000	14,000	-	14,000		14,000	
<b>TOTAL</b>	<b>187,904</b>	<b>279,794</b>	<b>91,890</b>	<b>279,794</b>	<b>0</b>	<b>279,794</b>	<b>0</b>

Instructional Delivery Services  
 SCHEDULING  
 as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses			One-Time Expenses
				State Approp.	CSG	Total Ongoing Expenses	
Personnel	96,386	78,192	(18,194)	78,192		78,192	
Equipment	3,000	2,000	(1,000)	2,000		2,000	
Professional Development	3,000	4,000	1,000	4,000		4,000	
In-state Travel	1,000	500	(500)	500		500	
<b>TOTAL</b>	<b>103,386</b>	<b>84,692</b>	<b>(18,694)</b>	<b>84,692</b>	<b>0</b>	<b>84,692</b>	<b>0</b>



KULC Broadcast Engineering  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses		One-Time Expenses		
				CSG	Other	Carryforward	Total One-Time Expenses	
Personnel	303,213	303,213	-	303,213				
KULC Transmitter	27,300	28,645	1,345	28,645				
Vehicle Expense	2,000	2,000	-	2,000				
Supplies/Repairs/Maintenance	18,000	37,500	19,500	37,500				
Statewide Distribution (Projects)	31,898	46,000	14,102	46,000				
Statewide Distrib Base Budget (30%)	111,360	111,360	-	111,360				
Professional Development	6,500	9,830	3,330	9,830				
Equipment	15,000	3,000	(12,000)	3,000				
KULC Technical FY2002 Carryforward	45,000	45,000	-	45,000				
<b>TOTAL</b>	<b>560,271</b>	<b>586,548</b>	<b>26,277</b>	<b>586,548</b>				<b>-</b>

KULC DTV Conversion  
as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses		One-Time Expenses
				State approp	Other	
DTV Utah Operating Costs	72,000	76,450	4,450	76,450		
DTV Conversion Project	2,219,969	600,000	(1,619,969)			600,000
Replacement of Analog Transmitter	400,000	-	(400,000)			
<b>TOTAL</b>	<b>2,691,969</b>	<b>676,450</b>	<b>(2,015,519)</b>	<b>76,450</b>		<b>600,000</b>

Instructional Delivery Services  
 UEN-USU SATELLITE PROJECT  
 as of BUDGET FY 2004

Budget Line Item	APPROVED BUDGET FY03	Proposed Budget FY 04	Change in Budget	Ongoing Expenses		One-Time Expenses		Total One-Time Expenses
				State Approp.	Other	Carryforward	Other	
Annual Cost for Space Segment	746,169	746,169	-	746,169				
800 Line Charges	50,000	50,000	-	50,000				
Parts & Supplies USU/UEN	50,000	50,000	-	50,000				
Personnel USU/UEN	357,588	320,224	(37,364)	320,224				
Vehicle Lease	4,200	4,200	-	4,200				
Administration Cost USU/UEN	113,900	113,900	-	113,900				
Backhaul Costs	48,000	39,800	(8,200)	39,800				
Equipment & Installation of New End Sites	36,911	25,361	(11,550)	25,361				
IP Telephone Hardware & Maintenance	50,000	15,000	(35,000)	15,000				
Faculty and Facilitator Training	10,000	10,000	-	10,000				
Lease on Accord Conference Bridge (2/3)	-	48,000	48,000	48,000				
Service Contract Magn. Uplink Components	-	31,346	31,346	31,346				
Carryforward FY2002	107,771	-	(107,771)	-				
<b>TOTAL</b>	<b>1,574,539</b>	<b>1,454,000</b>	<b>(120,539)</b>	<b>1,454,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## REPORT ON SUBCOMMITTEE RETREAT, MAY 14 - DISCUSSION

### Issue

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The Instructional Services Committee held its planning retreat at Salt Lake Community College on May 14, 2003. The public education and higher education advisory committees met concurrently to discuss planning priorities with UEN staff. A demonstration of IP Video and lunch were also held. The discussions were informative and provided the basis for the FY04 plan and future discussions.

### Background

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#### **Instructional Services Committee**

Members of the Instructional Services Committee who participated in the planning retreat were: Dick Siddoway, David Eisler, Doug Abrams, Carlene Walker, Pat Lambrose, Clif Drew, Kirk Sitterud, Larry Shumway, Mike Freeman, Mike Petersen, Laura Hunter, Jim Stewart. Becky Sowards took minutes.

Dick Siddoway facilitated a discussion to determine services that UEN Instructional Services and Instructional Delivery does well, and services the participants indicated they would like to see in the future. There was consensus that the services UEN does well and should continue to provide are educational resources and facilitating collaboration among educational groups.

Other topics included increasing professional development services for higher education faculty, increasing literacy services in the younger grades and with parents, and division of responsibility between UEN, regional service centers, institutions, and districts.

Another outcome of the retreat was the chance for committee members to get to know one another and have more dialogue about their vision for UEN and educational services in Utah. With so many new committee members, this open dialogue will serve us well in the future.

#### **Advisory Committees and UEN Staff**

Members of the Public Education and Higher Education Advisory Committees and UEN staff who participated in the concurrent discussions were: Gary Wixom, Wayne Peay, Jon Crawford, Alan Griffin, Rick Gaisford, Pam Gardner, Shelly Nordick, Cory Stokes, Dennis Sampson, Victoria Rasmussen, James Hodges, Claire Gardner,

Charice Black, Tim Stack, Doug Jones, Bill Kucera, and Rich Finlinson. Sheryl Hulmsten took minutes.

UEN managers facilitated discussion on four topics: Pioneer Library, UEN Web Resources, Distance Delivery Systems, and Professional Development. Themes that emerged from these discussions are summarized below:

- There is a need for more outreach and more awareness of Pioneer Library, particularly with Academic Pioneer.
- Ideas for the new audience-specific websites were discussed, along with the need to aggregate and present resources in a user-friendly way.
- Few people know about Internet 2 and its use in education. UEN needs to help communicate more about this project with higher and public education groups.
- UEN distance learning systems could be used to offer professional development experiences, along with district and institution collaboration.

### **IP Video Demonstration**

James Hodges and members of the TOC demonstrated IP Video and led a discussion about its use in Utah. There was agreement that this background knowledge will be valuable as more IP Video issues are brought to the committees in the coming months.

## **Policy Issues**

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Needs identified at the retreat were taken into account with development of the FY04 Plan.

## **Recommendation**

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As an organization, UEN is strengthened through meaningful dialogue with stakeholders. Our services become more relevant and critical when we are responsive to stakeholder needs. We appreciate the time and thoughtfulness with which members of the Instructional Services Subcommittee and Advisory Committees approached the retreat and look forward to continued dialogue.

This is an information item; no further action is required of the Steering Committee at this time.

## IP VIDEO POLICY STATUS REPORT - DISCUSSION

### Issue

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The IP Video Steering Team met June 2, 2003. With the addition of a new IP Video system, it is necessary to revise several EDNET policies to encompass this new delivery mechanism. There is concern over the bandwidth impact this new delivery system will have. The IP Video Steering Team recommends the following policy revisions for consideration by the UEN Steering Committee.

### Background

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The UEN Steering Committee approved the most recent EDNET policy in 1999. This policy dealt primarily with installation of new EDNET sites and policies for underutilization of sites. After analysis of these documents, it appears that many of the issues faced by UEN and constituents four years ago no longer apply. The addition of an IP Video delivery system necessitates policy revision.

For an illustration of the existing process, refer to Appendix A.

### Policy Issues

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UEN staff and IP Video committee members have identified need for revised policy in the following areas:

- Site application/selection
- Installation (including financial responsibilities)
- Scheduling
- Recommended equipment
- Training
- Registration of sites

**Site application/selection.** It is recommended that the site selection process and application document be revised. Site selection criteria should be developed with input from the IP Video Steering Team and subteams, and the Instructional and Technical Subcommittees. Review and prioritization of new IP Video sites will occur with either a Site Selection Committee or through the existing UEN Steering Committee and subcommittee structure.

**Installation.** It is recommended that new installations would occur only in sites requesting first time connectivity, such as a new school building. New installations would be with IP Video equipment only. Installation of IP Video equipment to replace EDNET equipment would move forward as resources allow. Sites with existing connectivity would assume responsibility for any additional installation of IP Video equipment.

**Scheduling.** It is recommended that IP Video events interfacing with EDNET conform to the existing scheduling process. IP Video events held independent of the existing EDNET system and requiring no UEN support would be scheduled locally. Scheduling procedures will be revisited as IP Video expands, and software becomes available to replace the Cme (Conference Management) system.

**Recommended equipment.** It is recommended that UEN maintain a list of recommended IP Video equipment on the UEN web site. Institutions that plan to interface with EDNET or may require UEN field or LSR support should purchase equipment on the list in order to minimize duplication of effort and increase service efficiency.

**Registration of sites.** It is required that IP Video sites intending to use UEN Technical Operation Center, Field Engineer, and Local Service Representative support be registered using an online registration tool. Additionally, it is recommended that IP Video sites purchased and maintained by local institutions be registered for data collection purposes.

**Training.** It is recommended that training of facilitators for EDNET and hybrid EDNET/IP Video events continue to be supported through LSR's and hub meetings. UEN will also make training material available on the UEN web site. Training for instructors on incorporating IP Video in their courses may be scheduled via the USOE EDNET training specialist, campus Faculty Assistance Centers, or by request to the UEN Instructional Delivery department.

See Appendix B for an illustration of the recommended process incorporating IP Video with EDNET.

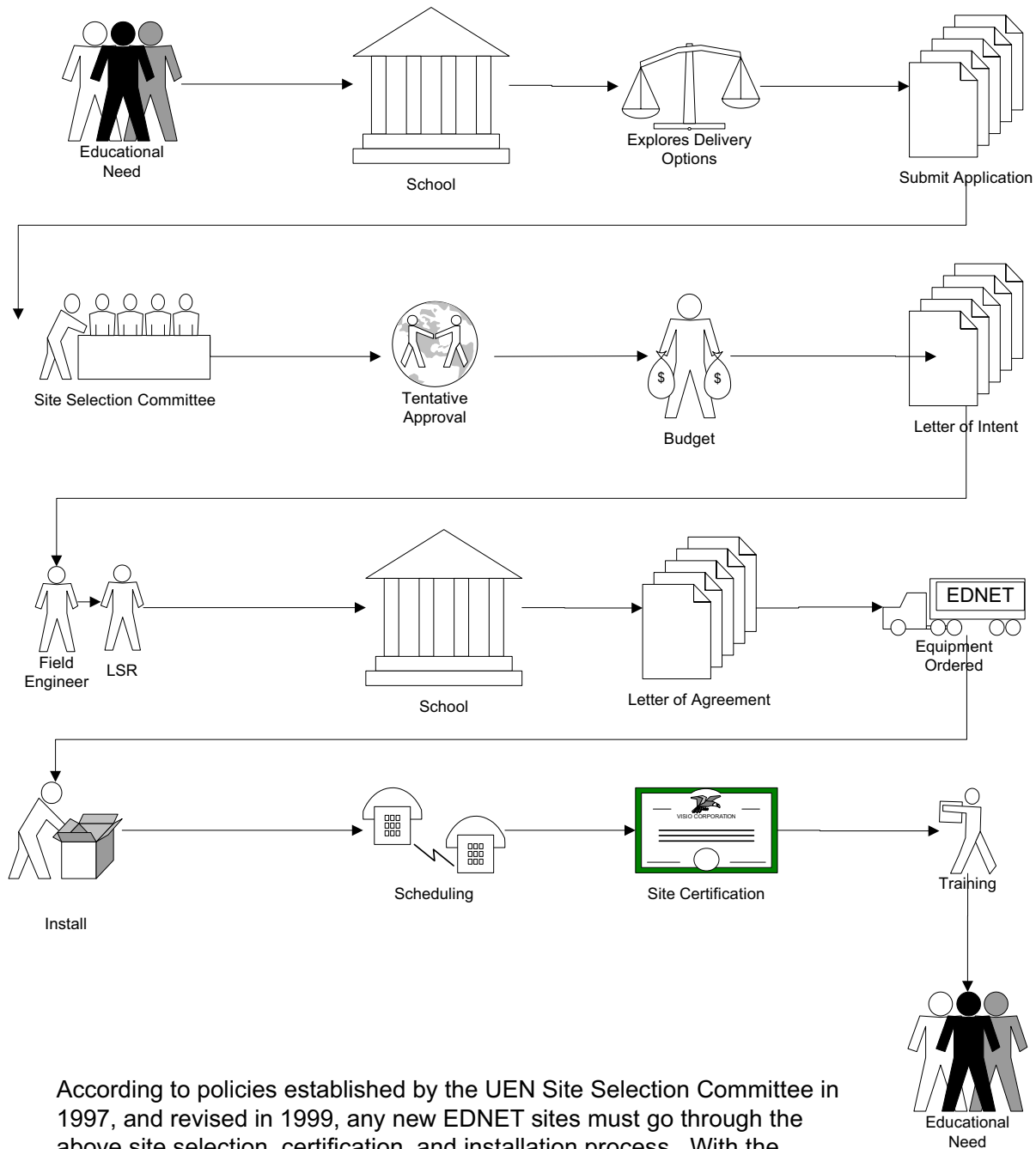
## Recommendation

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It is recommended that the UEN Steering Committee review and provide input on the processes outlined by the IP Video Steering Team. The IP Video Steering Team will finalize its recommendations in July, and forward these to the Steering Committee for approval in the August meeting.

# TAB 22 ATTACHMENT A

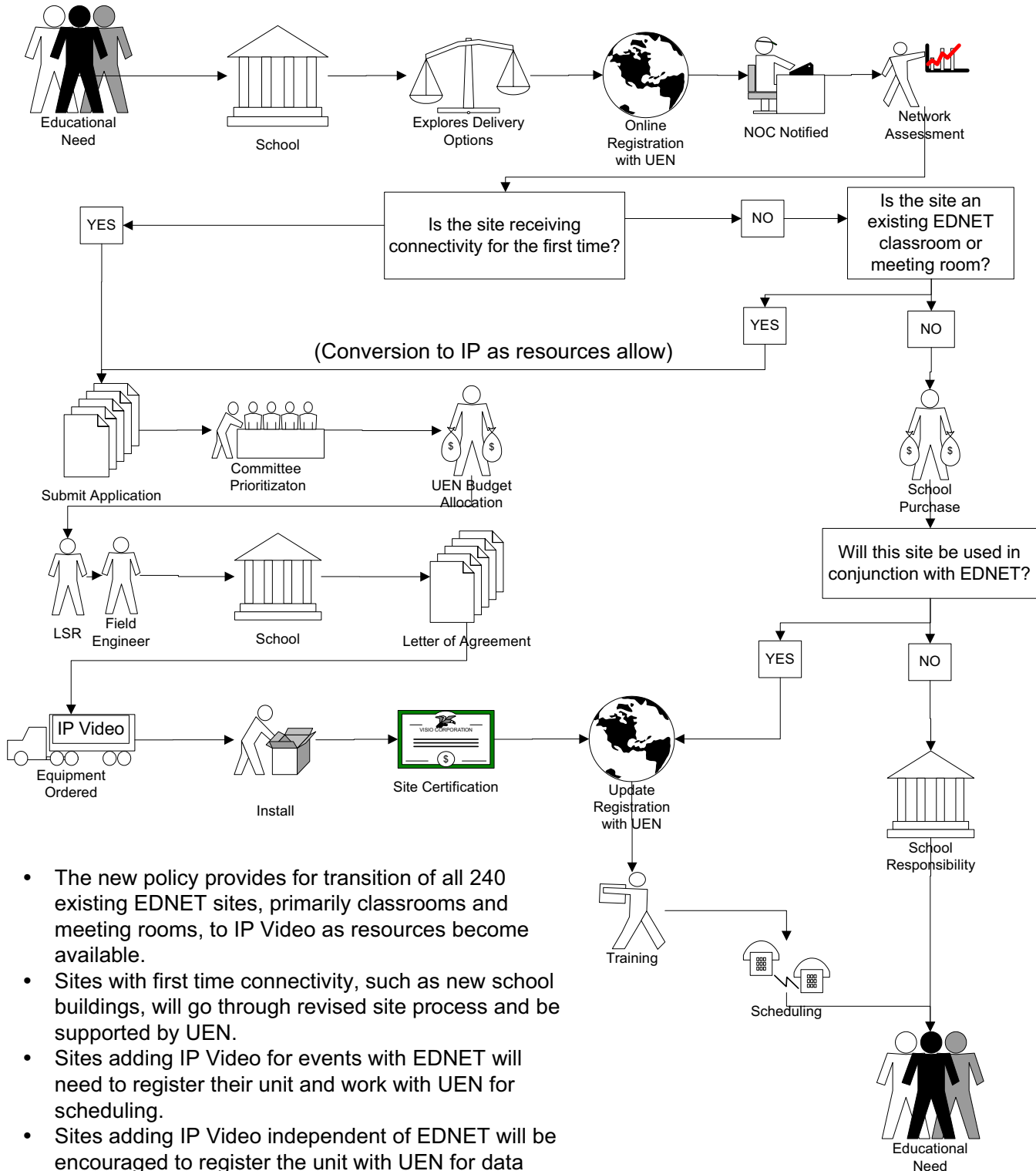
## EDNET SITE SELECTION PROCESS (1997 TO PRESENT)



According to policies established by the UEN Site Selection Committee in 1997, and revised in 1999, any new EDNET sites must go through the above site selection, certification, and installation process. With the addition of IP video options, new flexibility for the end sites is fast becoming a reality. UEN staff recommends a new process, based on the increased local autonomy provided by IP Video delivery systems.

# TAB 22 ATTACHMENT B

## EDNET / IP VIDEO SUPPORT PROCESS (RECOMMENDED 2003)



- The new policy provides for transition of all 240 existing EDNET sites, primarily classrooms and meeting rooms, to IP Video as resources become available.
- Sites with first time connectivity, such as new school buildings, will go through revised site process and be supported by UEN.
- Sites adding IP Video for events with EDNET will need to register their unit and work with UEN for scheduling.
- Sites adding IP Video independent of EDNET will be encouraged to register the unit with UEN for data collection purposes. Scheduling of these units is handled locally.



## SECURITY WORKING GROUP REPORT - DISCUSSION

### Issue

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A Security working group has been meeting for several months under the auspices of the Technical Services Subcommittee. Barbara White is chairing the group. The attached report has been prepared for review and discussion by the Steering Committee.

### Background

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At the December 2002 Technical Services Committee meeting, a Security subcommittee was formed to address issues related to network security, and the broader context of security. So far, the group has identified and reviews a broad array of security-related issues of importance to UEN and its partners, and has established eight working groups that are addressing specific security-related topics. The security-related issues are described in the subcommittee report, and the charges of each group and its leader are described and identified.

### Recommendation

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This is an information item. Steering Committee members are asked to review the attached report, and provide Barbara White and other Security subcommittee members with feedback that they consider to be appropriate.

**TAB 23 ATTACHMENT A**  
**UEN SECURITY SUBCOMMITTEE RECOMMENDATIONS /**  
**PLAN -OF-ACTION**

UEN Security Sub Committee  
Recommendations/Plan-of-Action  
June 2003

**Introduction:**

The utilization of computers and data communication networks are notably growing, thus making them an essential resource to many kinds of organizations including public education and higher education. This trend to *ubiquitousness of computing equipment* leads to growing geographic dispersion of users and devices, to higher-speed channel needs and to a large degree of heterogeneity among the organizations' components significantly impacting security system design, network security, and network architecture.

These facts pose many new challenges to the traditional approaches for information security. As the security needs of organizations get more complex, so do the network security systems and the traditional approaches—like firewalls. Incorporation of distributed mechanisms to enforce security, decentralized trust management, and the widely spread use of cryptographic techniques are examples of these changes. In many cases, the development process of network security systems, for example, usually goes through several phases including documented high-level security policies and controls to implementation.

What is often missing is the *awareness* of the impact of lack of security and/or the scope of the issues tied to security, and available *educational* materials and opportunities to the organization regarding how best to prevent, address and respond to security issues, compromises and proactive preventive action. These *best practices* are often based on a security assessment targeting:

- a) external environment (e.g., how well organization's perimeter is protected via routers, firewalls, etc), and
- b) internal environment (e.g., organization's security policies and procedures compared to industry best practices, government regulations).

Recommendations for change in behavior and/or processes and procedures by organizations in response to a security assessment may include:

- ✓ Implementation of a UEN security program that includes a minimum number of industry-*best practice* security policies and a **security awareness program to ensure employees are participating fully in the effort** recognizing that a major security concern is to insure the UEN network viability;
- ✓ Incorporation of standard security and authentication architecture, and control of access into the existing network infrastructure;
- ✓ Implementation of an intrusion detection monitoring system;
- ✓ Implementation of adequate security policies with respect to applications and users;
- ✓ Up-to-date maintenance of all systems on security patches; and
- ✓ Periodic security audits to ensure adherence to policies and changes in technology.

## Situation Statement

As an outcome of the December 2002 *UEN Technical Services Committee* meeting, a *security sub committee* was assembled to address a variety of information issues surrounding not only network security, but also the broader context of security. To-date, outcomes of this group's efforts are two-fold: 1) the identification and review of a broad array of security-related issues and materials of importance to UEN and its partners, and 2) establishment of *working groups* addressing specific security-related topics. The security-related issues are listed below followed by the listing of concurrent *working groups*.

### Security-related issues:

- UEN security documentation: a) Minimum Requirements for Connectivity;  
b) Roles and Responsibilities of UEN Security Office; and  
c) UEN Security Office Statewide Firewall Project Recommendations;
- business/industry/higher education polices, standards, and guidelines targeting planning, implementation, management and enforcement;
- scope/breadth of security issues and needs (e.g., security of UEN networks; incident protection/network vulnerability; established *emergency response team*; communication of information; accurate point-of-contact database);
- centralized vs. distributed network security model requiring a defined order of security prevention, maintenance, planning, training, security management;
- identification of major focus categories/areas critical in the identification of scope of a security plan (e.g., staff *knowledge management*/transfer; points of vulnerability); and
- *lessons learned* and possible link to Incident Response Team approach.

### Concurrent Working Groups:

#### Group #1

**Vern Wilson...** development/enhancement of workflow process for updating/monitoring *point-of-contact* database by institution/school district and person responsible

#### Group #2

**Preston Checketts....** identification/description of potential security issues, both internal and external

#### Group #3

**Dale Bills.....**patches as an 'up to date' requirement; enforcement, implementation, vendor responsibility

#### Group #4

**Troy Jessop; Barb White....**assessment/viability of UEN Statewide Firewall Initiative and/or next steps

#### Group #5

**Kevin Chapman....** focus on education/awareness/change in attitude needed in order to move toward comprehensive network security planning and broader implementation of *best practices* at both the local level and at the state network level; ongoing information sharing/training

## Group #6

**Jim Stewart; Kim Marshall...**identification of *types of security* impacting UEN and its partners with emphasis on need to provide discussion vehicle providing education to stakeholders regarding broader issues of security (e.g., *what data needs to be secured? How assure network integrity?*)

## Group #7

**Ray Walker...**focus on standards and policies while also considering questions such as:

- ✓ What can be done without financial resources?
- ✓ How do we accommodate for/plan for significant 'people time' (e.g., firewalls, patches)?
- ✓ What are examples of the *lessons learned* of NOT allocating sufficient resources in support of the broader set of security issues?
- ✓ How do we influence administrators regarding the *need* in a time of limited resources? What are the facts, pictures, profiles that reflect impact of being unprepared?

In addition to the security-related topics identified by working group above, other topics under consideration included the following areas. These topics will be addressed individually or as part of other strategies as the sub committee moves forward.

- a) linkage of issues regarding security to *social engineering* and actions such as *authentication* to access information;
- b) identification of tools to assist in dealing with/preparing for security problem-solving; and
- c) investigation regarding potential certification/validation of personnel at specific level of experience in areas of not only network security, but broader issues of security.

## Plan-of-Action

The *UEN Strategic Plan* identifies the need for *defining a network security policy and facilitating the federal security process and plan... addressing the need to assure data privacy while complying with GRAMA, FERPA and other federal policies*. In addition, as part of the overall security profile, UEN has identified the need to understand and adopt security measures which have been identified and about which legislation has been passed or proposed at the federal level (e.g., the Patriot Act, SSN Protection, Identity Theft/HIPPA, Anti-Spam Measures). Leadership to the *Network Infrastructure and Services* component of UEN has also placed security as one of the priorities in addition to reliability/redundancy and capacity. Specific issues include homeland security, the protection of critical infrastructures, cyberspace security, protection of content and the protection of personal information.

Hackers, viruses, worms, and denial of service attacks have also become so prevalent that it is absolutely imperative that the UEN Network personnel do everything that is possible to protect network applications, service levels and data. It is also imperative that the data acquired by the network's applications, and which resides in network databases, be protected from inappropriate uses (politics, advertising, soliciting, etc). The importance of intrusion detection software and firewall planning and implementation is critical in preventing malicious attacks. And perhaps most important, the availability of education and training for the UEN stakeholders including the administrative and decision-making entities cannot be over-estimated particularly in light of the increased focus on the need for security officers and staff to manage, monitor and implement *best practices* at both the user end and the UEN state level.

What has been previously stated for UEN is no different for the collective school districts, individual schools or higher education institutions. Clearly, throughout the various discussions the issues surrounding the *need for increased awareness to the issues of security and to educational programs, training and materials* has been at the top of the list of concerns as noted in the description accompanying *Working Group #5* and *#6*. Key to this emphasis is the need for ‘security management’ training and education focused on identification of what we are trying to protect; articulation of security goals and design; resource requirements for maintaining, monitoring and supporting security initiatives and actions; and overall usability of network. The target audiences include those administrators and decision-makers responsible for the resources supporting the overall enterprise and network and system security.

Clearly, the issues tied to system and network security comprise the basis for a *community of practice* including members of UEN, public education and higher education users and management recognizing that the communication networks involved link schools, libraries, and world-wide information networks as well as businesses, industries and homes. *Communities of Practice* are defined as a group of people that share an expertise and is bound by a common mission or purpose. Such a group is not bound by a fixed project, agenda, or set of deliverables. They produce information, insights, and *best practices*—simply put, knowledge. A broad perspective is required for such a group in order to target *best practices*, policy, and security management recognizing that the many of the issues identified earlier must also be addressed as part of the comprehensive security planning.

In the short term, the UEN Security Sub Committee is focused on the development of a security framework enabling stakeholder participation to ‘push the agenda’ at the local level while immediately addressing the issues of: a) awareness building; b) education; c) information sharing, and d) development of a communication plan. The focus of such a framework includes not only the distribution of information to the UEN users, but assists in maintaining the security and integrity of the UEN Network and its users in meeting the requirements for the system including:

- 1) established authority by UEN to monitor network and take action when one entity impacts entire system;
- 2) minimum requirements to connect to UEN network and expected behavior;
- 3) consistent and continued assessment of UEN network and system for known problems;
- 4) acceptable use standards and policies; and
- 5) connection agreement mandating individual *point-of-contact* for each UEN entity.

## Recommendations

- ✓ Coordinate and organize input from each of the seven (7) working groups including facts/figures documentation and *lessons learned*, etc. to be used as basis for statewide online database of evolving security-related information;
- ✓ Identify individual user *Security Awareness Person/contact* (e.g., individual from school district, public school, higher education institution) that is familiar with UEN policies, *best practices* and can respond immediately and take action regarding security issues and/or emergencies;
- ✓ Establish a *security advisory group* to serve in the role of an oversight and *incident response team* reflecting participation of user appointed/recognized security contacts from user entities; this group would meet once-a-week via the network, web-chat technology, and/or onsite to: a) discuss current issues, b) participate in problem-solving venues, c) share *lessons learned*, d) recommend *best*

*practices*, standards and policies; and e) provide collective solutions developed for the whole of the UEN organization;

- ✓ Invite user community, in concert with established *working groups*, to participate in a *UEN Community of Practice* meeting once-a-month via the UEN network and/or onsite to discuss broad-based security-related issues and provide opportunity for a forum/environment to discuss and distribute information to users;
- ✓ Identify performance indicators/security metrics for measuring performance of network (e.g., fewer compromises; fewer denial of service attacks) and incorporate as part of overall goal/strategies for UEN Strategic Plan;
- ✓ Establish a *Security Awareness Mail List* providing venue for posting questions, responses, insight, lessons learned, etc to the UEN users 'at large';
- ✓ Establish protocol for conducting *UEN security drill* providing opportunity and context to test incident response by users and UEN personnel;
- ✓ Continue/expand upon UEN awareness/education 'road show' including potential for quarterly or bi-annual *UEN Security Summit* events in concert with public education and higher education partners and outside resources.

## REPORT ON SUBCOMMITTEE RETREAT, MAY 13 - DISCUSSION

### Background

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A retreat involving members of the Technical Services Subcommittee, Regional T Forum representatives and UEN staff was held May 13, 2003 on the UVSC campus. The primary purposes of the retreat were to:

- 1 Inform the Steering Committee members of current technical issues and UEN directions.
- 2 Develop a Regional Priority list for FY 2004.

Early discussion included a spirited exchange regarding UEN's role in next generation video solutions. The challenge was made to leverage existing resources to meet the educational needs of our stakeholders.

Later discussions included the opportunity for representatives from each of the eight regions to share regional priorities for the upcoming year. These priorities were compiled into a list at the meeting and distributed to the attendees. A copy of the list is provided as an attachment to this document.

### Next Steps

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UEN staff was charged by the subcommittee leadership to complete and refine the regional priority list. Activities that will be completed by the August Steering Committee meetings include:

- 1 Verification of Regional priorities through distribution of the current document and further discussions in regional settings.
- 2 Addition of Statewide needs identified by the UEN staff and others.
- 3 Addition of estimated costs for each project to the regional priority list.
- 4 Coordination of the UEN strategic and tactical plans to the regional priority list.



These activities will be accomplished in late June and July in preparation for further Steering Committee discussion and support.

## **Recommendation**

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We appreciate all those who took time from busy May schedules to attend this retreat. The time was beneficial. More work will be done to complete the regional priority list. No further action is required from committee members until that work is completed.

# TAB 24 ATTACHMENT A

## FY 2004 REGIONAL PRIORITIES

Project Account	Rank	Project	Region	Status	Goals (Y or N)	Goal Identity	Initial Connectivity	Reliability Equipment Replacement	Reliability Alternate Path	Increased Capacity	Business Case (Needs Assessment)	Planned Equipment Replacement	Security	Training
		Increased Bandwidth to USU Hub	USU											
		7000 Router replacement for Cache	USU											
		Redundancy at USU Hub	USU											
		Ethernet to Box Elder, Logan and Cache Dos	USU											
		Diverse Paths	USU											
		Router Replacement	USU											
		Establish Ring (DATC, EBC, WSU, WSUD)	DATC											
		Ethernet to Weber and Ogden Dos	DATC											
		Diverse Paths to Davis, Weber and Ogden Dos	DATC											
		Router Replacement	DATC											
		UVSC Heber Campus Connectivity	UVSC											
		Fiber Optic link from Nebo DO to UVSC	UVSC											
		Ethernet links from Nebo DO to SF schools	UVSC											
		Ethernet links from Nebo DO to Springville and Payson												
		Alpine DO Junior High (New)	UVSC											
		Core Ring Completion	UVSC											
		Technical Training	UVSC											
		Routers	UVSC											
		Access for Dutch John School	NUES											
		Router Replacement	NUES											
		Redundancy for NUES Hub	NUES											
		Redundancy for Uintah Basin	NUES											
		Region-wide VoIP solution	NUES											
		VoIP gateway in SLC	NUES											
		Region-wide Polycom system	NUES											
		Daggett County OC-3	NUES											
		QoS Solution	NUES											
		IP Re-addressing Scheme	NUES											
		Additional 100 Meg port at NUES Router	NUES											
		Capacity to District Offices	SLCC											
		Upgrade of Jordan District Router	SLCC											
		GeoMax Upgrade Participation	SLCC											
		SLCC Generator	SLCC											
		H.323 Pilot at Brighton	SLCC											
		Campus Rewire	SLCC											
		Emery Bandwidth to CEU	SESC											
		Finish Router Upgrades across the Region	SESC											
		Finish Clay Hills Microwave Project	SESC											
		VoIP Gateway in SLC	SESC											
		CEU Hub Move and Redundancy (SESC Access)	SESC											
		Continue Technical Summits	SESC											
		OC-3 upgrade Price to Blanding	SESC											
		Network Capacity to meet growing needs	SESC											
		The List	CUES											
		Manti Telephone Project	CUES											
		CUT Project	CUES											
		Improve response times to resolve problems	CUES											
		Spares	CUES											
		Engineering assignments to region	CUES											
		Read-only access to backbone routers	CUES											
		Access to network tools	CUES											
		Gunnison Valley Router Replacement	CUES											
		West Desert Capacity	CUES											
		Piute HS Capacity	CUES											
		New Fiber installation at Richfield HS and CUES	CUES											
		Process for LSS and GeoMax sites	CUES											
		Training for Regional District Technology Per.	CUES											
		GeoMax Participation at Fiber Sites	SEDC											
		Washington DO T-1 Repoint and Capacity	SEDC											
		Lake Powell School (H.323)	SEDC											
		Big Water School (H.323 & Firewall Issues)	SEDC											
		Quality of Service Implementation	SEDC											
		IP Re-addressing	SEDC											
		Backbone Redundancy (ELI Fiber)	SEDC											
		Better Use of Technical Personnel	SEDC											
		Elementary School responsibility @ UEN	SEDC											
		Distributed Tools	SEDC											

# STEERING COMMITTEE

T A B **25**

## STEERING COMMITTEE MEETING MINUTES

### UTAH EDUCATION NETWORK STEERING COMMITTEE

April 25, 2003 - 9:00 am

#### **Business Steering Committee Meeting**

**Members Present:** Gary Wixom, Ray Timothy, Mike Petersen, Ron Barlow, Stephen Hess, Rich Kendell, Pat Lambrose, Jeanie Watanabe for Val Oveson, Doug Abrams for Amy Owen, Wayne Peay, Larry Shumway, Richard Siddoway, Kirk Sitterud via EDNET, Glen Taylor, Ryan Thomas, Carlene Walker, Ray Walker and Barbara White.

**Others Present:** Dennis Sampson, David Walton, Rick Cline, Bill Kucera, Dan Patterson, Cory Stokes (UEN), Jim Stewart, Laura Hunter, Lisa Kuhn, Larry Smith, Kathy Webb, Cyd Grua, George Miller, Rick Gaisford, James Christensen via EDNET, Corey Stokes (SEDC) via EDNET, Jonathan Ball, Nancy Gibbs, Chuck McCown, Bruce Todd and Cindy Nagasawa-Cruz.

#### **I. Welcome and Introductions** - Ray Timothy

Ray welcomed everyone to the meeting. He reported the FY2004 Strategic Plan and Budget process has become a priority for UEN staff and subcommittees and will be discussed and reviewed carefully over the next few months. Please refer to Tab 1 for a full report.

#### **II. FY 2004 Strategic Plan and Budget Preparation** - Mike Petersen

Both the Technical Services Subcommittee and Instructional Services Subcommittee are holding strategic planning retreats. The Instructional Services Subcommittee will take place on May 14, at the SLCC / Larry Miller Campus. All committee members will be able to participate. On May 13, the Technical Services Subcommittee will meet at UVSC. The major focus at both retreats will be UEN strategic planning and budget. UEN's staff identified priorities will be shared with the subcommittees, therefore, making a basis for discussion. Mike thanked the subcommittee members for their commitment in spending most of a full day working on these topics. Retreats are very beneficial to the organization.

### **I. Steering Committee Materials Survey Results** - Ray Timothy

Most of the Steering Committee members felt strongly that they would prefer to receive material electronically via e-mail. The only complaint was when members printed their PDF, they were getting blank pages. This was corrected by providing both a single sided copy version and a double-sided copy version.

**Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee's method of receiving Steering Committee material will be electronic. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

### **III. New Instructional Services Committee Co-Chair** - David Eisler

A vacancy existed in the position of Instructional Services Subcommittee Co-Chair since Vicky Dahn resigned from the Steering Committee. Richard Siddoway, representing public education, has been recommended as the new Co-Chair.

**Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve Richard Siddoway as the new Instructional Services Subcommittee Co-Chair. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

### **II. IP Video Project Update** - Laura Hunter

Laura Hunter reported the IP Video project is moving along smoothly. Open dialogue between staff and constituents has determined that, at this time, H.323 will not replace the EDNET system, but rather enhance video services through H.323 protocols. The project steering team has agreed upon four priorities: policies, combined events, new sites, and migration. A web site for the IP Video project has been established at [www.uen.org/projects/html/ip\\_video/](http://www.uen.org/projects/html/ip_video/). Please refer to Tab 4 for more details.

### **III. UEN.org Report** - Cory Stokes

Cory Stokes (UEN) reported that as a part of UEN's ongoing evaluation and planning efforts, the staff is conducting a thorough assessment of the services on UEN.org. Data indicates that uen.org contains extensive content and is highly used, but feedback indicates a necessity for more individualized experiences and a more streamlined interface. To address these issues, it has been proposed that the many resources be cataloged and the front end users' interface provide a more personal experience that is easier to use. Some changes will be implemented in June with full functionality occurring during the third quarter. Wayne Peay reiterated that content is essential for this resource to be completely successful. It was suggested that the Steering Committee members become more familiar with uen.org so that they can

provide some useful feedback. For more detailed information, please refer to Tab 5 Attachments A and B.

#### **IV. UENSS Site Evaluation Report** - Kevin Reeve (USU)

During the month of January, UENSS staff visited fifteen sites around the state. Questionnaires were developed and interviews conducted by Claire Gardner, Charice Black, Sheryl Hulmston, Rick Cline, and Kevin Reeve. Informal interviews were also conducted with students at the sites. The purpose of the evaluation was to foster good customer relations; find areas that need improvement and ascertain what areas are working well; determine training needs and evaluate current training efforts; and assess facilitator abilities and attitudes. For survey results and recommendations, please refer to Tab 6 in your material packet.

#### **V. KULC and Datacasting** - Laura Hunter

Laura Hunter briefly discussed KULC and datacasting, pointing out that KULC digital bandwidth is best utilized through datacasting educational content directly to schools, community centers, institutions and student's homes. The progress with datacasting is going forward with the redirection of funds toward digital programming. KULC's mission is to pursue programming that best fit its goals. Research has been conducted with United Streaming and Digital Curriculum media libraries. Also, being looked at is the sharing of digital educational content and services. Barbara White noted that UEN needs to carefully watch technical needs and translator issues. Please refer to page 7-5 for datacasting model.

#### **VI. KULC/KUED Instructional Television Schedule** - David Eisler

In response to ITV survey data, KUED, UEN staff and members of the UIMC committee are recommending changes to the KULC / KUED Instructional television schedule. Programs with existing viewership will not change. Various programs will be offered in two hour blocks allowing teachers to more easily record programs they wish to use in their classes. Blocks will be staggered allowing for more flexibility and block feed opportunities will be publicized. A sample ITV blockfeed schedule is available on page 8-3.

#### **A. Third Quarter Strategic Plan Updates** - David Eisler

Mike reported that major efforts during the last quarter have been focused on completing various steps involving the federal E-rate program. UEN has made major strides during the past year, working closely with local phone companies and school districts.

The third quarter of Utah Education Network's planning year is complete, and reports on major activities are provided for review.

\* Instructional Delivery Systems Third Quarter Summary - See Tab 9 Attachment A

\* Public Information Third Quarter Summary - See Tab 9 Attachment B

\* Instructional Services Third Quarter Summary - See Tab 9 Attachment C

**X. Network Reliability/Capacity Project Priorities** - Glen Taylor

The purpose of this report is to provide a priority list of network projects that UEN is considering for FY 2003-2004. Dan Patterson reiterated UEN is committed to incorporating E-Rate opportunities into new designs. A tremendous amount of effort has gone into making the E-Rate process possible throughout the state. Wayne Peay personally thanked all of the telephone companies involved with the project for their great support. Project summaries can be found at Tab 10 - Attachment A.

**VII. Re-Establishing Regional Priorities Spreadsheet** - Glen Taylor

Glen reported it is time to reestablish regional priorities around the state. A one day retreat, at UVSC, is scheduled in May to redefine these priorities. Eight technical forums, represented by both Higher and Public Education, have been established to review the existing regional priorities and develop a current list.

**VIII. UENSS Issues: Re-Negotiation of Space Segment, and Commercial Opportunities** - Glen Taylor

The UENSS contract expires at the end of 2003 - 2004 academic year. It has been recommended by the Technical Subcommittee that there be an early renewal of the UENSS contract in order to leverage the best pricing for the next five years.

**Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee endorse efforts to renegotiate the UENSS Space Segment Contract and also support exploration of opportunities to lease bandwidth to commercial entities. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

**IX. Security Efforts at UEN** - Glen Taylor

A Security Subcommittee group, chaired by Barbara White, has been established to identify the scope of issues and to suggest possible solutions to improve security on the Utah Education Network. Internal and external security strategies and policies are needed to strengthen the network. A plan will be sent out to the Steering Committee in order to keep them updated over the next six weeks. A first draft of recommendations will be made available during the June 27th meeting.

**X. CIB Grant Application Update** - Glen Taylor

UEN has applied for a Community Impact Board grant. These funds, if received, would be used to provide increased data transmission capabilities between Vernal

and Manila as well as the enhancement of the signal for KUED and KULC television in the Uintah Basin area. Additional discussions will review the needs in the San Juan area.

**XI. Steering Committee Meeting Minutes** - Ray Timothy

A correction to the February 21, 2003 minutes was made on page 15-2, IV, changing the name of the Superintendents Association from The Society of Superintendents to the Utah Schools Superintendents Association.

**Motion: It was moved and seconded that the members of the Utah Education Network Steering Committee approve the Steering Committee meeting minutes of February 21, 2003. THE MOTION PASSED WITH ALL VOTING IN FAVOR.**

\*\*August 22th, October 24th, and December 10th (Wednesday) or January 9th, 2004 are tentative Steering Committee dates awaiting approval from the Steering Committee.

The meeting adjourned at 10:30 a.m. The next meeting is scheduled for June 27, 2003, 9:00a.m. - 11:00 a.m. 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. Please refer to them for additional reference.***

**TAB 25 ATTACHMENT A**  
**STEERING COMMITTEE ROOSTER WITH MEMBERS TERMS**



# UEN STEERING COMMITTEE ROSTER

6-20-03

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to the UEN Steering Committee

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*Mike Petersen and the Co-chairs*  
*Technical Services and Instructional*  
*Services Subcommittees*

STEERING COMMITTEE

TAB **1**

**OTHER**