Utah Education Network
Steering Committee

June 16, 2006

UTAH EDUCATION NETWORK
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Utah Education Network
Steering Committee

AGENDA

June 16, 2006

9:00 a.m.-
11:00 a.m.

Committee of the Whole / Business Meeting

Welcome and Introductions

11:00 a.m.-
12:00 p.m.

Instructional Services Subcommittee

11:00 a.m. - 12:00 p.m.

Technical Services Subcommittee Agenda

Please place these materials in your Steering Committee Binder.

TAB 31
FISCAL YEAR 2007 BUDGET - ACTION

Issue

The FY 2007 UEN Budget is ready for final review and approval by the Steering Committee. It has previously been reviewed and discussed by the Executive Committee and during the Instructional Services and Technical Services strategic retreats.

Background

The FY 2007 UEN budget reflects significant growth in state appropriations and federal E-Rate reimbursements. We are confident that the financial plan outlined in the budget will allow UEN to maintain the statewide network with increased capacity and improved reliability. We propose to use those additional resources to complete additional network expansion projects at secondary schools, continue conversion of the EDNET system to IP-based technology, and expand the role UEN plays in delivering enterprise-level, Web-based applications.

Detailed information about the FY 2007 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

Major FY 2007 policy considerations focus on (1) revenues that are available and restrictions that limit the uses of particular revenue sources, (2) major expenditure choices, and (3) priorities shown by the recommended budget choices.

1. Income

Total revenues on which the FY 2007 budget will be based are projected to be $32,165,434. That is an increase of $4.592 million above FY 2006 revenues. A detailed listing of all revenue sources in the UEN budget is on page 2 of Attachment A.

State appropriations will be $1.807 million higher than in FY 2006, and total $19.99 million. On-going funds are increasing by $1.6 million, and one-time appropriations are $200,000 more than in FY 2006. The state appropriation increases were allocated to provide increased network capacity, provide ongoing funds for telecommunications contracts funded this year with one-time revenues, and to convert EDNET to IP-based technology. The remaining new state funds will pay salary and benefit increases for UEN employees.

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. Grants will continue to be aggressively pursued, although the budget assumes that grant income will be similar to last year's amounts. An important income source in the budget is the Community Service Grant (CSG), which must be used to support KUEN and related services and personnel. We are projecting the CSG to be higher by $292,000 than it is during the current year.

E-Rate funds reimburse a portion of telecommunications services provided to public schools and paid for by UEN. There are factors associated with this revenue source that make it quite challenging to anticipate in budgetary planning. We have applied for significantly higher E-Rate reimbursements for FY 2007 than in FY 2006 but have not yet received approval for the contracts that have been submitted for FY 2007. The budget reflects E-Rate reimbursements we will have actually collected during the current year or early in FY 2007, not revenues anticipated for all of FY 2007. E-Rate income is reported as Universal Service Fund Discounts, and amounts to $8.0 million, an increase of 2.51 million more than was budgeted for FY 2006.

2. Major Expenditure Choices

Specific departmental budget recommendations are summarized on Page 1 of Attachment A, and detailed budget proposals are outlined on Pages 3-25. Major decisions reflected in departmental budgets are as follows:

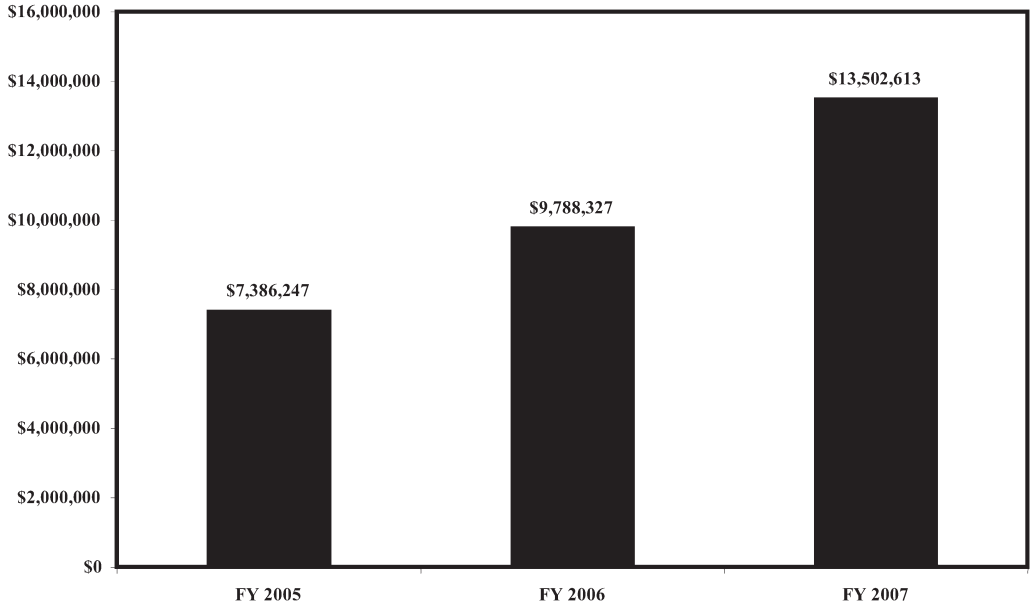
1. UEN staff members will receive a modest 3.4% salary increase this year. The cost of monthly premiums for health insurance and state retirement premiums will be supported by increased state appropriations, but employee costs for benefits will also be increased by a modest amount of a few dollars per month.
2. Nearly all departmental operating budgets will remain flat or be adjusted only slightly next year.
3. The circuit and internet budget pays for all network contracts with telecommunications providers, and will be $13.5 million in FY 2007. That budget will now comprise about 42 % of our total budget and has been increased by $3.7 million from FY 2006 to FY 2007. (See Graph 1, below.)

   The growth of the circuit budget is the result of the dramatic increase in the capacity of the network backbone and connections to universities, colleges, district offices, and secondary schools. Our typical circuit connections to universities, colleges, and secondary schools have been upgraded from T1 (1.4 mb/s) to Ethernet 1000 mb/s circuits, a 600% increase in capacity. The typical cost of a T1 circuit is less than $100 per month, whereas 1000 mb/s Ethernet circuits have an average cost of nearly $1,800 per month. The cost of circuits has increased tenfold, but the carrying capacity of the circuits has increased 600 percent so the megabit cost is much lower.

   Because of excellent contracts we have negotiated during the past two years, Internet access charges will remain flat, even though Internet capacity has more than doubled since FY 2005
4. UEN has now implemented connectivity to the National Lambda Rail (NLR), which has a direct benefit for the University of Utah and Utah State University. By partnering

with the Corporation for Education Network Initiatives in California (CENIC) and Front Range Gigapop (FRGP), the cost of connecting to NLR has been must lower than it would have been. The initial installation costs of $314,126 were paid this year. In FY 2007, ongoing operational fees to participate in NLR and Internet2 will cost $140,000.

Graph 1: Growth in Circuit and Internet Budget – FY 2005 - FY2007



5. The technical service special project account is budgeted at $1,500,000, the amount allocated by the legislature to continue our network capacity projects during FY 2007. These funds will pay for phase 4 network infrastructure projects based on recommendations of UEN staff and stakeholders to the Technical Services Subcommittee and Steering Committee. The special project account also contains one-time funds of $224,000 to pay the marginal increase in WebCT Vista licenses to support UVSC and USU as they migrate to UEN-hosted support of their course management requirements.
6. The IP Video budget contains $1,000,000 in one-time state appropriations. To augment the account, we are pursuing grant funds and E-Rate reimbursements to purchase classroom equipment and pay for other costs associated with this project. As new grant and E-Rate funds are obtained, they will be managed from that account.
7. The Course Management System (CMS) budget has been increased by $48,722. It budgets ongoing funds to pay for licensing and equipment expenditures to provide hosting support for Dixie State, Snow College, College of Eastern Utah, and UCAT.
8. Budget support to UEN-funded activities managed by regional service centers and regional hubs will remain the same as in FY 2006. 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 2007 budget is to examine the extent to which programmatic areas have received increased funding or budget reductions, from FY 2006 to FY 2007. Table 1 demonstrates that a sizeable increase in funding is recommended in the technical services and instructional service areas. The increase in technical services spending is accountable primarily to the growth in the circuit budget. The growth in administration funding is the result of addition of one staff position which partially offset a reduction of administrative personnel in prior years. Support to regional hubs and regional service centers and USOE will remain essentially the same, while public information is recommended to receive a modest budget cut.

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 2006 to FY 2007, by Programmatic Area

Programmatic Area	Increase or Decrease in Funding
Technical Services	$4,712,654
Instructional Services	$286,977
Administration	$71,451
KUEN	$57,506
O & M, Reserves	$20,591
Pass through to Hubs & Regional Service Centers	$18,101
UEN-USU Satellite Project	$9,900
Pass through to USOE	$5,827
Public Information	($9,573)
Total Funding Change, FY 2006 to FY 2007	$5,173,434

Table 2 - Percentage of State Appropriations Received by Program Areas, FY 2007

Program Area	State Appropriation	Percent of Total
Technical Services	$14,949,900	74.77%
Instructional Services	$1,516,702	7.59%
UEN-USU Satellite Project	$1,463,900	7.32%
Administration	$1,129,845	5.65%
Hubs & Regional Service Centers	$542,419	2.71%
Pass through to USOE	$228,543	1.14%
O & M, Reserves	$162,591	.82%
KUEN	$0	0%
Public Information	$0	0%
Total State Appropriations	$19,993,900	100.0%

Recommendation

It is recommended that the Steering Committee review and approve the FY 2007 UEN Budget.

Tab 31 Attachment A
FY 2007 UEN Budget - DRAFT

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Expenditures

DEPARTMENT	Approved Budget FY 2006	Proposed Budget FY 2007	Change
Administration	1,608,450	1,679,901	71,451
Public Information / Communications	379,535	369,962	(9,573)
Technical Services			
Operations	10,625,815	14,354,808	3,728,993
Network Operations Center	1,248,385	1,574,813	326,428
Field Operations	1,314,377	1,349,236	34,859
UEN Project Account	1,368,000	1,500,000	132,000
Technical Services Planning	234,160	262,331	28,171
Network Engineer	290,835	351,908	61,073
Applications Engineer	285,066	304,289	19,223
Security	242,199	291,436	49,237
Enterprise Applications Support	866,569	783,452	(83,117)
Course Management System (WebCT)	34,595	83,317	48,722
NLR/Internet 2		140,000	140,000
Software Development	681,839	693,280	11,441
EDNET Video Operations	292,431	305,271	12,840
Local Service Representatives	221,832	248,892	27,060
Scheduling	92,814	77,039	(15,775)
IP Video	800,000	1,000,000	200,000
Instructional Support			
IS Grant	-	46,500	46,500
KUEN - Programming	250,557	385,707	135,150
Operations	787,465	917,002	129,537
Web Resources	776,865	697,631	(79,234)
Professional Development	860,902	931,354	70,452
Other			
KUEN Broadcast Engineering	498,309	573,834	75,525
KUEN DTV Conversion	575,000	556,981	(18,019)
UEN-USU Satellite Project	1,454,000	1,463,900	9,900
Operations and Maintenance	1,202,000	1,222,591	20,591
TOTAL EXPENSES	26,992,000	32,165,434	5,173,434
FY 2006 INCOME	27,573,327	32,165,434	4,592,107
BALANCE (Income less Expenses)	581,327	(0)	(581,327)

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Income

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change
STATE APPROPRIATIONS			
UEN Legislative Funding (On-Going)	14,432,700	16,030,000	1,597,300
UEN Legislative Funding (One-Time)	2,300,000	2,500,000	200,000
UEN-USU Satellite Project	1,454,000	1,463,900	9,900
INTEREST INCOME			
KUED/EDNET/UtahLINK	30,000	30,000	-
CARRY FORWARD			
KUED Funds Allocated for DTV	475,000	456,981	(18,019)
KUED Broadcast			-
Teacher Training Institute	70,000	-	(70,000)
Tech Corp	14,000	-	(14,000)
UEN Satellite Budget			-
H.323 Video Projects			-
NTIA PTFP IP Video Grant 55500073/74			-
IS Grant: Intel Grant - Classis		26,500	26,500
IS Grant: Intel - TIA & Seminars			-
IS Grant: Intel - TIA #2 - Regional			-
IS Grant: Intel Teach to Future RTA			-
IS Grant: TeacherLine Grant - Regional			-
IS Pro Dev: Teacher Training Instit & Integrating Tech			-
IS WEB: Tech Corps			-
IS Web:Intel PC Recycling			-
IS Web: Intel PC Recycling (New Grant)			-
KUEN Prog: KUEN Program Purchases			-
UEN Special Projects FY 2004-2005			-
CIB San Juan Project Phase I			-
Operating Funds	900,000	900,000	-
CORPORATION FOR PUBLIC BROADCASTING			
Community Service Grant	2,200,000	2,492,000	292,000
KUED DIRECT SUPPORT			
Training & Content	22,530	22,530	-
Public Information	33,000	33,000	-
GRANT INCOME			
Teacher Line Grant			-
USOE / UIMC	22,530	22,530	-
Bridgestone/Firestone Trust		8,000	8,000
Intel Corporation - Workshop		20,000	20,000
Intel PC Recycling	15,000	15,000	-
Distance Service Grant FY 05			-
USDA RUS Grant Distance Learning & Telemedicine			-
Community Impact Grant San Juan Phase I			-
Youth in Custody		44,330	44,330
PTFP IP Video Classroom Upgrade Grant			-
OTHER INCOME			
ALS FY2005 Program Purchase PBS			-
Universal Service Fund Discounts	5,488,237	8,000,000	2,511,763
Service Income from EDNET	10,000	10,000	-
Library Internet Access	21,000	21,000	-
Idaho State University Internet 1	18,000	-	(18,000)
Pioneer Committee Workshop			-
COMPUTER OPERATIONS			
KUED	33,600	34,526	926
KUER	5,330	6,277	947
OIT	2,400	2,400	-
Media Solutions	26,000	26,460	460
Total	**27,573,327**	**32,165,434**	**4,592,107**

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Administration

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses		Total On-Going
				State Approp.	CSG	
Personnel	641,142	801,445	160,303	251,389	550,056	801,445
Salary adjustment	89,100	-	(89,100)	-	-	
Auditor	20,000	20,000	-	20,000	-	20,000
Supplies	25,000	40,000	15,000	40,000	-	40,000
Phones	72,500	75,000	2,500	75,000	-	75,000
Professional Development	22,500	22,500	-	22,500	-	22,500
Equipment	5,000	5,000	-	5,000	-	5,000
Employee Recruitment	1,000	1,000	-	1,000	-	1,000
In-state Travel	2,500	2,500	-	2,500	-	2,500
Legal Fees & Consult	7,500	7,500	-	7,500	-	7,500
Storytelling Camp	-	-	-	-	-	-
Distance Education-CEU	-	-	-	-	-	-
Tech Administration	202,719	203,869	1,150	203,869	-	203,869
Independent Contractor	35,000	-	(35,000)	-	-	
Tech Admin. Travel & Prof. Devel.	9,000	9,000	-	9,000	-	9,000
Instructional Support Administration	170,843	179,861	9,018	179,861	-	179,861
I.S. Travel & Prof. Devel.	6,000	6,000	-	6,000	-	6,000
Grant Writing	80,646	88,226	7,580	88,226	-	88,226
Office of Info. Tech.	218,000	218,000	-	218,000	-	218,000
Total	1,608,450	1,679,901	71,451	1,129,845	550,056	1,679,901

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Public Information / Communications

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	KUED	SOE	CSG	Total On-going Expenses
Personnel	193,285	208,962	15,677	-	-	208,962	208,962
ITV Program Guide	47,500	37,500	(10,000)	22,530	-	14,970	37,500
Advertising	33,000	24,000	(9,000)	-	22,530	1,470	24,000
Other Print Advertising / Materials	31,000	32,500	1,500	-	-	32,500	32,500
Professional Development	9,500	10,000	500	-	-	10,000	10,000
In-State Travel	1,000	1,000	-	-	-	1,000	1,000
Equipment	4,500	4,000	(500)	-	-	4,000	4,000
Supplies	11,500	10,000	(1,500)	-	-	10,000	10,000
Non - Broadcast Promotions	34,250	28,000	(6,250)	-	-	28,000	28,000
Special Events	14,000	14,000	-	-	-	14,000	14,000
Total	379,535	369,962	(9,573)	22,530	22,530	324,902	369,962

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Operations

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses		
				E-rate Plus Internet Reimb.	State Approp.	Total On-Going Expenses
Personnel	225,807	246,687	20,880	-	246,687	246,687
EDNET Site Support						
Southern Utah University	45,000	45,000	-	-	45,000	45,000
Davis Applied Technology Center	35,000	35,000	-	-	35,000	35,000
Utah State University	45,000	45,000	-	-	45,000	45,000
Utah State University - Vernal Basin	30,000	30,000	-	-	30,000	30,000
College of Eastern Utah - Price	30,000	30,000	-	-	30,000	30,000
College of Eastern Utah - San Juan	30,000	30,000	-	-	30,000	30,000
Utah Valley State College	45,000	45,000	-	-	45,000	45,000
Salt Lake Community College	45,000	45,000	-	-	45,000	45,000
Regional Help Desk Support						
NUES, CUES, SESC, SEDC	250,008	258,508	8,500	-	258,508	258,508
Supplies	10,000	5,000	(5,000)	-	5,000	5,000
Circuit Charges	8,750,000	12,464,286	3,714,286	8,000,000	4,464,286	12,464,286
Internet Access	1,035,000	1,038,327	3,327	21,000	1,017,327	1,038,327
Statewide Dial-in Network Services	15,000	15,000	-	-	15,000	15,000
Remote Access (Pagers/Cell Phones)	35,000	22,000	(13,000)	-	22,000	22,000
Total	10,625,815	14,354,808	3,728,993	8,021,000	6,333,808	14,354,808

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Network Operations Center
Troy Jessup

Description	Approved Budget FY 2006	Proposed Budget FY 07	Change	State Approp.
Personnel (includes on-call)	698,785	823,933	125,148	823,933
Staff Equipment	20,000	20,000	-	20,000
Professional Development	57,000	50,000	(7,000)	50,000
Equipment - HUB & Site Maintenance	222,600	432,448	209,848	432,448
Licensing / Software	110,000	100,000	(10,000)	100,000
Proxy Filtering & Equipment	105,000	112,000	7,000	112,000
Supplies	25,000	5,000	(20,000)	5,000
In-State Travel	10,000	6,000	(4,000)	6,000
Out of State Travel	-	4,000	4,000	4,000
Remote Access / Cell & Pager	-	21,432	21,432	21,432
Total	1,248,385	1,574,813	326,428	1,574,813

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Field Operations
Jeff Egly

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses State Approp.
Personnel	700,277	839,636	139,359	839,636
Equipment--Hub & End Site Development	370,000	270,000	(100,000)	270,000
Professional Development	37,500	27,500	(10,000)	27,500
Software	8,000	5,000	(3,000)	5,000
In-state Travel (Network Maintenance)	37,500	37,500	-	37,500
Vehicle Maintainance	35,000	46,000	11,000	46,000
Leased Vehicles (4)	21,600	23,600	2,000	23,600
Contracted Services (Helicopter)	12,500	5,000	(7,500)	5,000
Storage Units - Statewide	9,000	-	(9,000)	-
Supplies	40,000	35,000	(5,000)	35,000
Staff Support Equipment	33,000	50,000	17,000	50,000
Equipment Room & Shop	10,000	10,000	-	10,000
Total	1,314,377	1,349,236	34,859	1,349,236

UTAH EDUCATION NETWORK
Technical Services
UEN Special Projects
FY2007 Budget Planning

Description	Approved Budget FY 2006	Proposed BUDGET FY 2007	Change	One-Time Expense New State Approp.	Total One-Time Expenses
Arbor Maintenance	20,000	18,600	(1,400)	18,600	18,600
WebCT	-	224,331	224,331	224,331	224,331
FY 2007 Special Project Funds	1,348,000	1,257,069	(90,931)	1,257,069	1,257,069
Total	1,368,000	1,500,000	132,000	1,500,000	1,500,000

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Tehcnical Services Planning
Barry Bryson

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses State Approp.	Total Expenses
Personnel	210,850	230,834	19,984	230,834	230,834
Software & Supplies	1,250	1,250	-	1,250	1,250
In-State Travel	2,500	2,500	-	2,500	2,500
Supplies	2,000	2,000	-	2,000	2,000
Remote Phone/Pager Access	3,060	3,747	687	3,747	3,747
Professional Development	7,000	7,000	-	7,000	7,000
Consulting ETC.	7,500	15,000	7,500	15,000	15,000
Total	234,160	262,331	28,171	262,331	262,331

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Network Engineering
Troy Jessup

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	State Approp.
Personnel	261,835	310,808	48,973	310,808
Software & Supplies	1,500	-	(1,500)	-
In-State Travel	1,500	1,500	-	1,500
Equipment	5,000	5,000	-	5,000
Supplies	4,000	6,000	2,000	6,000
Professional Development	12,000	12,000	-	12,000
Network Lab	5,000	10,000	5,000	10,000
Remote Access/Pager & Cell		6,600	6,600	6,600
Total	290,835	351,908	61,073	351,908

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Application Engineering
Jeff Egly

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	State Approp.
Personnel	262,191	281,414	19,223	281,414
Software & Supplies	625	625	-	625
In-State Travel	1,250	1,250	-	1,250
Equipment	5,000	5,000	-	5,000
Supplies	4,000	4,000	-	4,000
Professional Development	12,000	12,000	-	12,000
Total	285,066	304,289	19,223	304,289

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Security
Troy Jessup

Description	Approved Budget FY 2006	Approved Budget FY 2007	Change	On-Going Expenses State Approp.
Personnel (Includes On-Call)	183,199	217,806	34,607	217,806
New Projects Equipment	38,000	40,000	2,000	40,000
Employee Equipment	-	3,200	3,200	3,200
Professional Development	9,000	9,000	-	9,000
In-State Travel	1,000	1,000	-	1,000
Software Licensing	5,000	5,000	-	5,000
UtahSaint Project	-	9,500	9,500	9,500
Phone / Pager Access	5,000	4,930	(70)	4,930
Supplies	1,000	1,000	-	1,000
Total	242,199	291,436	49,237	291,436

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Enterprise Applications Support
Bryan Peterson

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses	Reimbursments (Building & Youth in Custody)	Total Expenses
				State Approp.		
Personnel	313,266	374,179	60,913	374,179	-	374,179
Hardware and Hardware Maintenance	303,983	215,641	(88,342)	194,641	21,000	215,641
Software and Software Maintenance	201,700	131,032	(70,668)	61,369	69,663	131,032
Supplies	14,200	15,200	1,000	15,200	-	15,200
Professional Development	20,000	32,600	12,600	32,600	-	32,600
Telecomm Costs / Dial-in Equipment	13,420	14,800	1,380	14,800	-	14,800
Total	866,569	783,452	(83,117)	692,789	90,663	783,452

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Course Management System (WebCT)
Bryan Peterson

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses	One-Time Expenses	Total Expenses
				State Approp.	State approp	
Hardware Maintenance	34,595	8,348	(26,247)	8,348	-	8,348
Training etc…	-	61,469	61,469	61,469	-	61,469
WebCT (25% 55000 for Steve H.)		13,500	13,500	13,500	-	13,500
Total	34,595	83,317	48,722	83,317	-	83,317

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
NLR \ Internet \ 2
Jim Stewart

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses State Approp.
NLR Fee (FRGP Fees & Equipment)	-	66,200	66,200	66,200
Internet 2	-	45,000	45,000	45,000
NLR Local Loop	-	28,800	28,800	28,800
UCAR (NLR)	-	-	-	-
Total	-	140,000	140,000	140,000

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Software Development
Thom Gourley

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses State Approp.
Personnel	609,675	634,070	24,395	634,070
Software and Software Maintenance	17,200	5,890	(11,310)	5,890
Equipment	3,500	6,600	3,100	6,600
Supplies	2,700	3,040	340	3,040
Professional Development	45,000	40,000	(5,000)	40,000
Phone / Pager Access	3,764	3,680	(84)	3,680
Total	681,839	693,280	11,441	693,280

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
EDNET Video Operations
James Hodges

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses State Approp.
Personnel	248,231	284,271	36,040	284,271
Support from Satellite	-	(15,000)	(15,000)	(15,000)
Parts & Supplies	4,500	4,500	-	4,500
Equipment	15,000	15,000	-	15,000
In-state Travel	2,000	1,000	(1,000)	1,000
Operations Retreat	3,500	1,500	(2,000)	1,500
Telephones	4,200	4,000	(200)	4,000
ISDN Line Charges & Gateway	5,000	-	(5,000)	-
Professional Development	10,000	10,000	-	10,000
Total	292,431	305,271	12,840	305,271

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
IP Video
Mike Petersen

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	One-Time State Approp.
Support for Scheduling	-	20,000	20,000	20,000
2006 Projects:	-	945,000	945,000	945,000
Video NOC Tools	50,000	35,000	(15,000)	35,000
IP Video Classroom Project FY06	750,000	-	(750,000)	-
Total	800,000	1,000,000	200,000	1,000,000

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Distance Education Services

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses State Approp.	Total On-Going Expenses
Personnel	190,982	219,532	28,550	219,532	219,532
Supplies	1,350	1,500	150	1,500	1,500
Equipment	4,000	4,000	-	4,000	4,000
Phones	3,500	3,360	(140)	3,360	3,360
Professional Development	8,000	8,000	-	8,000	8,000
In-State Travel	14,000	12,500	(1,500)	12,500	12,500
Total	221,832	248,892	27,060	248,892	248,892

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Scheduling

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	State Approp.	Total On-Going Expenses
Personnel	84,314	87,039	2,725	87,039	87,039
Support from IP Video	-	(20,000)	(20,000)	(20,000)	(20,000)
Equipment	3,500	3,500	-	3,500	3,500
Professional Development	4,000	5,000	1,000	5,000	5,000
In-State Travel	1,000	1,500	500	1,500	1,500
Total	92,814	77,039	(15,775)	77,039	77,039

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
IS GRANTS

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	One-Time Expenses		Total One-Time Expenses
				Carryforward	Intel Grants	
Intel Grant - CLASSIC	**-**	**20,000**	**20,000**	**20,000**	-	**20,000**
Intel - TIA & Seminars	**-**	**-**	**-**	-	-	**-**
Intel - TIA #2 - Regional	**-**	**-**	**-**	-	-	**-**
Intel Teach to Future RTA	-	-	**-**	-	-	**-**
Intel - Workshops	-	**26,500**	**26,500**	**6,500**	**20,000**	**26,500**
TeacherLine Grant-Regional	**-**	**-**	**-**	-	-	**-**
Total	**-**	**46,500**	**46,500**	**26,500**	**20,000**	**46,500**

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
UEN-TV Programming
Laura

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses		Youth in Custody	Total On-Going Expenses
				State Approp.	CSG		
KUEN Program Purchases	64,057	143,207	79,150	-	119,877	23,330	143,207
UEN-TV On Air	18,500	18,500	-	-	18,500	-	18,500
NCO Grasnt	-	-	-	-	-	-	-
NETA Membership	10,200	11,000	800	11,000	-	-	11,000
Videotape	13,000	13,000	-	-	13,000	-	13,000
Interconnect Dues	105,700	131,000	25,300	-	131,000	-	131,000
Dues/Fees, Wiche, PBMA	36,000	39,000	3,000	39,000	-	-	39,000
Computer Maintenance (Scout)	3,100	-	(3,100)	-	-	-	-
Scheduling Software	-	30,000	30,000	-	30,000	-	30,000
Total	250,557	385,707	135,150	50,000	312,377	23,330	385,707

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
IS - Operations

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses		Total On-Going Expenses
				State Approp.	KUED	
Personnel	518,049	632,759	114,710	599,759	33,000	632,759
Supplies	8,000	8,000	-	8,000	-	8,000
In-State Travel	3,000	3,000	-	3,000	-	3,000
Leased Vehicles	5,400	5,400	-	5,400	-	5,400
Professional Development	15,000	24,000	9,000	24,000	-	24,000
USOE Specialist	115,000	115,000	-	115,000	-	115,000
USOE Training Support	107,716	113,543	5,827	113,543	-	113,543
Equipment	8,300	8,300	-	8,300	-	8,300
Phones / Pagers	3,000	3,000	-	3,000	-	3,000
Program Evaluations	4,000	4,000	-	4,000	-	4,000
Total	787,465	917,002	129,537	884,002	33,000	917,002

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
IS Web Resources

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses		Total On-Going Expenses	Intel Grant
				State Approp.	CSG		
Lesson Plans	15,000	15,000	-	15,000	-	15,000	-
Web Design & Maintenance	90,500	80,500	(10,000)	80,500	-	80,500	-
WEBCT Vista User Group Support	10,000	5,000	(5,000)	5,000	-	5,000	-
Content Forum	2,000	4,000	2,000	4,000	-	4,000	-
Multimedia	2,500	2,500	-	2,500	-	2,500	-
Digital Media Services	64,085	62,800	(1,285)	62,800	-	62,800	-
Tech Corp	14,000	-	(14,000)	-	-	-	-
INTEL PC RECYCLING - FY 04		-	-	-	-	-	-
INTEL PC RECYCLING - FY 05	15,000	-	(15,000)	-	-	-	-
INTEL PC RECYCLING - FY 06 Grant		15,000	15,000	-	-	-	15,000
Pioneer Committee Workshops	3,000	2,000	(1,000)	2,000	-	2,000	-
Software (Pioneer Committee)	560,780	510,831	(49,949)		510,831	510,831	-
Total	776,865	697,631	(79,234)	171,800	510,831	682,631	15,000

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
IS Professional Development

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses	Total On-Going Expenses	Firestone
				State Approp.		
Personnel	429,892	522,743	92,851	522,743	522,743	-
Professional Development	12,000	14,000	2,000	14,000	14,000	-
In-State Travel	6,000	6,000	-	6,000	6,000	-
Leased Vehicles	11,500	11,500	-	11,500	11,500	-
Phones	5,700	5,700	-	5,700	5,700	-
Regional Training Specialists	274,310	283,911	9,601	283,911	283,911	-
Equipment	33,500	29,500	(4,000)	29,500	29,500	-
Software	2,500	4,500	2,000	4,500	4,500	-
Workshop Supplies-Duplications/Mailings	11,000	11,000	-	11,000	11,000	-
Contract Trainers	4,500	4,500	-	4,500	4,500	-
Teacher Training Instit. & Integrating Tech	70,000	38,000	(32,000)	30,000	30,000	8,000
Total	860,902	931,354	70,452	923,354	923,354	8,000

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
KUEN Broadcast Engineering
Phil Titus

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses CSG	One-Time Expenses Carryforward	Total Expenses
Personnel	269,474	291,424	21,950	291,424	-	291,424
KUEN Transmitter	28,645	33,120	4,475	33,120	-	33,120
Vehicle Expense	4,000	-	(4,000)		-	-
Supplies/Repairs/Maintenance	26,000	30,000	4,000	30,000	-	30,000
Statewide Distribution (KUEN Projects)	46,000	46,000	-	46,000	-	46,000
Statewide Distrib Base Budget (30%)	111,360	111,360	-	111,360	-	111,360
Professional Development	9,830	9,830	-	9,830	-	9,830
Equipment	3,000	47,100	44,100	47,100	-	47,100
Special Projects for KUEN	-	5,000	5,000	5,000	-	5,000
Total	498,309	573,834	75,525	573,834	-	573,834

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
KUEN DTV Conversion

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses CSG	One-Time Expenses Carryforward	Total Expenses
DTV Utah Operating Costs	100,000	100,000	-	100,000		100,000
DTV Conversion Project	475,000	456,981	(18,019)		456,981	456,981
Total	575,000	556,981	(18,019)	100,000	456,981	556,981

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
UEN-USU Satellite

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	Satellite State Approp.	Total One-Time Expenses
Annual Cost for Space Segment	720,000	720,000	-	720,000	720,000
800 Line Charges	50,000	50,000	-	50,000	50,000
Parts & Supplies	50,000	50,000	-	50,000	50,000
Personnel USU/UEN	325,524	345,122	19,598	345,122	345,122
Vehicle Lease	4,200	4,200	-	4,200	4,200
Administration Cost USU/UEN	109,050	109,050	-	109,050	109,050
H.323 Bridge	56,997	-	(56,997)	-	-
Equipment & Installation of New End Sites	20,000	-	(20,000)	-	-
IP Telephone Hardware & Maintenance	31,547	-	(31,547)	-	-
Faculty and Facilitator Training	10,000	10,000	-	10,000	10,000
Lease on Accord Conterence Bridge (2/3)	46,982	15,660	(31,322)	15,660	15,660
Service Contract on Magn. Uplink Componenets	29,700	27,000	(2,700)	27,000	27,000
Support for Ednet Video Ops	-	15,000	15,000	15,000	15,000
Carryforward FY 2004		117,868	117,868	117,868	117,868
Total	1,454,000	1,463,900	9,900	1,463,900	1,463,900

UTAH EDUCATION NETWORK
FY 2007 Budget Planning
Operations & Maintenance

Description	Approved Budget FY 2006	Proposed Budget FY 2007	Change	On-Going Expenses			Total On-Going Expenses	C/F from 06
				State Approp.	Other	CSG		
Building Maintenance	70,000	80,000	10,000	80,000	-	-	80,000	-
EBC Computer Support	112,000	147,291	35,291	82,591	40,000	-	122,591	24,700
U Of U Building O & M Expense	120,000	120,000	-	-	-	120,000	120,000	-
CIB San Juan Project Phase I	-	-	-	-	-	-	-	-
CIB San Juan Project Phase II (4/2005)	-	-	-	-	-	-	-	-
UEN Operating Funds	900,000	875,300	(24,700)	-	-	-	-	875,300
Total	1,202,000	1,222,591	20,591	162,591	40,000	120,000	322,591	900,000

TAB 1

UTAH EDUCATION NETWORK FY 2007 STRATEGIC PLAN - ACTION

Issue

A draft of the UEN FY2007 plan is presented for Steering Committee review. Action on the plan is expected at the August Steering Committee meeting.

Background

At the Steering Committee meeting on April 21, 2006, representatives from public and higher education reported on focus groups and surveys they conducted throughout the early spring. Since that time, the Instructional Services and Technical Services Subcommittee retreats and internal UEN staff retreats have been held to develop a plan based on this input. The attached plan represents the work of the retreats. UEN appreciates the support of Steering Committee and Subcommittee members who participated in this important planning process.

Strategic goals have been developed for seven core functions of UEN:

1. Wide Area Network
2. Educational Web Resources
3. Enterprise Applications
4. Distance Learning
5. Broadcasting
6. Professional Development
7. Governance and Accountability

Particular effort was made this year to develop a plan that crossed all organizational departments of UEN. Projects are increasingly cross-departmental, so the plan now reflects technical and instructional goals spread across all seven core functions.

Reports to the Steering Committee on progress for accomplishing these activities will be presented quarterly during the coming fiscal year.

Recommendation

It is recommended that Steering Committee members review and discuss the UEN FY2007 Plan included in Attachment A. Final action on the Plan will be scheduled for the August meeting.

Tab 1 Attachment A
Utah Education Network FY2007 Plan - DRAFT

I. Wide Area Network

Operate, maintain and expand a reliable and secure high speed network, connecting every public school, college, university and public library in Utah.

To achieve this goal, UEN will pursue the following objectives:

A. Operate and maintain the UEN network based on best practices.

- Incorporate operational issues into T-Forums
- Create and maintain operational priority list
- Create clear business objectives in Service Level Agreements with performance criteria
- Revise Network Operational Agreements to include operational expectations that flow bi-directionally
- Create knowledge-based system to share with stakeholders
- Identify operational clients and their needs
- Develop operational processes
- Operational training at T-Forums and Summits
- Increase operational staff centrally and in the field
- Strengthen operational coordination between Technical Services and Instructional Services departments and staff members
- Develop tools and reports to better manage network assets
- Monitor backbone capacity and increase as necessary
- Install and support Internet filtering solution for K-12 schools and libraries
- Conduct needs assessment for state corrections education services; coordinate with institutions and state agencies
- Install and support Internet filtering solution for K-12 schools and libraries
- Conduct needs assessment for state corrections education services; coordinate with institutions and state agencies

B. Increase reliability of the network to 99.99%.

- Explore diverse path optional and increased bandwidth for the North, South and East rings
- Implement QOS on serial and Ethernet circuits where there are constrained links

C. Increase network capacity by upgrading remaining higher education campuses and secondary schools to high speed broadband connectivity.

- Issue RFP, select vendors, secure funding, and work with districts and vendors to complete high speed broadband projects at remaining secondary schools and district offices
- Complete CUT Sevier Ethernet projects
- Complete South Central Garfield/Kane Ethernet projects
- Complete Snow Backbone Ethernet project
- Complete UBTA Ethernet project
- Complete installation of GP2 sites
- Work with Davis District to develop E-Rate filing and GeoMax contract under the UEN master agreement
- Complete All West and Beehive projects
- Complete San Juan CIB Phase II projects
- Explore options with regional service centers to increase bandwidth to Escalante Valley, Antimony and Koosharem
- Establish guidelines for UEN participation with community networks where available

D. Analyze and determine a strategy for connecting elementary schools.

E. Provide support to district and higher education technology staff to ensure that the enhanced capacity and reliability of the network is fully utilized.

F. Expand Internet capacity to meet growth in network traffic.

- Explore additional alternate Internet Point of Presence (PoP) sites
- Explore, develop and implement ways to keep local network traffic local

G. Protect the network through improved security and security practices.

- Continue UtahSAINT user group
- Keep current and publish security contacts list
- Conduct weekly and ad hoc security calls
- Plan and conduct two security conferences per year
- Support other State security activities
- Develop single-issue forums for specific needs
- Provide leadership role for security expertise and assistance as required by districts and higher education institutions
- Conduct and coordinate outside security assessment

- Assist with security configuration and design
- Provide security monitoring and reports
- Work with Steering Committee to develop security policies
- Continue to develop security monitoring tools

H. Support the high capacity/high speed network needs of university researchers.

- Participate in national and regional network partnerships (Internet 2, National Lambda Rail, The Quilt and Western Lights)
- Install 10 Gigabit connection to NLR in Denver, Colorado
- Provide for implementation of IPV6 on the network
- Implement IPV6 DNS resolution
- Enable IPV6 throughout the UEN backbone
- Collaborate with researchers to develop grant proposals and support research projects
- Support U of U and USU Fiber Project
- Investigate UEN's role with USTAR project
- Support development of Utah Fiber Infrastructure Project

I. Provide technical leadership and staff/stakeholder development.

- Communication, outreach, promotion of Wide Area Network projects
- Work with the Steering Committee to formalize Regional Technical Forums
- Define expectations (i.e., frequency of meetings, leadership roles, format, participants, etc.)
- Establish annual reporting relationship between regional leaders and UEN Steering Community
- Provide leadership in technical training
- Regional training
- More depth of training
- More frequent training sessions
- Topic specific training at Tech Summits
- Focus on refining security training
- Increase opportunities for collaboration of all UEN stakeholders
- Strengthen the UEN working relationship with TCC
- Provide leadership in technical product selection
- Define best practices and help choose/direct vendor selection based on UEN's knowledge and experience

- Provide training and leadership in the area of improving LAN reliability and speed on a local level
- Expand advocate program to libraries, USDB and Charter Schools

II. Educational Web Resources

Aggregate and deliver a suite of high quality Web-based educational resources to support best practices in teaching and learning.

To achieve this goal, UEN will pursue the following objectives:

A. Host, support and maintain Web projects and services.

- Coordinate lesson plan development and publishing with USOE
- Expand and maintain core curriculum resource database
- Support USOE Web pages in coordination with specialists
- Support UTIPS in coordination with USOE
- Host and maintain a UTIPS Server
- Participate in leadership and user group meetings
- Redesign and update IVC/Distance Education Web page to reflect UENSS and organizational changes
- Update Utah ITV Web site
- Provide graphic and design support as requested
- Conduct Web site and link clean-up
- With KUED, redesign UEN-TV Web site for new scheduling software, printable program schedule, digital program streams and viewer services
- Update Technical Services Web pages
- Complete my.uen into Java portlets project and then beta test, launch, provide training and promotion
- Conclude Universal Locker pilot, act on pilot results to define UEN role with ePortfolio and update plan accordingly
- Gather, review and report on monthly Web statistics
- Explore innovative Web applications (blogs, wikis) and how they apply in education; post information about this
- Communication, outreach and promotion of Web projects

B. Develop and implement new and expanded Web resources.

- Develop higher education monthly professional developments events registration and information page
- Facilitate stakeholder mailing list groups (listserv) with updated software and user training

- Investigate new ways to post UEN plan and updates online
- Update uen.org parent pages with Internet Safety content

C. Promote new and existing UEN Web services through technology, outreach, special events and media relations.

- Produce and distribute NetNews eNewsletters for public education and higher education; coordinate list management and subscriptions with Web team
- Promote UEN services and resources with online NetNews features on uen.org
- Feature uen.org at statewide conferences and exhibits
- Promote revised my.uen personalization features
- Explore partner contribution channels through photos and blogs
- Evaluate newsletter metrics and make decisions based on data
- Intestigate RSS Syndication and other technologies for delivery of UEN NetNews and other information services

D. Support administrative activities for the uen.org site.

- Update the Acceptable Use Policy
- Formalize the Web sunset policy for retiring Web applications
- Gather, review and post monthly Web statistics
- Conduct uen.org usability focus group testing; develop strategy based on this evaluation

III. Enterprise Solutions

License, host and maintain statewide enterprise solutions supporting public education, higher education and libraries.

To achieve this goal, UEN will pursue the following objectives:

A. Host, support and maintain existing enterprise solutions and train managing personnel.

- Service: WebCT Vista Course Management System
    - ◇ Act as support escalation agent between Vista institutions and WebCT support and Respondus support
    - ◇ Conduct regular Vista administrator coordination meetings
    - ◇ Provide scripted enrollment service for participating institutions
    - ◇ Provide institution administrator training
    - ◇ Coordinate shared faculty and student training materials development

- Service: BlackBoard Course Management System
  - ◇ Act as support escalation agent between UEHS and Blackboard support
- Service: Pioneer Library
  - ◇ Maintain and update Pioneer Library access IP address listings
- Service: Digital Media Service
  - ◇ Upgrade TeleScope software
  - ◇ Add UIMC licensed video titles
  - ◇ Add licensed PBS video titles
  - ◇ Add KUED productions
  - ◇ Add Telecourses where rights permit
  - ◇ Migrate Utah Collections Multimedia Encyclopedia (UCME) legacy database and media into Digital Media Service (DMS)
  - ◇ Identify, license and add media items
- Service: Infrastructure Foundation
  - ◇ Update SAN Storage Domain Servers to latest software version
  - ◇ Upgrade and patch server operating system
  - ◇ Extend enterprise/backup recovery system to all servers and DMZs
  - ◇ Cycle out server hardware older than 5-6 years

B. Implement new enterprise solutions, services, and expand existing functionality to meet stakeholder needs.

- Service: WebCT Vista Course Management System
  - ◇ Upgrade production environment software to Vista 4
  - ◇ Migrate Utah State University to the UEN hosted WebCT Vista instance
  - ◇ Migrate Utah Valley State College to the UEN hosted WebCT Vista instance
  - ◇ Develop a central 24/7 WebCT helpdesk/ searchable knowledge base capability for USHE students and faculty
  - ◇ Develop Service Agreements and service documentation with hosted institutions
  - ◇ Develop automated weekly section backup process
  - ◇ Conduct CMS needs analysis with K-12 stakeholders
- Service: BlackBoard Course Management System
  - ◇ Implement Blackboard Enterprise Software supporting the Utah Electronic High School
- Service: Pioneer Library
  - ◇ Investigate and prototype a solution to search across multiple Pioneer Library databases

- Service: Digital Media Service
  - ◇ Connect DMS to KUEN datacasting systems sending media to youth-in-custody facilities
  - ◇ Enable DMS based Video-on-demand capability for KUED
  - ◇ Create access for USHE telecourse students
  - ◇ Pilot test and develop workflows for Codian to DMS digital course repository; make recommendations for ongoing service
  - ◇ Investigate using DMS to support UVSC Shadow Pages functionality for CMS systems
  - ◇ Conduct needs analysis examining user submissions to eMedia
  - ◇ Test workflows for Codian to DMS digital course repository
  - ◇ Support U.S. Department of Education captioning grant, if funded
- Service: Infrastructure Foundation
  - ◇ Mirror all SAN storage for completely redundant systems
  - ◇ Upgrade remaining data center racks to support managed power, four post server hardware, system lights-out management and cable management
  - ◇ Extend enterprise backup/recovery systems, tape drives and fabric bandwidth
  - ◇ Explore possible co-location of storage area network mirrors

C. Increase awareness and use of enterprise services. Provide usage reports.

- Service: WebCT Vista Course Management System
  - ◇ Build Vista resource and information page on uen.org
  - ◇ Collaborate with participating UCAT Vista institutions to develop and deliver Vista faculty training workshops
  - ◇ Co-sponser Teaching with Technology Idea Exchange conference with UVSC
  - ◇ Develop system usage reports with input from hosted institutions
- Service: Pioneer Library
  - ◇ Continue Pioneer Library advocate program
  - ◇ Work with Pioneer Library committee and PR team to develop and implement promotion tactics; create collateral material
  - ◇ Participate in conferences to promote Pioneer Library (UELMA, UCET, ULA)
  - ◇ Publish Pioneer Library product usage reports
- Service: Digital Media Service
  - ◇ Promote eMedia with K-12 stakeholders through conferences, print collateral, outreach events and other tactics determined to be effective
  - ◇ Create DMS media usage reports

D. Facilitate the investigation of emerging statewide needs and technologies.

- Explore USHE-requested Web-based collaboration and communication tools (e.g., Macromedia Breeze)
- Explore single sign-on technologies and standards and what roles UEN could serve in identity management

IV. Distance Learning

Deliver Distance Learning classes and programs offered by public and higher education that use real time and on demand, reliable, high quality video conferencing technologies.

To achieve this goal, UEN will pursue the following objectives:

A. Continue EDNET IVC migration plan.

- Relocate and upgrade TOC to better support IVC
- Build cross department advocacy with TS Advocates and IS Distance Education Specialists
- Working with USOE, conduct IVC Adult Basic Education needs assessment and recommendations
- Communication, outreach and promotion of distance learning

B. Convert UENSS to IVC technology.

- Partner closely with USU in planning and implementing conversion
- Provide joint UEN/USU project management via administrative group
- Staff specialized teams and participate in project work groups
- Develop plans to meets funding and staffing needs
- Prepare preliminary budgets in anticipation of 2007-2008 legislative requests
- Evaluate current UENSS staffing at USU and UEN in order to more effectively utilize staffing patterns and existing funding resources

C. Develop operational practices, procedures, and policy to manage and efficiently utilize IVC resources on the network.

- Revitalize the Instructional and Technical IP Subteams of the UEN Steering Committee
- Further develop IVC Web site
- Create other tools and resources to disseminate distance learning info
- Create a combined distance learning catalog

- Combine program proposal process with developments in programming technology to capture needed information
- Integrate scheduling and billing software with interactive database
- Provide outreach to stakeholder forums
- Identify more stakeholder forums to promote new distance learning technologies
- Promote awareness, support, and delivery of a consistent message regarding IVC services in both public and higher ed through various stakeholder forums
- Develop information sheets for IVC
- Include IVC stories in public and higher education eNewsletters
- Develop comprehensive training program for IVC
- Provide single point of contact or personal liaison (personal face of UEN) for regional training needs
- Continue to develop easy access, online communication tools for training materials
- Create list serve for groups for updated backup training information
- Provide essential IVC updates for newsletters
- Conduct regional IVC meetings to address specific site issues

V. Broadcast Services

Educate, engage, and enrich the lives of Utah citizens through broadcast programs and services with UEN-TV.

To achieve this goal, UEN will pursue the following objectives:

A. Continue programming and outreach for education stakeholder groups.

- Program blocks for targeted areas:
- Instructional Television (ITV) for K-12 with UIMC (also on KUED)
- Post secondary with USHE
- Adult Basic Education with USOE
- Teacher professional development with USOE
- Seniors programming and outreach with Commission on Aging
- Career and Technical Education with DWS, CTE and UCAT
- National programming as available with NETA, APT
- Program interstitials and PSA's
- Complete NCO Adult Basic Education and Library outreach grant requirements
- Continue outreach to research community and general viewers for UEN SciFi Friday

- Support outreach and communications needs of UEN-TV through print, design, conference materials and other tactics determined to be effective.

B. Implement new projects to support educational programming and outreach.

- Internet Safety Program for Parents and Teens
- Back to School resources for K-12 Teachers with KUED
- Program specific promotion; *Signing Time* and *Everyday Edisons*
- Develop on-air campaign to promote post-secondary education opportunities, programs and USHE institutions
- Develop and program on-air education calendar of events.
- Implement new scheduling software and training

C. Support broadcast engineering infrastructure.

- Renew station FCC license
- Investigate server archive replacement
- Expand digital translator capabilities
- Conduct RUS Grant activities if funded
- Acquire companion digital translator licenses
- Plan for replacement of UENSS Cable feeds
- Implement Next Generation Interconnection System (NGIS)
- Support satellite link and engineering for 9.2 switched feed
- Perform analog maintenance as needed

D. Manage station administrative projects; document and report on results.

- Implement Digital Services Fund activities with Youth in Custody
- Install and support Triveni datacasting hardware/software
- Expand SAN to support eMedia and UCME content
- Support engineering and feeds to YIC end sites
- Redesign viewer call log
- Coordinate with national programming consortia and affinity groups
- BETA Station Group
- University Licensee Association
- Rural Telecommunications Association/APTVS
- Support PNL Water Wise grant, if funded
- Continue cable relations for carriage of UEN-TV digital channels

- Feed monthly Comcast video on demand service and metadata
- Produce and disseminate quarterly broadcast station activities report
- Continue to research and support convergence models for broadcast, online and digital service

VI. Professional Development

Provide professional development opportunities to improve the quality of K-20 instruction and assure effective implementation of technology in education.

To achieve this goal, UEN will pursue the following objectives:

A. Continue development of ongoing courses and training materials.

- Update Web Academy and WebQuests courses
- Continue delivering variety of classes including in-person, broadcast and online opportunities, targeted for K-12 educators
- Continue to support a variety of educational organizations and provide information about UEN resources by presenting at conferences throughout the year
- Continue delivering ITC workshops
- Continue meeting Intel Leadership and Teaching Thinking professional development grant requirements
- Continue administering the ETEP (endorsement) project

B. Complete new class development and delivery projects.

- Provide WebCT training for faculty in UCAT institutions
- Coordinate a monthly professional development meeting for Higher Education, delivered via UEN's distance delivery systems which incorporates expert presenters from UEN, Utah colleges and universities and national specialists
- Provide training on new UEN Web products and services
- Develop curriculum regarding Internet safety
- Develop new courses on iLife, digital storytelling, Google tools and visual learning/ technology survey course
- Obtain and implement a new lab of Mac OS laptop computers
- Conduct video objects training for Youth in Custody teachers
- Provide technology staff development for Adult Basic Education and Corrections staff as requested by stakeholders

C. Provide documentation and outreach for UEN professional development services.

- Provide online materials for all full-day and longer classes
- Support Professional Development conference participation and post conference session handouts as appropriate
- Create video tutorials for UEN products and update them as needed
- Make video tutorials for UEN products available through eMedia
- Continue to highlight teachers, classes and resources on the Web site
- Support UEN Professional Development through electronic, special events, and print promotion
- Produce and distribute monthly eNewsletter, postcards, flyers, handouts and home page features that promote Professional Development
- Provide promotional items to Professional Development department

D. Administer the projects and services provided by UEN Professional Development department, and report on accountability measures to appropriate stakeholders.

- Prepare annual summary report to steering committee including statistics regarding number of sessions, participation, districts served, etc
- Report the number of sessions and number of participants per month
- Working with USOE and districts, conduct a K-12 teacher technology professional development needs assessment. Share results
- Maintain computer classroom
- Prepare for and maintain Internet connectivity for new Mac OS lab
- Investigate participant liability issues and recommended policy

VII. Governance and Accountability

Coordinate educational technology governance across the state, and be accountable to our stakeholders through communication, measurement, and reporting on UEN services.

To achieve this goal, UEN will pursue the following objectives:

A. Coordinate UEN Steering Committee, subcommittee, advisory committee and constituent meeting groups.

- Develop meeting structure and schedule that meets needs of Steering Committee and Subcommittee members
- Add representative from research community to Steering Committee
- Participate in USHE and USOE focus groups and dialogs

B Request new funding for UEN priorities and maximize state funds through external grants, E-Rate and other revenue sources.

- Develop briefing papers and documents in support of funding requests
- Seek grant and foundation funds; coordinate these projects with stakeholders as appropriate
- Coordinate E-Rate process with SLD, K-12 Districts, Libraries and telecommunications providers
- Support 21st Century ETI as determined by the Steering Committee

C. Track UEN performance, projects, and services and communicate with stakeholders regarding our work.

- Develop Service Report process, tied to Crystal Reports and other tools as appropriate
- Develop Service Level Agreements with stakeholder groups
- Create NetNews for higher education; gather input and story ideas from institutions
- Communicate about UEN organizationally; NetNews, legislative publications, Steering Committee reports, etc
- Tailor communications to specific user groups
- Revisit annual strategic plan with Steering Committee and Subcommittees each quarter; provide quarterly updates and opportunity for discussion
- Develop UEN Service Catalog, communicate this information through SLA's
- Report monthly statistics on use of UEN Web Services, Enterprise Applications, Professional Development and WAN metrics
- Revisit Annual Strategic plan with Steering Committee and Subcommittees each quarter; provide quarterly updates and opportunity for discussion

D. Increase internal communication, project management and coordination of services.

- Continue development of Information Technology Infrastructure Library (ITIL) process and training
- Hold bi-monthly managers meetings and weekly executive meetings for cross-department communication
- Working with Steering Committee and Subcommittees, develop annual strategic plan and budget that crosses all UEN departments
- Build skills and knowledge of UEN staff through professional development, industry publications, conferences, workshops and membership in professional organizations

TAB 2

STEERING COMMITTEE STRUCTURE, MEETING FORMAT AND PROPOSED MEETING DATES - ACTION

Issue

An important theme at the recent Instructional Services and Technical Services retreats was the structure and meeting format of the Steering Committee. It is proposed that the Executive Committee evaluate this issue and bring a proposed solution for review and approval at the August Steering Committee meeting.

Background

The format of Steering Committee meetings, the relationship between Instructional Services and Technical Services Subcommittees and the Steering Committee, and related issues were discussed extensively during the recent retreats. These issues have also been discussed in previous Steering Committee meetings.

In a follow-up discussion, Steering Committee co-chairs Ray Timothy and Gary Wixom have concluded that:

1. The Executive Committee should undertake a thorough review of the issues related to Steering Committee structure and meeting format.
2. All members of the Steering Committee should be polled on their meeting format and structure preferences to determine if there is a consensus within the Committee.
3. There are other related issues that should be considered within the context of these discussions, including frequency of the meetings, the role that video-conferencing should play, improvement of attendance at Committee meetings, distribution of agenda materials, etc.
4. Recommended solutions should be presented at the August Steering Committee meeting.

In the interim, the co-chairs have proposed that the meeting dates for Steering Committee meetings be set through the end of calendar year 2006. These dates may be modified after the Executive Committee investigates the issues outlined above.

Taking into account the meeting dates of the State Board of Education, Board of Regents, and State Superintendents Association, it is proposed that we tentatively set meeting dates for the remainder of 2006 on the following dates:

Friday, August 18

Friday, October 20

Friday, December 15

Recommendation

It is recommended that the Steering Committee approve the Co-Chairs' proposal to convene the Executive Committee to investigate issues related to Steering Committee structure and meeting format. It is also proposed that meeting dates for the remainder of calendar year 2006 be tentatively set for 9 a.m. on August 18, October 20, and December 15.

TAB 3

POLICY 2.1: NETWORK CONNECTIVITY CHARGES - ACTION

Issue

The primary purpose of the UEN network is for the use of state funded higher education and public school faculty, staff and students.

The issue before the Steering Committee is whether UEN should charge non-state funded educational institutions, libraries, charter schools, elementary schools and state and local governmental agencies for the use of the network and for other services available through UEN.

Background

The purpose of Utah Education Network (UEN) is to promote higher and public education through the exchange of education programs, courses and information via networking facilities at minimal or no additional cost to these entities.

The Legislature provides an annual appropriation to operate the Utah Education Network. These funds are used to coordinate and support the telecommunications needs of public and higher education through the procurement, installation and maintenance of telecommunication services and equipment. This results in both cost savings and efficiency. The following network services that are available to public and higher education systems include:

- Appropriately equipped classroom/conference room receiving sites.
- High capacity bandwidth network infrastructure.
- Application software for scheduling.
- Technical Operation Center (TOC) for operating, managing and maintaining the network equipment.
- Scheduling Center for calendaring events by time and location.

UEN is also responsible for the implementation of high-quality, cost-effective Internet access for both school systems.

By providing these services, UEN has enriched the lives of hundreds of thousands of students who have taken classes and earned degrees. The pressure on UEN to expand network capacity, reliability and security is partially being driven by projected growth of traffic on the state's education network. Another factor impacting budgeted UEN funds is the free services that UEN is providing to network clients. Strategic decisions need to be made regarding the assessment of fees for connection to the UEN network

and for other technical services. The following policy issues are submitted to the Steering Committee for their consideration:

Secondary Schools

UEN policy is to provide secondary charter schools with the same level of service and support it provides to public education district offices and secondary schools. This means that UEN pays for circuit charges, connectivity and equipment costs used for the delivery of distance education courses to high school sites and for internet access.

The public school districts pay the cost of providing administrative support and technical assistance after the initial hookup to the UEN backbone is completed. For the most part, charter schools are not technically orientated to handle this level of service for their institution once UEN has completed network connectivity.

For UEN to continue to provide administrative or technical service at no cost to charter schools is becoming a real drain on UEN's resources. Therefore, UEN would like the Steering Committee to consider adopting a policy that would allow UEN to treat charter schools in the same way it treats public education school districts.

It is recommended that charter schools be required to pay for administrative services and technical support (IP Addressing, Domain Name Service (DNS), or filtering) once the initial hookup to the backbone by UEN is completed. It is also recommended that connectivity to charter schools will be limited to a T1 connection.

Elementary Schools

The district office pays for connectivity and all circuit charges for elementary schools to a connecting point designated by UEN. UEN pays for all traffic charges for elementary schools on the UEN network backbone.

UEN does not recommend changing this policy.

Continuing Education Centers and County Extension Facilities

UEN pays for IP Video connectivity and all circuit charges for distance learning offerings at continuing education centers and county extension facilities. However, data transmission from these centers requires additional network hookups. It is recommended that the Steering Committee consider adopting a policy that would allow UEN to charge institutions for connectivity and all circuit charges for data traffic to a connecting point (Hub) designated by UEN. UEN would then pay the cost of data transmission over the network backbone.

Research

When a research facility or a university researcher is connected to the UEN network through the local area network of an educational institution, UEN pays the cost of data transmission over the network backbone.

It is noted that the USHE institutions of higher education receive a partial reimbursement of overhead costs incurred on research contracts funded from federal sources. UEN is entitled to a portion of the flow through federal funds, because they

have actually spent appropriated funds supporting the network infrastructure and for "Internet 2" connections that qualify for federal reimbursement.

It is recommended that the Steering Committee consider directing UEN staff to pursue negotiations with the research universities for reimbursement of network costs incurred for "Internet 2" and other network cost that are known to support federal research projects.

Non-state Funded Educational Institutions

It is recommended that the UEN Steering Committee consider adopting the following principles regarding the assessment of fees for non-state funded educational institutions:

Non-state funded "non-profit" educational institutions that attach to the UEN backbone are required to pay those costs needed to connect to the network. UEN pays the cost for traffic over the network.

A proprietary "for profit" institution pays for traffic costs over the network and for connectivity and all circuit charges.

All non-state funded educational entities pay for requested technical support or other appropriate services provided by UEN support staff.

Libraries

The Schools and Libraries Program of the Universal Service Fund makes discounts available to eligible libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that libraries have access to affordable telecommunications and information services. State and local libraries must provide additional resources including end-user equipment (e.g., computers, telephones, etc.), software, professional development, and the other elements that are necessary to utilize the connectivity funded by the Schools and Libraries Program.

It is recommended that the Steering Committee consider adopting a policy that would allow UEN to charge libraries for connectivity and all circuit charges to a connecting point (Hub) designated by UEN. UEN would then pay the cost of transmission over the network backbone.

State and Local Government Agencies

The Utah Technology Commission in early December 2005 reported that they would like more people to participate in government activities without having to travel regularly to Salt Lake City. The group discussed the prospect of using the Utah Education Network (UEN) distance learning network to speak with legislators during committee meeting or to observe the proceedings of a Legislative Task Force without having to leave their local community. They would also encourage government agencies to take advantage of UEN's IP Video teleconferencing network to hold interagency conferences because remote participation in these meetings provides cost efficiencies from reduced per diem and travel costs.

It is recommended that the Steering Committee consider adopting a policy that would allow UEN to charge government agencies for connectivity to the network

backbone, all circuit charges, a proportionate share of the cost of the UEN network infrastructure and for requested technical support or other services provided by UEN support staff.

Commercial Use of the Network

It is also recommended that the Steering Committee adopt the following language in their policy for assessing fees for commercial network connectivity:

"Any intent to use the network for commercial purposes or for financial gain is prohibited."

Recommendation

Considering the projected growth in student enrollment and the limited amount of state resources available, UEN's greatest challenge is to ensure that it has sufficient financial resources to provide technical support and sufficient bandwidth to accommodate the demand for essential services to students in Utah's public education systems.

It is recommended that the Steering Committee review and discuss considerations associated with formalizing the assessment of network connectivity charges, fees for hookup services and technical support fees. If the Steering Committee is satisfied with the proposal being submitted for consideration, it is recommended that the committee adopt the network connectivity policy and authorize UEN staff to initiate the procedure reflected in the proposed policy.

If this policy is adopted by the Steering Committee, it is also recommended that entities currently attached to the UEN backbone and should be charged according to this policy, will be notified and charges would commence January 1, 2007.

Tab 3 Attachment A
Utah Education Network 2.1 Network Connectivity Charges

Utah Education Network
2.1 Network Connectivity Charges

2.1.1 Purpose

The purpose of Utah Education Network (UEN) is to promote higher and public education through the exchange of education programs, courses and information via networking facilities at minimal or no additional cost to these entities. UEN also supports the state and local library systems.

To successfully operate the network, funding for connectivity, circuit charges, network upgrades or expansion are financed from state and federal appropriations, e-rate reimbursements and federal grants.

The intent of this policy statement is to provide guidance in determining when fees should be assessed to those accessing the UEN network infrastructure, installing equipment, connecting to the network backbone, facilitating distance learning instruction or for using technical support services.

2.1.2. References

Utah Code 53B-17-102 & 104
UEN Steering Committee Bylaws, Article III, Section 2

2.1.3. Definitions

Connectivity – This means the connection between the UEN Network Backbone and the customer's Local Area Network (LAN). This includes all hardware required for Ethernet Services.

Network Backbone – The infrastructure where UEN provides all services, including, but limited to: video, data, filtering, IP Addressing, Domain Name Service (DNS).

2.1.4. The Utah Education Network Infrastructure

The Legislature provides an annual appropriation to operate the Utah Education Network. These funds are used to coordinate and support the telecommunications needs of public and higher education through the procurement, installation, and maintenance of telecommunication services and equipment. This results in both cost savings and efficiency.

UEN is also responsible for the implementation of high-quality, cost-effective Internet access for both school systems.

2.1.5. UEN Policy on Assessing Payment for Network Usage

2.1.5.1 The Utah System of Higher Education

2.1.5.1.1. UEN pays for network connectivity and all circuit charges in the following instance when:
2.1.5.1.2. Connectivity is to the main campus or to the regional branch campuses of the institution.
2.1.5.1.3. A hospital, a medical clinic or a medical telehealth network is connected to the local area network of an educational institution.
2.1.5.1.4. UEN pays the cost for traffic over the network. The institution pays for connectivity and all circuit charges to a connecting point designated by UEN when:

a. The connection is to an extension office.
b. The connection is to a continuing education center that is connected to the local area network of an educational institution.
c. A research facility or research project is connected to the local area network of an educational institution, is for education and is "not for profit."

2.1.5.1.5 UEN will charge institutions for connectivity and all circuit charges for continuing education centers and county extension facilities for data traffic to a hub connecting point designated by UEN. UEN would then pay the cost of data transmission over the network backbone**.**

2.1.5.2. Public Education

2.1.5.2.1. UEN pays for network connectivity and all circuit charges for Utah State Office of Education (USOE) district offices, public secondary schools and charter secondary schools. Secondary schools are those institutions with 7th graders and above.

2.1.5.2.1.1. Charter schools pay for administrative services and technical support (IP Addressing, Domain Name Service (DNS), or filtering) once the initial hookup to the backbone by UEN is completed**.**

2.1.5.2.1.2. Connectivity to charter schools will be limited to a T1 connection. Expanded network capacity for charter schools would depend on future allocations from the Legislature for that purpose.

2.1.5.2.2. The district office pays for connectivity and all circuit charges for elementary schools to a designated connecting point. UEN pays for traffic costs over the network backbone.

2.1.5.3. Private Educational Institutions

2.1.5.3.1. Non-state funded non-profit educational institutions that attach to the UEN backbone are required to pay circuit charges to connect to the nearest UEN hub and be limited to no more than 2 T1 circuits.
2.1.5.3.2. On a case by case basis, increased connectivity beyond 2 T1 lines may be approved by the UEN Executive Director, but in addition to circuit and connectivity charges, will require reimbursement by the school for proportionate use of the network backbone.
2.1.5.3.2.1. UEN will not charge private non-profit schools for network backbone costs.
2.1.5.3.2.2. A proprietary for profit institution must pay for connectivity, all circuit charges to the nearest UEN network hub, and for proportionate use of the network backbone**.**

2.1.5.3.3. All non-state funded educational entities pay for requested technical support or other appropriate services provided by UEN support staff.

2.1.5.4. Libraries

2.1.5.4.1. UEN will charge libraries for connectivity and all circuit charges to a connecting hub point designated by UEN. UEN would then pay the cost of transmission over the network backbone.

2.1.5.5. State and Local Government Agencies

2.1.5.5.1. UEN will charge government agencies for connectivity to the network backbone, all circuit charges, a proportionate share of the cost of the UEN network infrastructure and for requested technical support or other services provided by UEN support staff.

2.1.5.6. Commercial Use of the Network

2.1.5.6.1. Any intent to use the network for commercial purposes or for financial gain is prohibited.

2.1.6. Procedure/Implementation

2.1.6.1. The primary purpose of the UEN network is for the use of State Funded higher education and public school faculty, staff and students. The use of the network by private non-profit and for profits educational institutions is considered to be a privilege and is permitted to the extent that available resources allow.

2.1.6.2. Non-state funded educational institutions that attached to the UEN backbone, may be required to pay those costs needed to connect their institution to the UEN network infrastructure and for network usage. The assessment of

charges when appropriate will be based on actual costs incurred for connectivity, the cost for traffic over the network and an appropriate overhead factor as determined by the network operating center with UEN finance, Technical Service Management and UEN administrative approval.

Tab 3 Attachment B
Utah Education Network Fee Structure

EDNET (Normal Hours: School Year 7AM-11PM, Summer 8AM - 10PM, M-F)

	Higher & Public Education	Non-Profit and State Entities	Commercial
System Use	No Charge	$50.00/Hr	$100.00/Hr
Receive Site	$13.50/Hr	$13.50/Hr	$30.00/Hr
Origination Site	No Charge	$20.00/Hr	$30.00/Hr
Switching Fee	$10.00/Hr	$10.00/Hr	$10.00/Hr
Recording Fee	$5.00/Hr	$5.00/Hr	$25.00/Hr

EDNET (out of normal hours)

	Higher & Public Education	Non-Profit and State Entities	Commercial
System Use	No Charge	$85.00/Hr	$135.00/Hr
Receive Site	$18.50/Hr	$18.50/Hr	$35.00/Hr
Origination Site	No Charge	$30.00/Hr	$40.00/Hr
Switching Fee	$10.00/Hr	$10.00/Hr	$10.00/Hr
Recording Fee	$5.00/Hr	$5.00/Hr	$25.00/Hr

Satellite Services

	Higher & Public Education	Non-Profit and State Entities	Commercial
Reception	$35.00/Hr	$35.00/Hr	$85.00/Hr
Recording	$5.00/Hr	$5.00/Hr	$25.00/Hr
Receive Site	$13.50/Hr	$13.50/Hr	$30.00/Hr

Video Teleconferencing

	Higher & Public Education	Non-Profit and State Entities	Commercial
Video Conferencing Fee	$50.00/Hr	$75.00/Hr	$120.00/Hr
Origination Site	No Charge	$20.00/Hr	$30.00/Hr
Receive Site	$13.50/Hr	$13.50/Hr	$30.00/Hr
Recording Fee	$5.00/Hr	$5.00/Hr	$25.00/Hr

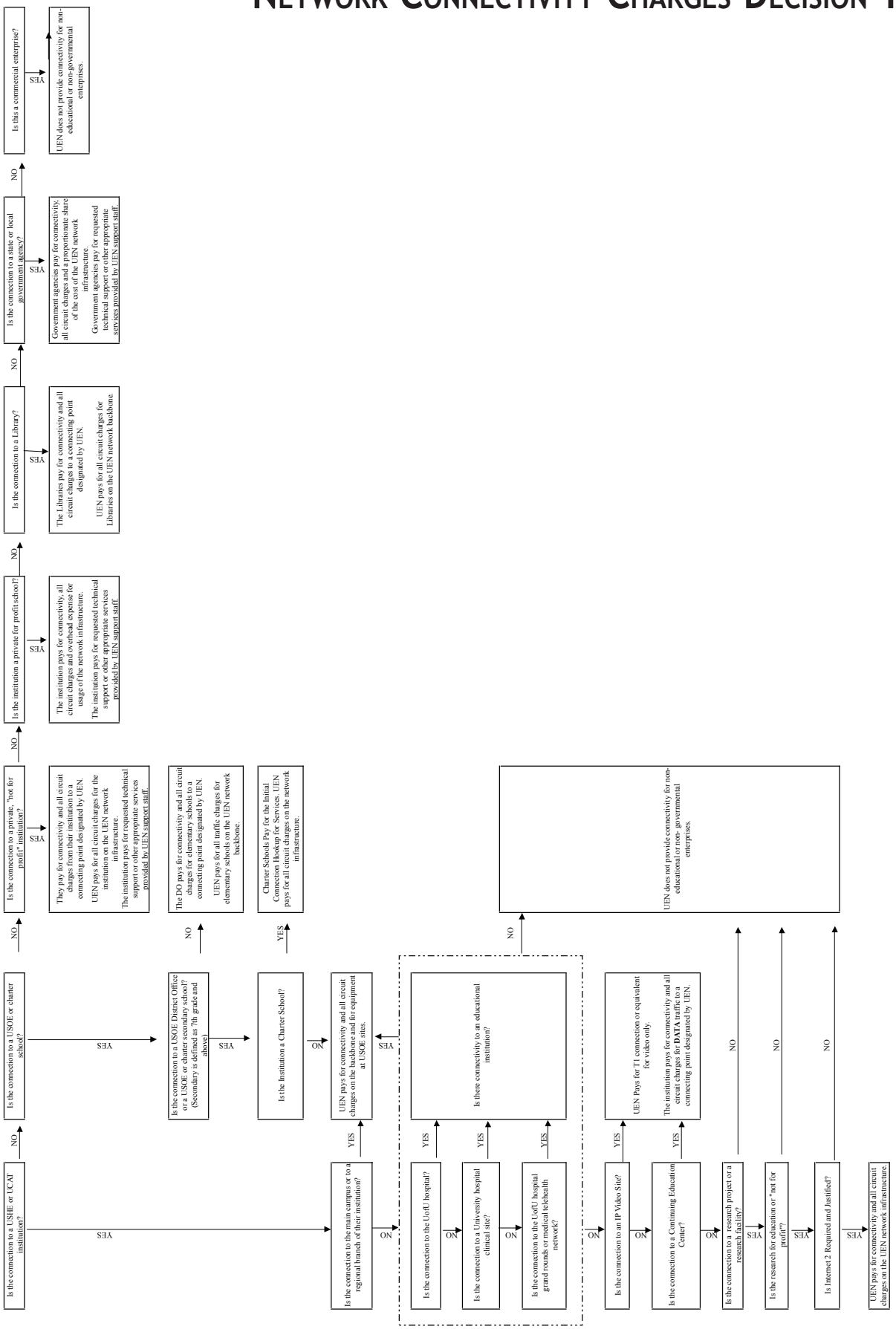
Streaming Media

	Higher & Public Education	Non-Profit and State Entities	Commercial
System Use	No Charge	$50.00/Hr	$100.00/Hr
Technical Operations Fee	No Charge	No Charge	$20.00/Hr

Technical Support

	Higher & Public Education	Non-Profit and State Entities	Commercial
Technical Support	$100.00/ Hr	$100.00/ Hr	$100.00/Hr

TAB 3 ATTACHMENT C
NETWORK CONNECTIVITY CHARGES DECISION TREE



TAB 4

NATIONAL LAMBDARAIL (NLR) MEDIA RELEASE - DISCUSSION

Issue

Over the past year and a half UEN has been working on getting connected to the National LambdaRail (NLR), a new ultra-high-speed optical research network. In late April the final pieces of equipment were installed and on May 1st the network started passing traffic across the NLR backbone. On May 31st a media release was issued by the University of Utah Public Relations office, which is attached.

Background

National LambdaRail is a major initiative of U.S. research universities and private sector technology companies to provide a national scale infrastructure for research and experimentation in networking technologies and applications.

Normally a connection to NLR costs $5 million, however UEN has partnered with the Front Range GigaPoP in Colorado, a network similar to UEN, to share their connection. UEN has also partnered with NLR LLC, managed by The Corporation for Education Network Initiatives in California (CENIC), for the local Salt Lake City metro fiber connection to the NLR node located at the Level-3 Point-of-presence (PoP), in Salt Lake City. By engaging these partners UEN has been able to establish a connection to NLR for approximately $1.25 million over five years with some modest ongoing equipment and fiber maintenance costs.

Immediately upon connection the network began taking advantage of two services offered by NLR:

1. "PacketNet" is the layer-3 IP service provided by NLR and is very similar to Internet2 service at a much higher speed. The network began routing this type of traffic to NLR connected members on May 1st and has reduced the amount of traffic being sent to the Internet2 network.

2. TransitRail is a new experimental peering network that is being provided on the NLR "FrameNet" Layer-2 Ethernet service. The FRGP in Colorado, CENIC in California and The Pacific Northwest GigaPoP in Washington have partnered to do a proof-of-concept for a national peering infrastructure and into some international networks. It is expected that the price of Internet bandwidth using this national peering across NLR could be as low as $5 a Megabit per second. UEN is able to participate in this exciting project because of it's affiliation with the FRGP and CENIC. This NLR service is not currently available to all NLR participants, only the networks mentioned and UEN are currently part of this experiment.

UEN has been able to shift approximately 200 megabits per second of traffic inbound to the network and also outbound from the network to the NLR connection. Current statistics show that about 10% of the traffic is NLR "PacketNet" to and from other connected NLR members and the remaining 90% is TransitRail traffic, which is data that would normally have to use traditional commodity Internet links.

Because of the size of the UEN network, it is one of the highest users of bandwidth on the NLR backbone. Only CENIC and The Pacific Northwest GigaPoP are passing more traffic. UEN is now a significant user of the FRGP and has doubled their total IP traffic load. We are currently not aware of another state education and research network that has all of their customers connected to NLR.

Please refer to Attachment A for further information.

Recommendation

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

Tab 4 Attachment A
National LambdaRail (NLR) Media Release

MEDIA RELEASE

Contacts:
-- Stephen Hess, associate vice president for information technology –
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A Super-Fast Link to Cyberspace

Utah Science, Economy See Benefit in Fiber-Optic Network

May 31, 2006 – The University of Utah and potentially all of Utah's colleges, schools, libraries and state agencies, have gained a new, ultrahigh-speed, $1.25 million connection to cyberspace: a national fiber-optic network named National LambdaRail.

Data are transmitted over this connection at 10 gigabits (10 billion bits of data) per second. That makes it 156,250 times faster than the fastest phone dialup connection, 10,000 times faster than cable modems serving home computers, 100 times faster than many university office computer connections and 16 times faster than the University of Utah's link to the experimental Internet2 Abilene network.

And Utah's connection to National LambdaRail (NLR) – named for the fact that it carries different streams of data on different wavelengths or "lambdas" of light – will become four times faster – 40 gigabits per second – when the demand arises.

"This is the network of the future," says Stephen Hess, associate vice president for information technology at the University of Utah. "This is what the Internet eventually will become."

The hookup to National LambdaRail will make it easier for Utah's university researchers to collaborate with colleagues nationally by sharing huge amounts of data. It also will let them connect directly to remote scientific instruments such as the Telescope Array cosmic ray observatory now under construction in the desert west of Delta, Utah.

"Our participation in the National LambdaRail network benefits Utah research with state-of-the-art network performance and flexibility," Hess says. "It fosters collaboration, enabling Utah scientists and engineers to join in experiments that span multiple institutions in Utah and throughout the nation."

It also should bolster Utah's economy.

"When you have broadband connectivity, economic development seems to follow because you also can share that research information with business," says Hess. "Innovation is speeded up and more can participate. States are investing in high-speed networks to enhance their competitiveness to attract research and to foster new products and services."

$1.25 Million to Make the Connection

Initially, the primary users of the new network connection will be researchers at the University of Utah who need to transmit huge volumes of data to colleagues at other schools. Utah State University researchers eventually will be next to use the connection.

But the link to National LambdaRail provides all Utah universities, colleges, schools, libraries and state agencies with the additional potential bandwidth. That is because they all belong to the Utah Education Network (UEN), which is operated by the University of Utah. UEN already serves as a hub connecting regular or "commodity" Internet service to Utah's universities, colleges, schools and libraries. It also provides the connection to Internet2 and, now, to the National LambdaRail network.

Utah Education Network personnel have spent recent weeks testing the connection to National LambdaRail, and regular use began this month.

For now, only the University of Utah is using the experimental network, but "we will work with other institutions if they want to participate," says Hess.

He says it remains to be determined how other universities and colleges will pay connection and use costs; it could be a combination of use fees and perhaps legislative appropriations.

National LambdaRail is run by a consortium of major U.S. research universities and private technology companies. NLR owns or leases the fiber-optic cable, then uses about 80 different colors of light, or "lambdas," to transmit data through the individual

fibers running side-by-side within the cable. Each color serves as a single data conduit within one fiber, says Kevin Taylor, director of planning and policy in the University of Utah Office of Information Technology.

Instead of paying the normal $5 million membership fee to join the National LambdaRail consortium, the University of Utah and UEN are spending $1 million over the next five years to join an existing member named the Front Range GigaPoP, a coalition of Colorado universities and research institutions, Hess says.

It cost another $250,000 for the necessary switches and routers, and to purchase "dark" or unused fiber-optic cable. The fiber-optic cable links UEN at the University of Utah's Eccles Broadcast Center to the nearest National LambdaRail hub or "node," which is at Level 3 Communications near Salt Lake City International Airport.

From Level 3, the network's fiber-optic cable, which already was in place, runs to Ogden, then along railway right-of-ways to Denver.

A Step toward a Comprehensive Cyberinfrastructure

Except for researchers, most computer users will not even know when they are using National LambdaRail (NLR).

"A user needs to do nothing different than normal," says Barry Bryson, associate director at UEN. "If the route is better through the NLR, the network connection will go through the NLR [rather than the other Internet connections]. No special hardware, software, configuration or setup is required."

Taylor and Hess say National LambdaRail's ability to transmit more information more quickly aids researchers in meteorology, seismology, genetics, health research, high-performance computing, astronomy, satellite sensing and other fields that involve large volumes of data, including video files.

"You can't do research now that is so computing-intensive and share that with other research centers around the country unless you are connected to a large network like this," Hess says. "A major issue for the University of Utah is medical imaging – scans of the brain, [computer] simulations of the brain. All of these are enormously large files and require substantial networks to connect with other research centers around the country that are studying the brain."

"This new type of connectivity provided by NLR – especially when coupled with Internet2 and its Abilene network – represents a significant advance in our ability to support data-intensive, scientific collaboration among our faculty and their research partners around the country," says Chris Johnson, a distinguished professor of computer science and director of the University of Utah's Scientific Computing and Imaging Institute. "We view this as a key, early step in the development of a new comprehensive cyberinfrastructure that will enable new forms of scientific research in areas with direct benefit to Utahns: biomedical simulation and visualization, and medical imaging among others."

Hess says a home with broadband connectivity will increasingly be able to access multimedia library materials, online multimedia college courses, research information, video on demand and other information the university obtains via National LambdaRail.

Internet2 and National LambdaRail are now in merger talks. Hess says: "Being an early member of National LambdaRail will give the University of Utah an opportunity to be a permanent node on any merged network of the future."

The Utah Education Network (UEN) is an award-winning consortium of higher and public education, libraries, state government and business. UEN's high speed data network connects Utah colleges and universities as well as the state's school districts and libraries. UEN services benefit more than 750,000 school and college students throughout the state.

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TAB 5

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

April 21, 2006 – 9:00 am

Members Present: Linda Fife, M. K. Jeppesen, Donna Morris, Wayne Peay, Mike Petersen, Dick Siddoway, Weldon Sleight, Sen. Carlene Walker, Ray Walker, Rick Gaisford-proxy for Pat Lambrose and Cynthia Grua-proxy for Gary Wixom.

Others Present: Jonathan Ball, Charice Black, Barry Bryson, Karl Buchanan, Preston Checketts, Rick Cline, Jeff Egly, Rich Finlinson, Claire Gardner, Boyd Garriott, James Hodges, Sheryl Hulmston, Laura Hunter, Troy Jessop, Bill Kucera, Lisa Kuhn, Jim Langston, Kim Marshall, Casey Moore, Bryan Peterson, Larry Smith, Nate Southerland, Jim Stewart, Cory Stokes and Bruce Todd.

Welcome and Introductions

Dick Siddoway welcomed everyone to the April meeting and explained that he was temporarily chairing the meeting at the request of Ray Timothy and Gary Wixom who were unable to attend the meeting and were excused.

Mike Petersen thanked Weldon Sleight for his service and dedication to the Steering Committee and his career-long contributions to education of rural citizens of Utah. Mike presented him with a certificate of appreciation. Weldon is taking a job out of state and this was his last Steering Committee meeting.

Committee of the Whole

Tab 12 – Legislative Outcomes for FY 2007

Mike Petersen summarized the results of the 2006 legislative session.

1. Network Infrastructure – In the FY 2007 budget, one-time funds will be replaced with $1.3 million in ongoing allocations. New network infrastructure projects in FY 2007 will be funded with a one-time allocation of $1.5 million. The final step to complete this project will be obtaining ongoing funds of approximately $1.3 million to pay the multi-year contracts, which will be requested next year.

2. Conversion of EDNET to IP-based Videoconferencing Technology – This year we will use one-time funds to pay maintenance contracts for the classroom equipment, MCU's,

and management software that have been purchased to this point in the project. We hope to acquire ongoing revenues next year to pay the ongoing maintenance contract costs for the long run.

3. Enterprise-level hosting of Course Management System for USHE Institutions – UEN received excellent support for WebCT Vista from the fiscal analyst and Higher Education Appropriations Committee, but unfortunately this was not funded by the legislature. UEN will be able to support the migration of USU and UVSC to WebCT Vista during the coming year by the reallocation of some existing funding.

4. House Bill 289, sponsored by Representative Kory Holdaway, was adopted and signed into law. HB289 amended current state laws related to UEN by updating definitions, duties, and authority. The final enrolled version of HB 289 is included as Attachment A behind Tab 12.

Tab 13 – FY 2007 Strategic Planning and Retreats

Dick Siddoway reported that the Instructional Services Strategic Planning Retreat will be held May 8 & 9, 2006 at the Board of Regents office located in The Gateway. Cyd Grua and Rick Gaisford will be in charge of putting this together. May 24 & 25, 2006 is the Technical Services Strategic Planning Retreat to be held at Utah Valley State College.

Tab 14 – UEN Satellite System

Mike Petersen reported that for the past several months staff from UEN and USU have been researching and evaluating options and have concluded that the satellite system should be replaced with IP-based videoconferencing technology.

Based on the Steering Committee support for this recommendation, we propose to initiate an eighteen month effort to phase out the satellite delivery system and replace it with IP video delivery. A steering team with co-leaders from USU and UEN will guide our efforts, and regular status reports will be provided to the Steering Committee.

Kay Jeppeson explained that USU had looked at the financial aspect of retaining satellite versus changing out to IP. The cost of maintaining the satellite system would more than cover the conversion to IP. USU also sees significant instructional advantages with an IP-based videoconferencing system and is strongly in favor of this project.

A motion was made and seconded to support conversion of the UEN satellite system to IP-based videoconferencing technology. THIS MOTION PASSED WITH ALL VOTING IN FAVOR.

Tab 15 – Internet Filtering

Barry Bryson reported that currently UEN has a licensing agreement with Secure Computing. Overall most of the school districts and libraries are satisfied with Secure Computing's solution, but it is becoming more apparent that methods for getting content from the Internet have changed and the Secure Computing solution falls short.

In February 2006, UEN assembled a filtering evaluation committee that has representation from each of the T-Forums and from UEN's Technical Services and

Instructional Services staffs. The evaluation committee selected one filtering solution over the others based on the following criteria: 1. Provides a comprehensive filtering list that is updated on a daily basis, 2. Blocks a variety of protocols, 3. Offers centralized management, 4. Authenticates with various LDAP-based directory services, 5. Contains extensive reporting functionality, 6. Increased override capabilities, and 7. Includes X-Strike administrative limits.

At this point, UEN is waiting for pricing quotes for two different scenarios. If the Plan A price exceeds UEN's filtering budget, UEN will need to go with Plan B. Both of these plans cover charter schools and the public libraries that rely on UEN for filtering. For a more detailed outline of these two plans please refer to Tab 15.

A motion was made and seconded to approve the filtering plan as outlined. THIS MOTION PASSED WITH ALL VOTING IN FAVOR.

Tab 16 – UEN Course Management System Expansion

Over the next 15 to 18 months Utah State University and Utah Valley State College will transition from their local WebCT Campus Edition systems to the UEN hosted WebCT Vista service. The University of Utah is also planning to move to UEN's hosted service in the next year. UEN currently hosts all online courses for the College of Eastern Utah, Dixie State College, Snow College and several campuses of the Utah College of Applied Technology. UEN also arranged and pays consortium licensing for the Respondus test building software used by many higher education faculty members.

Based on our negotiations with administrators at USU and UVSC, the two institutions will continue paying their WebCT Campus Edition license during the migration period. UEN will pay the marginal additional cost required to upgrade their licensing and basic support costs for WebCT Vista. The U of U will run their own Campus Edition 6 WebCT servers until they are prepared to migrate to UEN's Vista service.

As UEN hosts more institutions, effectively handling support calls from students and faculty will be a critical part of a successful service. UEN will work with institutions to develop a viable user support system.

Tab 17 – Higher Education Advisory Committee

Cyd Grua and Wayne Peay conducted campus dialogues and higher education focus group meetings this spring all across the state. A detailed report was handed out and discussed at the past Higher Education Advisory Committee held on March 22, 2006. Please refer to the "2006 Campus Dialogues: Report and Recommendations" booklet for detailed information. The presentation at this meeting outlines the common themes and topics derived from these dialogues. It is expected that the data gathered will be helpful in the strategic planning process.

Please contact Cyd if you desire more information regarding the upcoming meeting being held via phone bridge.

Tab 18 – Public Education Advisory Committee

Rick Gaisford and Kathy Webb conducted the public education advisory meetings where similar topics to those in the higher education meetings were discussed. There

were no separate handouts provided but all the PowerPoint slides can be found behind Tab 18.

Tab 19 – Pioneer Library 10th Anniversary Report

Wayne Peay reported on this celebration. A brief video was shown highlighting the events of the "Birthday Party". Special guest speakers were on hand to kick off this special day and most importantly-they had cake. Governor Jon M. Huntsman, Jr. also sent a congratulatory letter recognizing Pioneer Library on its 10th birthday.

Tab 26 – Steering Committee Meeting Minutes

A motion was made and seconded to approve the minutes from the previous meeting. THIS MOTION PASSED WITH ALL VOTING IN FAVOR.

The next Steering Committee meeting will be held on June 16, 2006, at the Dolores Doré Eccles Broadcast Center.

The meeting then adjourned for subcommittee meetings. The minutes from each subcommittee appear below.

Utah Education Network Instructional Services Subcommittee Meeting Minutes

Attendees: Rick Cline, Linda Fife, Rich Finlinson, Rick Gaisford, Claire Gardner, Sheryl Hulmston, Laura Hunter, Bill Kucera, Dick Siddoway, Weldon Sleight, Nate Southerland and Cory Stokes

Compiled by Leah Bryner

Tab 20 – Utah Electronic High School Report-Discussion

Richard Siddoway discussed the need for the Utah Electronic High School (UEHS) to move from the basic version of Blackboard to the "Enterprise" level before September 1, 2006 in order to provide increased functionality to a rapidly increasing number of students, and to combine some of the UEHS functions currently being handled on other servers.

Due to file structure differences, UEHS and the Salt Lake Applied Technology Center (SLATC) cannot merge WebCT and Blackboard files. Blackboard is willing to give a 50% discount the first year and 40% discount the second year on the Enterprise system, and by that time, Blackboard expects they will be working with a single product.

Zane Publishing offers tutorial programs for any high school class on CD, tied in w/ Amway and Amway distributor Paul Pilzer. He and Tony Myers, along with some legislators, are interested in marketing EHS program to 25 million 18-30 year olds in America without a high school diploma. The program would be called American Academy and would create a second EHS campus. Utah State Office of Education administration is eager for this program as it would bring outside money into Utah Public Education.

Dick Siddoway is presenting to the full board in June and if they give conceptual approval, the program will be open to the first 2000 students in January 2007. After the program is tested, the plan is to market the program outside of the United States. Funding, staffing and other concerns must be addressed before that phase of the program.

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

Tab 21 – Quarter Three Progress Report on FY 2006 Strategic Plan

An overview of Quarter Three progress is included in April Steering materials. Highlights include:

- Licensing of PBS video collections for eMedia.
- What's New at UEN feature on UEN Web site.
- Installation upgrade of IP Video Classrooms.
- Digital Rights (eMedia) acquired for GED Connection, Workplace Essential Skills, TV411 .
- National Council on Outreach (NCO) Grant—provided funding of adult education programs to be delivered to rural libraries around the state for patrons to check out and use at home.
- UEN partnership with State Commission on Aging.
- Comcast VOD.
- Professional Development—11- 3-day ITC workshops have been completed, 46% increase in all sessions 35% increase in participation.

UEN has received feedback regarding the strategic plan, with some saying it is too large and unwieldy and others asking us to provide more information. We would like to hear your feedback and request discussion of this at the planning retreat on May 8th and 9th.

Action – UEN Strategic Plan to be discussed at the retreat on May 8th and 9th .

Utah Education Network Technical Services Subcommittee Meeting Minutes

Attendees: Karl Buchanan, Preston Checketts, Jeff Egly, M.K. Jeppesen, Jim Langston, Kim Marshall, Casey Moore, Wayne Peay, Michael Petersen, Bryan Peterson, Bruce Todd and Ray Walker.

Compiled by Cindy Najarro

Tab 22 – State of Utah Registry for Internet Numbers (SURIN)

The Technology Coordinator Council (TCC) and UEN have been working together to create a process for managing IPv4 and IPv6 within the state of Utah. A draft document was created and refined to present to the Subcommittee. The draft describes what

SURIN should be and outlines four entities and their responsibilities. The four entities are SURIN members, the SURIN board of trustees, an Advisory Committee which would essentially be the TCC, and UEN. We would like to have SURIN in place before we start allocating address space.

The SURIN board will report to the UEN Steering Committee. The board will consist of two representatives each from higher education, public education, state library, state DTS, and one from UEN and TCC. The Technical Advisory Committee will feed their ideas and proposals to the SURIN board. The SURIN members could be anyone that has an active role in needing or utilizing IP space.

It was suggested that the SURIN policies would be reviewable and be determined by a ¾ majority of the UEN Steering Committee. There should be some policies the Steering Committee adopt that would be the charges to SURIN. Under those policies, SURIN would be able to develop and implement policies and the subcommittee under the Steering Committee would be subject to some veto power. The Steering Committee would specify the level of that veto power. A suggestion was made for the needs of higher education representation to be specified. Perhaps the state CIO could select the membership for higher education. The Steering Committee would have a stake in what the Advisory Board would look like.

It should be noted that the draft document which was passed out and discussed in today's meeting has significant changes from the materials previously published for the Steering Committee. It will also change from where it is now with input from today's meeting. A recommendation was made to send out the draft document to the Steering Committee to solicit input. It will also be included on the agenda of the Technical Subcommittee retreat.

Start of Authority – Start of Authority needs to be with UEN. Since UEN has been given the huge group of addresses, it will allocate those addresses. UEN will document who gets what and will be in charge of the IP addresses. What we are expected to do is to set up a legislative authority with the SURIN Board. The board develops the policies. UEN would be the executive body that administers under that policy that has been determined by the SURIN board. The policy is also subject to review and veto by the Steering Committee. The Start of Authority is the administrative responsibility to administer under those policies.

UEN will retain the rights and ownership of IPv4 and IPv6 space that we have. All the authority for the SURIN board comes from the Steering Committee.

Tab 23 – Ethernet Phase 2 and 3 Installation Update – Discussion

Phase 2 of the GL3 project has had 110 out of 145 sites cut over. There are 14 sites with pending cuts and are on hold. Connections are being turned up very quickly. There is not much delay at this point. Any outstanding sites will be pulled into Phase 3.

We are beginning to gear up for the smaller Phase 3 project. There are currently only 58 sites. Last week we started a process with Qwest for more planning and coordination. We will be meeting with each of the school districts and with rural telecoms putting together time lines. Site surveys will begin soon. August 1st is when we hope to complete this project.

Tab 24 – Utah Navajo Health System Progress Update – Discussion

UEN was tasked to get a Memorandum of Understanding in place with Utah Navajo Health System (UNHS). UNHS has decided to go with MCI and not affiliate with the UEN network.

Tab 25 – Comcast SLCC/USU Diverse Path – Discussion

With the installation of GL3, the Comcast circuit connecting EBC to SLCC is no longer required. We are keeping the same circuit and swinging the end at Delores Doré Eccles Broadcast Center up to the USU Innovation Campus in Logan. It is on a diverse fiber path from the GL3. This is provided at no additional cost to UEN.

Tab 26 – Quarter Three Progress Report on FY 2006 Strategic Plan – Discussion

Last night, Barry Bryson, Kevin Quire, Bill Bingham and people from CENIC went to the L3 PoP and installed the NLR equipment. We are waiting for NLR in Colorado and California to complete the project. We should be routing on NLR by next Tuesday and expect it to be a solution for national peering. Steve Hess is planning on making an announcement on the NLR install.

Highlights from the Quarter Three Progress Report were reviewed.

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

Tab 6
Other

TAB 7

END-OF-LIFE POLICY FOR WEB SERVICES - ACTION

Issue

This policy establishes a process for reviewing and terminating online projects and tools.

Background

A draft of this end-of-life policy was developed in 2002 for The Education Site for the Olympic and Paralympic Games. Although UEN has been following the end-of-life process since that time, it was never formally approved by UEN's Steering Committee. Recently, focus group members requested that we revisit this issue; therefore we sent the draft policy to the Higher Education and Public Education Advisory Committees for feedback. This document reflects the input from both of those committees.

It is important that each online project and tool has an end-of-life or methodology that defines the termination of that service so that resources can be used responsibly. It is also important that there be good communications and involvement of the steering committee and that resources go toward the highest current priorities and are not being drained by "end-of-life" services.

Services reach the end of their life cycle and need to be terminated for a number of reasons. These reasons may be due to:

- Technical advancements or availability of an alternative tool
- High maintenance costs
- Low usage
- Predefined project window
- Change in priorities

It should be noted that this policy only applies to significant Web services, such as the Lesson Plan Tool, and not to normal Web page clean up and maintenance.

End-of-Life Policy

I. Initial Review

- Analyze Web statistics
- Stakeholder request

An initial review of each Web service will be done each month when Web statistics are gathered and analyzed or upon a stakeholders' request. If the initial review shows low usage, an in-depth review will be completed. Low usage:

- as compared to other UEN Web services
- as a percentage of the audience for what the tool is intended

II. In-depth Review

- Determine how many resources are used to maintain the service - this includes hardware, software, budget, and personnel resources
- Survey users to determine if the service meets their needs and gather their feedback regarding the termination of the service
- Contact originating group to discuss the review findings and gather recommendations

If it is determined that the service should be terminated, UEN will begin the End-of-Life Process.

III. End-of-Life Process

Prior to end-of-life date:

- Establish end-of-life date - typically 3 to 6 months in the future
- Post end-of-life notification on the appropriate Web pages and include a means for end users to communicate feedback to UEN about the termination of service
- Communicate to all committees (Steering Committee, Subcommittees, Advisory Committees)
- Send email announcements to key end users (e.g. technology trainers)

When the end-of-life date as arrived:

- Post termination of service message
- Archive the code and content

Recommendation

It is recommended that the Instructional Services Subcommittee and the Steering Committee approve the Web Services End-of-Life policy as outlined.

TAB 8

INTERNET SAFETY PROJECT - ACTION

Issue

UEN convened several partners in April and May to begin planning a statewide Internet Safety effort targeted to parents and teens. Details of this project are included below.

Background

The Internet is the most powerful information tool ever created and can enhance a child's education like no other resource. However, its very nature creates the potential for danger. A recent survey revealed that 1 in 5 teens has received an unwanted online request to engage in sexual activities or provide sexual information. One in 4 has been exposed to online pornography (*Source: Utah Attorney General's Office*).

Using a broadcast town-meeting and community outreach, this project will build awareness of critical Internet safety issues for parents and teens. Parents will be presented with issues and concerns and be guided toward resources and strategies they can implement to keep their children safe while using the Internet.

The project is targeted toward parents of 11-17 year olds, since the Utah Attorney General's office reports this group is the most vulnerable. The project components include: broadcast town meeting on both KUED-7 and UEN-TV, call in for materials, materials packet mailed to homes, online Web destination for resources, online parent courses and publicity about the program and the issue. This project does not target K-12 teachers, but may use K-12 settings for parent information meetings. This project does not target issues of identify theft, digital divide or other technology issues. This project does not target preschoolers, although elements of media literacy may be applicable to parents of this age group.

Project partners:

- KUED
- University of Utah
- Utah Attorney General's Office
- Utah State Office of Education
- Netsmartz
- UEN

The project has five goals:

1. Build awareness of Internet safety issues among Utah parents.
2. Provide Internet Safety print resources for parents.
3. Provide Internet Safety Web resources for parents
4. Increase dialog about Internet safety issues in homes and communities.
5. Build a replicable collaborative model among partners that may be used for future initiatives.

Project outcomes will be measured in five areas:

1. Broadcast program is produced, scheduled and aired on KUED-7 and UEN-TV.
2. Viewers request program materials via mail, materials are delivered and tracked.
3. Web visitors request program resources via Internet, Web visits are tracked.
4. Program initiates discussion in at least 3 Utah communities through community screenings/meetings.
5. Collaboration model helps achieve project objectives, is documented and implemented in future.

KUED and UEN have developed a budget to fund this project and are actively seeking funding partners or sponsors. KUED has taken the lead in content development, production and fund raising. UEN will be primarily responsible for the Web site, assembling the print resources and publicity to the schools. If a funding goal of $70,000 is reached by August 1st, the project will be scheduled for air in October to coincide with national Cyber Security Awareness month.

Recommendation

It is recommended that members of the Committee indicate approval for the project and, where possible, support the project through funding or promotion to their constituents.

TAB 9

HIGHER EDUCATION LEARNING OBJECTS MEETING REPORT - DISCUSSION

Issue

UEN hosted a meeting of public television education representatives and content providers June 5, 6, and 7, 2006. This report summarizes the meeting and next steps. The meeting was jointly sponsored by the National Educational Telecommunications Association, WHYY in Philadelphia and UEN.

Background

In September 2005, the PBS Adult Learning Service was disbanded. Public television stations that are licensed by Universities have played a key role in disseminating adult telecourses and content to their licensee Universities. In January 2006, the National Educational Telecommunications Association, of which KUED and UEN are members, held a meeting at their annual conference to discuss the role of public television and higher education in the post-PBS ALS world. It was evident that the two hours set aside for the meeting was not enough time to cover the extensive issues associated with higher education multimedia resources and public television. A follow-up meeting was held at UEN on June 5, 6, and 7, 2006. There were thirty-five participants in the meeting, including representatives from public television, national groups like CPB and PBS, content providers such as Coast, Dallas, LearnKey, Governor's University, and Films Media Group. Several activities were conducted prior to and during the meeting, including a SWOT analysis and draft white paper.

UEN was pleased to host this meeting, since it's clear that cooperation among content providers and leading multimedia services tied to public television stations, like "Teacher's Domain," "Thinkport" and "eMedia" will serve our stakeholders well in the future. With WebCT and Blackboard merging to dominate the Course Management System market in the coming years, the participants envisioned faculty being able to access multimedia resources directly through the WebCT interface as they develop courses. UVSC's Shadow Pages and other content management initiatives will also support this sharing effort. The participants also discussed open projects, like Creative Commons and the Open Media Network.

There are several follow-up activities for this group:

- Publish a white paper on this issue
- Develop an inventory of public television, rights cleared, multimedia objects
- Develop an inventory of paid multimedia assets

- Develop a digital rights management strategy for public television content (this project is being managed by CPB)
- Create a "marketplace" for content acquisition and licensing
- Facilitate shared resources tied to the Public Broadcasting Core (PBCore) and other metadata standards
- Build partnerships for mirroring or federating rights-cleared assets among partners

The white paper will be completed in August and will shared with the Steering Committee at that time. More information can be found at the meeting Web site at *www.uen.org/highered/learning_objects.shtml*

Recommendation

This is an discussion item requiring no further Instructional Services Subcommittee action.

TAB 10

TELESCOPE USERS GROUP MEETING - DISCUSSION

Issue

UEN recently hosted a gathering of higher education media persons who use the North Plains Telescope system. The purpose was to foster collaboration and technical information sharing.

Background

The eMedia service from UEN runs on a third-party media management system called TeleScope Enterprise from North Plains Systems. UEN was the first educational application of this software. Since that time other education institutions have investigated and licensed TeleScope to handle their media management needs. UEN has been very active in collaborating and sharing knowledge with these other education TeleScope users.

On June 8 and 9, UEN hosted the first Education TeleScope Users Group gathering (EduTUG). Gallaudet University, Bowling Green University, University of Utah Media Solutions and the LDS church sent representatives from their respective media management teams to discuss how each institution is using TeleScope to support their media management needs.

This meeting is part of UEN's continuing involvement in investigating and influencing best practices in video learning object management. Discussions with the attending universities help us understand how faculty find and use digital video for teaching. UEN lends our expertise in technical infrastructure and metadata compatibility. Galluadet University has been especially helpful in demonstrating how they provide media objects for the hearing impaired. As each institution shares how they successfully meet their media distribution needs with TeleScope, it reaffirms that UEN selected a highly adaptable, cost-effective, viable enterprise system for the combined media management and distribution needs of UEN, KUED and the users we serve.

Recommendation

This is an discussion item requiring no further Instructional Services Subcommittee action.

TAB 11

PUBLIC EDUCATION AND HIGHER EDUCATION ADVISORY COMMITTEE REPORTS - DISCUSSION

Issue

Public and Higher Education Advisory Committees met together during planning retreats in May and again on June 2, 2006.

Background

Rick Gaisford and Cyd Grua, as chairs of the advisory committees, have assembled two reports included in Attachments A and B. UEN staff will take this additional input into account to develop a final draft of the UEN annual plan.

Recommendation

This is an discussion item requiring no further Instructional Services Subcommittee action.

Tab 11 Attachment A
Public Education Advisory Committee Report

Issue

The Public Education Advisory Committee, after conducting surveys, focus groups and participating in both Instructional and Technical Services strategic retreats, provides input for the FY07 UEN Strategic Plan.

Background

The UEN Public Education Advisory Committee conducted a series of focus groups and surveys on public education's uses and needs in the area of technology. Findings from these meetings was reported during the April 21 Steering Committee meeting. The committee followed up on this input by conducting a joint public and higher education strategic retreat for Instructional Services May 8-9. Also, a number of public education representatives attended the Technical Services retreat May 24-25.

This series of events explored the larger issues of public education's priorities with the Utah Education Network as well as higher education technology needs and opportunities in general. Participants shared what technologies are commonly used in teaching and in other education activities, as well as identified technology and technology-related needs.

Recommendation

This report to the Instructional Services Subcommittee outlines public education recommendations for the UEN FY07 Strategic Plan. As the recommendations cover both instructional and technical items, the committee requests the IS Subcommittee co-chairs share the recommendations with their TS Subcommittee counterparts for discussion during their meeting.

Suggestions for Strategic Plan Format

1. Add a section for Leadership in Emerging Technologies. This topic area reflects public education's strong desire to partner with Technical Services on vendor, software, and open-source evaluations, ITIL, and initial discussions on emerging technologies. The IT Technical Summit is one way UEN is currently facilitating the sharing of best practices and building the capacity of technical staff around the state and with stakeholders.
2. Add a section for Stakeholder Relations/Communication. This topic area reflects public education's strong desire to increase communication between the network and the system and to have the network facilitate communication among stakeholders. Facilitating dialogs among the network stakeholders, both intra and inter-institutions, is key to maintaining a strong network partnership.
3. Group project categories for internal projects, as "new" and "ongoing" projects. Group internal network projects like "continue professional development opportunities

for staff" and "conduct usability study of uen.org" separately from projects that serve public and/or higher education stakeholders. This organization reduces potential misinterpretation of projects' focus.

Priority List

The priorities listed below are advanced for inclusion in the FY07 plan. Numbers in the far left columns represent rough ranking in priority from public education technical and instructional perspectives.

The priorities listed below represent a starting point, not an end point: for UEN staff to be able to develop an end product that resembles the tools or functionalities envisioned by its public education customers.

UEN will need to engage those customers in focused discussion on project expectations. The advisory committee is committed to identify knowledgeable individuals from public education to contribute to discussion on specific projects. Inclusion of the stakeholders during each phase of a project's lifecycle is key to a climate of joint ownership and mutual support. These individuals should meet, as needed, during the development process to ensure the end product meets mutual needs.

PE Priority List for UEN FY07 Strategic Plan

TS	IS	Project
I. Wide Area Network Projects		
1		Improve network capacity with respect to connectivity to rural sites, redundancy/robustness in networks, and stability of networks; replace aging hardware as possible.
		Publish service thresholds and make network metrics analysis tools available for TCC.
		Research deploying the NetOps product – a network applications response tool – among our districts.
IA. Research/Leadership in Emerging Technologies Projects		
		Continue to look ahead for new technologies and maintain current knowledge in existing technologies. Communicate with TCC and USOE about trends as they emerge.
	6.1	Develop a process for product evaluations of emerging technologies that includes a significant role (not token updates) for TCC and other public ed constituents.
		Investigate Web conferencing solutions including the Breeze and Sympa Server, VOIP and Messaging.
		Set aside server space for a technology research lab environment. Support the ongoing evaluation of open source alternatives to WebCT.
II. Web Resources/Mediated Services		
	4	Work closely with public education and higher education including library media specialists to find or develop a federated search for Pioneer Online Library databases with an eye to eventually deploy the capability across other Utah developed education resources.
	3.1	Continue development of eMedia including a process for adding artifacts from local entities.
III. Enterprise Solutions		
		Begin the exploration process for scheduling software and the mechanics of the scheduling process with the goal of creating an open system with effective user "look up" and user scheduling features.

IV. Distance Learning		
		Continue to work with public education and higher education to assure equitable distance learning services including concurrent enrollment for rural students.
V. Broadcast Services		
	3.2	Continue to work closely with UIMC to continue acquisition and promotion of broadcast-related services for public education.
VI. Professional Development		
		Continue to provide equitable access to high quality professional development.
		Continue to help develop the technical capacity of district staff.
VII. Governance and Accountability		
		Work with TCC to extend the benefit of Service Level Agreements..
		Research and develop a disaster recovery plan for the network and for districts.
		Reconvene the IPV group to review UEN policies; publish IPV recommendations on uen.org including best practices in IPV use (strengths and weaknesses of this delivery method).
	6.2	Develop a standard analysis decision process that includes a significant and ongoing role for public ed for determining when it is appropriate to "develop" software tools versus "purchase/acquisition and integration" into Utah's suite of services.
VIIA. Stakeholder Relations/Communication		
	2	Reorganize Steering Committee meetings to promote holistic discussion of projects and policies.
		Establish improved communication/collaboration within UEN and with stakeholders, including the continuation of this strategic planning process.
	5	Work with USOE and district policy makers to bridge the One-Stop-Shop policy gap to provide a seamless experience for end users. Superintendents and school boards are keys.
	7	Support 21st Century Teaching and Learning (ETI) Initiative.

Comments on UEN Operating Policies

Accountability Measures of Projects – Many of the strategic plan's draft goals for projects have no statements of measurable outcomes as part of the goal. The matrix/ measurements could exist such as in the operational plan, but for the benefit of the steering committee, the measurability of success of the goals should be presented in a more coordinated/visible way associated with the strategic plan.

Project Process

Projects above a certain threshold of factors (such as dollar and staff cost, impact, etc.) should be communicated through the steering committee and other advisory groups before the project begins – even before detailed investigation is done. Once passed through the Steering Committee, projects should then be communicated to the constituent groups (Higher Ed, Public Ed, libraries, etc) for their input on issues such as:

1. How should the project be funded (by UEN, by Higher Ed/Public Ed, etc. by individual entities, by legislature?)?
2. Is UEN the appropriate place for the project/service to be housed and/or executed? Or should it be executed by/at some other entity?

3. What is the relative priority of this project with other UEN and group priorities for that constituent group(s)?

When the feedback from these groups suggests it makes the most sense that the project to be a UEN priority, then UEN should begin work in earnest on the project or obtaining funding for the project.

Sunset Policy

It is important that for each service/product that there is an end of life or "sunsetting" methodology that defines the termination of that service/product so that resources can be used elsewhere.

It is important that there be good communications and involvement of the steering committee. It is also important that the highest current priorities are where resources are going and not being drained by end of life services/products.

Tab 11 Attachment B
Higher Education Advisory Committee Report

Issue

The Higher Education Advisory Committee, after conducting campus dialogues and participating in both Instructional and Technical Services strategic retreats, provides input for the FY07 UEN Strategic Plan.

Background

The UEN USHE Higher Education Advisory Committee conducted a series of campus dialogues on higher education's uses and needs in the area of technology. Findings from these meetings was reported during the April 21 Steering Committee meeting. The committee follow up on its campus meetings by conducting a joint public and higher education strategic retreat for Instructional Services May 8-9. Also, a number of higher education representatives attended the Technical Services retreat May 24-25.

This series of events explored the larger issues of higher education's priorities with the Utah Education Network as well as higher education technology needs and opportunities in general. Participants shared what technologies are commonly used in teaching and in other campus activities, as well as identified technology and technology-related needs.

Recommendation

This report to the Instructional Services Subcommittee outlines higher education recommendations for the UEN FY07 Strategic Plan. As the recommendations cover both instructional and technical items, the committee requests the IS Subcommittee co-chairs share the recommendations with their TS Subcommittee counterparts for discussion during their meeting.

Suggestions for Strategic Plan Format

1. Add a section for Leadership in Emerging Technologies. This topic area strongly reflects higher education's desire to partner with Technical Services on vendor evaluations, ITIL, and initial discussions on emerging technologies.
2. Add a section for Stakeholder Relations/Communication. This topic area strongly reflects higher education's desire to increase communication between the network and the system and to have the network facilitate communication among institutions.
3. Add a project category, internal projects, to "new" and "ongoing" projects. Group internal network projects like "continue professional development opportunities for staff" and "conduct usability study of uen.org" separately from projects that server public and/or higher education stakeholders. This organization reduces potential misinterpretation of projects' focus.

Project Priority List

The projects listed below are advanced for inclusion in the FY07 plan. Numbers in the far left columns represent rough ranking in priority from higher education technical and instructional perspectives.

The projects listed represent a starting point, not an end point: for UEN staff to be able to develop an end product that resembles the tools or functionalities envisioned by its higher education customers, it will need to engage those customers in focused discussion on project expectations. The advisory committee is committed to identify knowledgeable individuals on each USHE campus to contribute to discussion on specific projects. These individuals should meet, as needed, during the development process to ensure the end product meets our mutual needs.

HE Priority Project List for UEN FY07 Strategic Plan

TS	IS	Project
I. Wide Area Network Projects		
1	1	Improve network capacity with respect to connectivity to rural sites, redundancy in networks, and stability of networks; replace aging hardware as possible.
5	1	Deploy an enduser-controlled Web-based communication environment (ex. Sympa Server) to support discussions among USHE campus faculty and staff. [] Acquire Web conferencing software (like WCET or The Node in Canada, or Sympa Server at the U). Establish IT, Faculty, Research Faculty, Open Source Community, Student Services forums. Work with advisory committee to promote forums to USHE campuses.
		Support USHE security audit visits. Work with system CIOs to conduct campus audits.
5	3	Publish network metrics to analyze links. Create a network metrics page; include service thresholds; make available to HE IT folks.
5	3	Work with USHE IT staff to take advantage of virtual staff or staff leasing. Provide back up equipment and staffing for emergency situations.
3	3	Work with USU to develop a plan for satellite services to IVC conversion. Work with other USHE institutions to facilitate EDNET to IVC conversion.
	3	Plan for and develop community access sites beyond high schools.
4		Continue to support WebCT VISTA; migrate USU and UVSC to VISTA. Also, support USHE institutions in investigating alternative solutions, including open source solutions, for learning management systems.
	4	Implement Low Level IPV switching.
	4	Establish closed captioning services for HE programming (out sourced or in house).
		Connect all USHE institutions to National Lambda Rail.
IA. Research/Leadership in Emerging Technologies Projects		
6	2	Continue to look ahead for new technologies and maintain current knowledge in existing technologies. Communicate trends to USHE IT and distance learning staff.
5		Develop a process for vendor evaluations for emerging technologies. Develop a list of folks to communicate findings to all USHE institutions. Start with investigations of Web conferencing solutions including the Breeze and Sympa Server, VOIP, and Messaging. Research deploying NetOps product – a network applications response tool – among our institutions.
5		Develop a formal analyses decision tree for determining when it is appropriate to develop software tools versus purchase them.

	6	Set aside server space for a technology research lab environment. [6a] Support the ongoing evaluation of open source alternatives to WebCT.
II. Web Resources/Mediated Services		
	2	Research, then establish a 24/7 service desk for HE DE students. Provide trouble ticket software system, 800#, Web site of FAQs, work with UEC for academic issues.
5		Investigate at what other services or IT functions might be centrally hosted.
III. Enterprise Solutions		
IV. Distance Learning		
	3	Work with Snow College, USU, and other interested USHE institutions to exploring technology delivered instruction solutions for incarcerated populations.
V. Broadcast Services		
	3	Establish a committee to revisit KUEN evening programming and USHE telecourses. Reorganize programming as appropriate to promote higher education.
VI. Professional Development		
	2	Working with USHE staff identified by the advisory group, develop a series of Web-based tutorials. Topics: optimizing browsers for LMSs, student orientation to LMSs (being built by Dixie State), orientation to online classes (UEC's DEAR survey), to library electronic resources.
	2	Establish a DE resources page. USHE folks may contribute resources (title, link, brief description).
5	1	Leverage USHE campus resources to offer more IT Training. [] Establish a workshop series with topics of interest to higher education. Topics: intellectual property and ownership, accessibility, information navigation (see WSU and Dixie), best practices in distance learning instruction.
VII. Governance and Accountability		
5	3	Involve USHE institutions in ITIL training and planning. [] Work with USHE IT staff to extend the ITIL principles to USHE institutions – HE and network will be on same page.
		Research and develop a disaster recovery plan for network and for USHE institutions.
	3	Develop a new IVC use policy for entities outside public and higher education. Reconvene the IPV group. Review UEN policies; publish IPV recommendations on uen.org including best practices in IPV use (strengths and weaknesses of this delivery method).
	4	Convene a focus group to explore the scheduling software and the mechanics of the scheduling process with the goal of creating an open system with better user "look up" features.
VIIA. Stakeholder Relations/Communication		
	1	Add USHE research faculty and southern representative to UEN Steering Committee.
	1	Reorganize Steering Committee meetings to promote holistic discussion of projects and policies.
	1	Once deployed, work with higher education customers to develop online discussion communities in the communication community referenced under WAN projects.
	2	Publish electronic newsletter to promote USHE and UEN technology activities.
	4	Communicate trends in facilitator needs and services to advisory committee.

Comments on UEN Operating Policies

Accountability Measures of Projects

Many of the strategic plan's goals have no statements of measurable outcomes as part of the goal. The matrix/measurements often exist such as in the operational plan, but for the benefit of the steering committee, the measurability of success of the goals should be presented in a more coordinated/visible way associated with the strategic plan.

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TAB 12

STATE OF UTAH REGISTRY FOR INTERNET NUMBERS (SURIN) - ACTION

Issue

At the request of the Steering Committee, the Technology Coordinator Council (TCC) and UEN have been working together to create a process for managing IP addresses. This process was reviewed during the April Technical Services Subcommittee and minor changes were recommended. The TCC and UEN have made the recommended changes to the SURIN document and we are now requesting permission to move forward with the organization of SURIN. Attachment A provides detailed information about the structure and responsibilities proposed for SURIN.

Background

The continuing growth of Internet activity and addition of hardware that requires new IP addresses mandates the need to manage IP numbers and addresses more efficiently than we have in the past. At the request of the Steering Committee, a small investigatory committee was formed with members from UEN, TCC leadership, regional service centers, and school districts throughout the state. The objectives of the committee are to:

1. Devise a comprehensive plan to manage and allocate IPv4 and IPv6 addresses within the State of Utah.
2. Ensure that addresses are distributed equitably.
3. Give stakeholders a voice in developing and managing these processes.

The committee has adopted the name State of Utah Registry for Internet Numbers (SURIN). It is intended that SURIN will represent Higher Education, Public Education, State Government and Utah Libraries and representatives from each organization will be invited to serve on SURIN. Ten members will make up the SURIN board of trustees. They will govern SURIN with UEN retaining the "start of authority." Two members will serve on the board of trustees from each of the organizations, and UEN and TCC will have one member on the board. SURIN will meet a minimum of 4 times per year concurrently with the TCC general meetings.

In addition to the board of trustees, SURIN will be directed through an advisory process. Members from Higher Education, Public Education, State Government and Utah Libraries will form advisory committees to provide a forum to discuss needs

specific to their institutions. The advisory committees would propose policies that will be sent to the board of trustees for review and final approval.

It is proposed that the Steering Committee designate SURIN as a policy-making body with the authority to perform the 3 objectives identified above. The SURIN Board of Trustees proposes to enact policy and mission critical decisions identified by the Board and its advisory councils. The board also proposes that its decisions be binding, subject to being overturned by a ¾ majority vote by the UEN Steering Committee

Recommendation

It is recommended that the State of Utah Registry of Internet Numbers (SURIN) be organized and chartered under the direction of the UEN Steering Committee.

Tab 12 Attachment A
State of Utah Registry for Internet Numbers (SURIN)

CREATION OF SURIN

It is proposed that the Utah Education Network Steering Committee organize the State of Utah Registry for Internet Numbers, hereafter referred to as SURIN, as an authorized subcommittee of the Utah Education Network Steering Committee.

GRANT OF AUTHORITY

SURIN requests the right to enact policy and mission critical decisions by the Board, the Technical Advisory Committee, its members and its Registration Services subject to being overturned as defined by the UEN Steering Committee.

SCOPE OF AUTHORITY

Policies governing allocation, registration and documentation of IPv6 addresses are directed specifically by SURIN. Entities currently using UEN IPv4 address space are also covered under the SURIN SCOPE OF AUTHORITY.

SURIN provides IP addresses for the following state of Utah entities:

- Utah State Office of Education (USOE)
    - ◇ Representing all of public education districts and charter schools
- Utah State Higher Education (USHE)
    - ◇ Representing all public Colleges and Universities in the state of Utah
- Utah State Department of Technology Services (DTS)
    - ◇ DTS representing all state of Utah agencies
- Utah State Library Board

All entities are strongly encouraged to participate as SURIN members and receive IPv6 address allocations through SURIN policies.

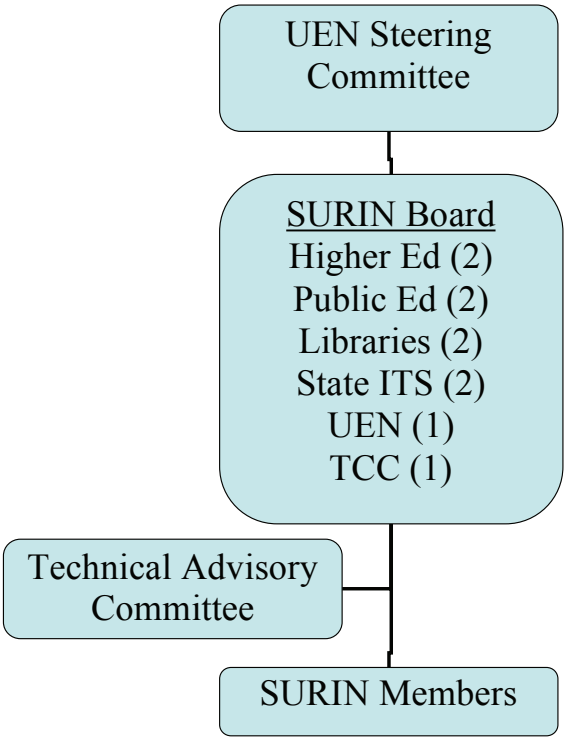
SURIN STRUCTURE

SURIN membership is defined in the SCOPE OF AUTHORITY. SURIN will establish policies to manage and administer Internet numbers within the State of Utah. SURIN is responsible for developing policy to govern the allocation and management of IPV4 and IPV6 address space within the State of Utah. UEN will follow SURIN policies as directed by the SURIN board. The UEN Steering Committee will have authority to resolve disputes.

SURIN will be managed by a board consisting of 10 members. There will be a rural and an urban representative elected from the following entities: Public Education (2),

Higher Education (2), Utah Libraries (2) and State Government (2.) Additionally, UEN (1) and the TCC Board (1) will each appoint a representative to serve as chair and co-chair of SURIN. The SURIN board will meet as necessary to approve requests and review policy.

State of Utah Registry for Internet Numbers Flow Chart



TERMS OF OFFICE

SURIN Board members will be limited to the following terms of office:

Board Members – Urban 2* Years

Rural 4 Years

UEN 4 Years

TCC 2* Years

* All Terms will be 4 years after the initial period

SURIN MEMBER RESPONSIBILITIES

SURIN Members responsibilities include:

- Follow policies put in place by SURIN in registering and deploying assigned IP addresses for member networks
- Suggest and develop policy for the allocation of IP address space
- Approach UEN for IP address allocation

SURIN BOARD RESPONSIBILITIES

SURIN Board responsibilities include:

- Ensure that procedures are developed to enable member input
- Set and oversee policy based on member input
- Oversee the reallocation of IPv4 address space
- Oversee development and usage of Registration Services
- Create By-laws
- Manage Membership and Member Education
- Make recommendations to UEN Steering Committee on network operational policies and educate on network issues

The SURIN Board will review recommendations from its Technical Advisory Committee. The SURIN Technical Advisory Committee will be comprised of members appointed by the SURIN board.

SURIN TECHNICAL ADVISORY COMMITTEE RESPONSIBILITIES

The SURIN Technical Advisory Committee will meet as directed by the SURIN board. Responsibilities include:

- Review and advise on technical aspects of policies
- Advise SURIN Board of IP addressing developments
- Suggest policy changes to support the needs of SURIN members

UEN RESPONSIBILITIES

UEN responsibilities include:

- Allocate and manage IP address space according to SURIN policies
- Enforce compliance according to SURIN policy
- Advise SURIN board on compliance, member needs, changing requirements within UEN
- Provide tools for registration services
- Provide reports on allocation, utilization and other as requested
- UEN will record all IPv4 and IPv6 allocations in a SURIN member-searchable database

BASIC GROUND RULES

- Internet number allocation will be fair and equitable to all parties.
- No entity shall have undue influence on the allocation process.
- All IP addresses should be allocated to public ed., higher ed., Utah libraries and state government by UEN through SURIN policies.

SELECTION OF BOARD MEMBERSHIP

State Government (State CIO)- Elects two positions

TCC- Board appoints one position

UEN- Steering Committee appoints one position

Public Ed- TCC general membership elects one rural, one urban position

Higher Ed- Elects two positions

Libraries (State Librarian)- Elects two positions

*UEN will provide 1 Engineer to fill a technical advisory role

SUPERVISOR SUPPORT

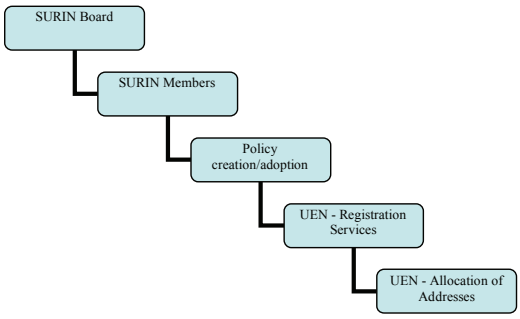
Elected members should seek the support of their supervisors in fulfilling their elected position. Board members will need the flexibility to attend an annual two-day retreat. Meetings will require consistent attendance throughout the year.

BY-LAWS

SURIN will create operational by-laws. The UEN Steering Committee will approve these by-laws

INCENTIVES

The educational community has untapped resources incentive for IPv4



RETREAT

2 day retreat in early summer

1 day a month for the remainder of the summer months