Utah Education Network Steering Committee

June 10, 2011

Utah Education Network
Steering Committee

AGENDA
June 10, 2011

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

Credit Union
Conference
Room

Working Session / Steering Committee

1. **Steering Committee members' discussion of selected topics, particularly key issues from the retreat, and FY 2012 Budget and Strategic Plan.**

2. **Agenda items and topics for upcoming Steering Committee meetings.**

**10:15 a.m.-
12:00 noon**

Dumke
Conference
Room

Committee of the Whole / Business Meeting

Welcome and Introductions

Upcoming Meetings

Steering Committee Meeting - August 19, 2011, 9:00 a.m.

Please place these materials in your Steering Committee Binder.

STEERING COMMITTEE NOMINATIONS - ACTION

Issue

With Steve Hess of The University of Utah and M.K. Jeppesen of Utah State University both moving on to new endeavors, it is necessary that the UEN Steering Committee nominate their successors.

Background

The University of Utah faculty and staff attended a retirement party for UEN founding director, steering committee member and University of Utah CIO Steve Hess on June 1, 2011. Eric Denna was appointed CIO of The University of Utah the previous week. Below is an excerpt from the U's news release announcing the appointment:

> Denna will serve as CIO for both the university and the Utah System of Higher Education (USHE), effective May 23. He will replace Steve Hess, who is retiring after a teaching and administrative career at the U that spans a period of more than 35 years.
>
> "I am delighted to be back in academia. I've admired Steve for a long time, and he'll be a hard act to follow," said Denna. Hess is retiring to serve an LDS mission in Michigan, but says IT management at the U is in good hands. "Eric has a unique combination of extensive high-level experience in computing administration, having served as a CIO in three large organizations, with the academic credentials of a published tenured faculty member," said Hess.
>
> Denna was the CIO for the Times Mirror Higher Education Group in Chicago, IL (acquired by McGraw-Hill 1996) from 1995 to 1997. He was CIO for Brigham Young University from 1997 to 2001 and was the managing director, CIO, for the Church of Jesus Christ of Latter-day Saints from 2000 to 2008. He has also served as adviser for several other universities and more than a dozen private corporations.

Leadership changes are also underway at Utah State University in Logan. M.K. Jeppesen, USU's CIO will retire June 30, 2011 after 49 years with the university. Eric Hawley will become USU's chief information officer and associate vice president for Information Technology. Here is an excerpt from the USU news release on his appointment:

> Eric Hawley will become USU's chief information officer and associate vice president for Information Technology, reporting to the vice president for Business and Finance. He is currently associate vice president for Information Technology. Hawley has been associate vice president for Information Technology since

2006. During the past five years he has focused on a strategic and comprehensive restructuring of all information systems, services and policies at USU.

He has worked at USU in a number of capacities since 1995, including executive director of University Extension and Delivery Technology. He received three degrees from USU, including a bachelor's in computer engineering, a master's in business information systems and a doctorate in education specializing in management information systems.

He received USU's Taggart-Ballard Award for Excellence, Administration in 2006 and a New Specialist award in 2005 by USU Extension. "I am excited to be part of Utah State University and to have the opportunity to shape a vision for the application of technology at this historic institution," he said. "I am honored by the opportunity to serve in a truly creative alliance between technology, research, teaching and outreach. I cannot think of a better place or time to be involved."

Recommendation

It is recommended that the UEN Steering Committee present a Certificate of Appreciation to M.K. Jeppesen for his decades of service to UEN, USU and the citizens of Utah. Steve Hess received similar recognition at the April meeting of the UEN Steering Committee.

It is also recommended that the Steering Committee approve the nominations of Eric Denna and Eric Hawley. Their nominations are subject to final approval by Governor Gary Herbert.

TAB 17
FY 2012 BUDGET - DISCUSSION

Issue

The FY 2012 UEN Budget is ready for review by the UEN Steering Committee at its June 10th meeting.

Background

The UEN FY 2012 budget reflects the zeroing out of one-time state appropriations and a slight increase in federal E-Rate reimbursements. In FY 2012, UEN's state appropriations were reduced by $1.41 million. There were no one-time dollars appropriated to UEN and our State on-going base budget for FY 2012 was reduced by 2%, $328 thousand, compared to last fiscal year. The UEN state appropriation for FY 2012 will total $17.08 million.

Detailed information about the FY 2012 budget is provided in Attachment A following this memorandum. The attachment summarizes revenue sources used to fund the budget and expenditures by specific program areas.

Policy Considerations

The Steering Committee is asked to consider the following budget policy recommendations:

1. It is recommended that Elementary school network connectivity one-time and ongoing costs (after E-Rate) are to be paid by school districts and charter schools. To provide adequate time for planning by districts and charter schools, the policy would be phased in during the next two years.

2. It is recommended that new schools network connectivity one-time and ongoing costs (after E-Rate) are to be the responsibility of districts and charter schools. This policy will be re-evaluated if new funding is provided to UEN by the state legislature to pay these charges.

3. Regarding filtering expenses, it is recommended that UEN will pay licensing costs for the statewide application. Other costs associated with filtering, such as equipment or licensing of other products, would be paid by school districts and charter schools.

4. It is anticipated that other budget policy recommendations will be proposed to the Steering Committee in the near future.

1. Income

Total revenues on which the FY 2012 budget is based are projected at $37.9 million. A detailed listing of all revenue sources for the FY 2012 budget is provided on page 2 of Attachment A. Income sources and expenses since FY 2009 are summarized in Table 1, and growth trends in major revenue sources during this period are graphically illustrated in Chart 1.

Table 1

UEN - INCOME	FY 2009	FY 2010	FY 2011	FY 2012
State Funding: Ongoing	19,394,000	17,176,600	17,408,496	17,080,000
State Funding: One-time	1,280,000	1,541,000	1,081,800	0
Federal E-Rate	8,000,359	9,132,684	10,869,154	11,000,000
Community Service Grant	2,675,884	2,728,450	2,924,000	2,900,000
BTOP Income	0	0	750,000	5,400,000
Grant Income	39,412	109,243	338,130	304,831
Other Income	4,396,084	2,891,117	710,871	1,231,814
TOTALS	**$35,785,739**	**$33,579,094**	**$34,082,451**	**$37,916,645**

UEN - EXPENSES				
Personnel	10,227,942	9,508,918	9,468,700	9,167,758
Circuits	13,038,065	14,726,694	15,900,000	16,100,000
BTOP	0	0	750,000	4,900,000
Capital Equip. & Maint.	3,899,021	3,073,823	3,365,961	3,317,074
Other	8,620,711	6,269,659	4,597,790	4,431,813
TOTALS	**$35,785,739**	**$33,579,094**	**$34,082,451**	**$37,916,645**

The growth trends in UEN during this period are graphically illustrated in Chart 1.

Chart 1 – Budget Summary Trends
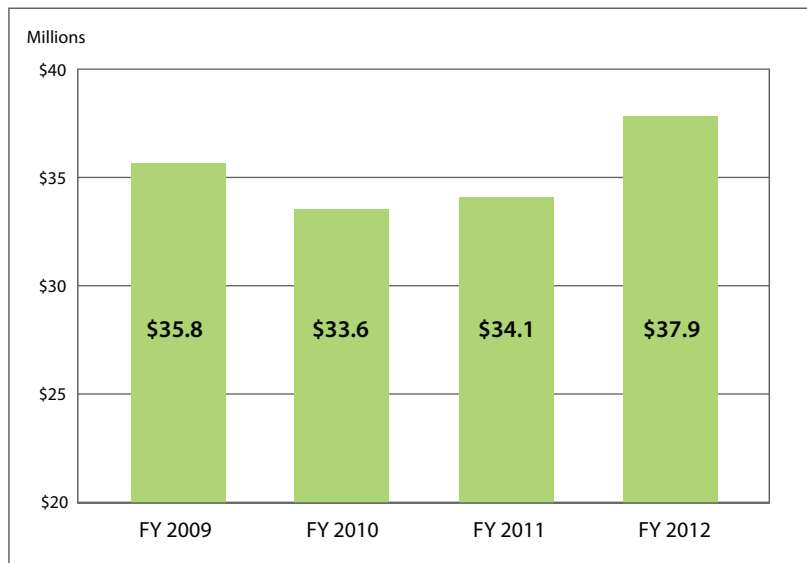
Chart 2 reflects the history of Legislative funding to UEN from FY 2009 to FY 2012. State appropriations for FY 2012 total $17.08 million. Compared to FY 2011, on-going State funds decreased by $ 328,000. The loss of one-time appropriations results in a total decrease of $1.08 million from last year.

Chart 2 – UEN State Funding
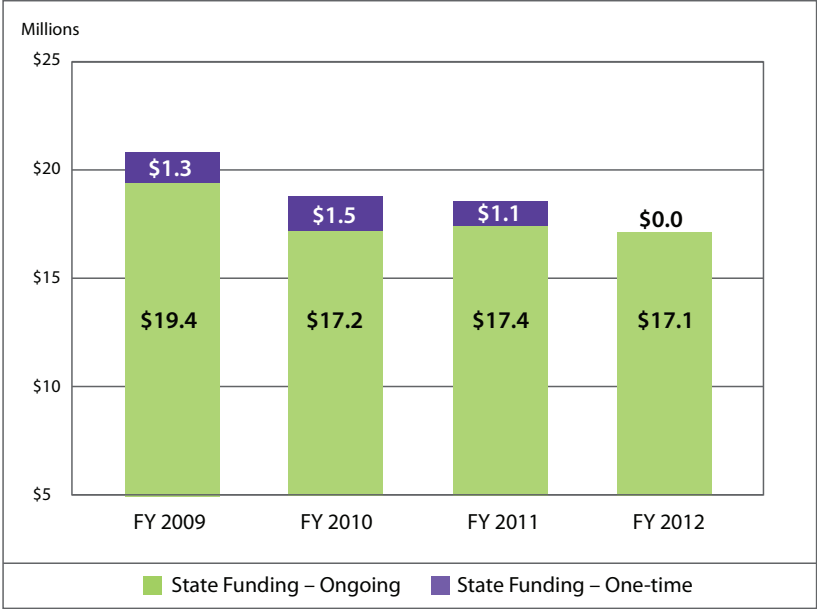
2. Major Expenditure Choices

Specific departmental budget recommendations are summarized on Page 1 of Attachment A, and detailed budget proposals are outlined on Pages 3-24. The following chart illustrates the distribution of funds to the major expense categories in the FY 2012 Budget.

Chart 3 – UEN Expenses 2012
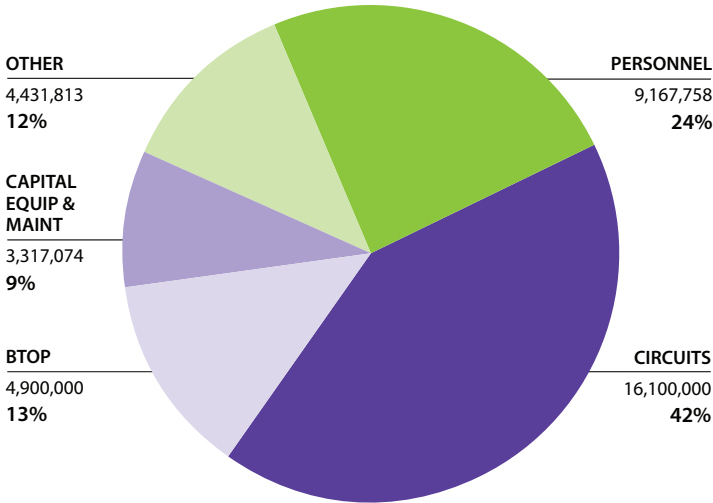
Major decisions reflected in departmental budgets are as follows:

1. UEN has eliminated 23 positions over a 4-year period (FY 2009 through FY 2012). This was achieved by eliminating open positions, not replacing staff that left the organization, reduction in force and early retirement.

2. UEN salaries will be down $300 thousand from last year due to a reduction of 3.5 FTE's. Employees did not receive a merit or cost of living increase.

3. Non-personnel budgets will remain the same as last year. In FY 2010, nearly all departmental operating budgets reduced their professional development by 50% and delayed equipment replacement. These budgets remained flat for FY 2011 and FY 2012.

4. UEN passed on the prorated share of our State Appropriation reduction of 2 % to the regional Help Desk and Regional Training Support positions we support at Regional Service Centers.

5. As a result of software license cost increases, key databases from Pioneer Library were eliminated: Visual Thesaurus, Worldbook Advanced, SIRS Government Reporter, SIRS Renaissance. These databases affected K-12, but because we do consortium licensing with Academic Libraries and Public Libraries, further funding shortages will adversely impact consortium purchases with them, such as EBSCO, SIRS Discoverer, and eMedia/College Media.

6. The circuit budget pays for all network contracts with telecommunications providers, and will be $16.1 million in FY 2012. The circuit budget will now comprise about 42.5 % of our total budget and has been increased by $200,000 from FY 2011 to FY 2012. (See Chart 4). The growth of the circuit budget reflects the dramatic increase in the capacity of the network backbone and connections to universities, colleges, district offices, secondary schools, and most elementary and charter schools. During the four year period since FY 2009, circuit costs have increased 20% while a majority of the network capacity has increased 1,000% or more. Due to stakeholder demand, UEN has been forced to continuously upgrade network bandwidth and Internet capacity. The network backbone now has 10 Gig (10,000 Mbs) segments spanning the metro area and multiple 1,000 Mbs segments serving the remainder of the state, all secondary schools (High Schools & Middle Schools) now have Gigabit (1,000 Mbs) network bandwidth or capacity. Almost all Elementary Schools have network bandwidth of 100 Mps or better delivered on infrastructure capable of providing 1,000 Mbs or more. Many of the Charter Schools that UEN serves have 100 Mbps or better connections, also delivered on infrastructure capable of much higher speeds.

Chart 4 – Growth in Circuit Budget
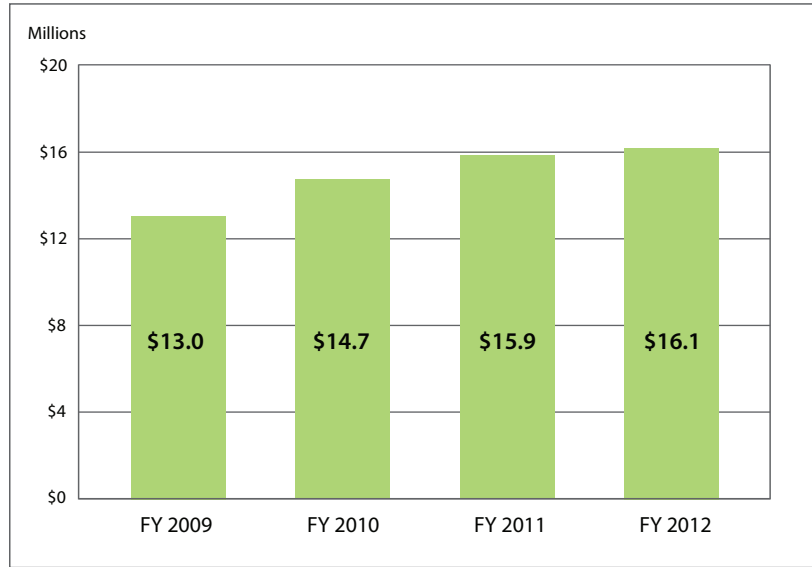
7. The Course Management System (CMS) budget is $1.67 million. This budget's ongoing and one-time funds pay for licensing, staff, and equipment expenditures to provide hosting support for USU, UVU, Dixie State, Snow College, College of Eastern Utah, SLCC, and UCAT. All Higher Education Institutions contribute a portion of the total CMS costs.

3. Budget Reductions

Programmatic changes in operating budgets are summarized in Table 2 and reflect losses of one-time funds and on-going State Appropriations compared to FY 2011.

Table 2 – Changes in Funding from FY 2011 to FY 2012, by Programmatic Area

PROGRAMMATIC AREA	INCREASE OR DECREASE IN FUNDING
Technical Services	$338,515
Instructional Services	(36,594)
Administration	(522,450)
KUEN	(108,038)
Pass through to Regional Service Centers	(10,269)
BTOP Grant	4,150,000
Other Grants	18,660
Public Information	4,370
Total Funding Change FY 2011 to FY 2012	**$3,834,194**

The priority of particular programs is indicated by the percentage of available state appropriations that each program will receive during FY 2012. Table 3 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 3 – Percentage of State Appropriations Received by Program Areas, FY 2012

PROGRAM AREA	STATE APPROPRIATION	PERCENT OF TOTAL
Technical Services	13,582,127	79.52%
Instructional Services	1,426,604	8.35%
Administration	1,138,068	6.66%
Regional Service Centers	503,201	2.95%
O & M	430,000	2.52%
Total State Appropriations	**17,080,000**	**100.00%**

Recommendation

It is recommended that the Steering Committee review the proposed policy considerations, and the specific budget recommendations outlined in Attachment A. It is proposed that the policy considerations and budget recommendations be treated as a discussion item at the June 10 Steering Committee, and that formal action be taken on policy considerations and the budget at the August meeting of the Steering Committee.

TAB 17 ATTACHMENT A
FY 2012 BUDGET

EXPENSE SUMMARY

DEPARTMENT	BUDGET FY 2011	PROJECTED BUDGET FY 2012	CHANGE	% INC / DEC
ADMINISTRATION	2,697,328	2,174,878	(522,450)	-19.4%
PUBLIC INFORMATION / COMMUNICATIONS	185,000	189,370	4,370	2.4%
TECHNICAL SERVICES				
Operations	16,186,712	16,381,818	195,106	1.2%
Network Operations Center	1,395,519	1,424,721	29,202	2.1%
Network Engineer	649,813	660,603	10,790	1.7%
Field Operations	1,594,396	1,617,921	23,525	1.5%
Application Engineer	620,737	597,948	(22,789)	-3.7%
Technical Service Planning	267,510	271,571	4,061	1.5%
Rapid Development	149,426	151,638	2,212	1.5%
Security	324,369	329,124	4,755	1.5%
Enterprise Applications Support	911,803	869,744	(42,059)	-4.6%
Course Management Systems	1,380,453	1,667,341	286,888	20.8%
NLR/Internet 2	312,000	312,000	-	0.0%
Software Development	644,637	648,368	3,731	0.6%
Technical Services Support Center	1,281,470	1,166,839	(114,631)	-8.9%
Advocates (Dist. Ed. Serv.)	196,225	199,043	2,818	1.4%
Logistics	99,564	49,576	(49,988)	-50.2%
INSTRUCTIONAL SERVICES				
IS Grants	25,168	-	(25,168)	-100.0%
KUEN Programming	586,703	583,953	(2,750)	-0.5%
IS Operations	836,222	822,634	(13,588)	-1.6%
IS Web Resources	638,157	638,157	-	0.0%
IS Professional Development	928,901	928,438	(463)	0.0%
OTHER				
KUEN Broadcast Engineering	519,702	528,459	8,757	1.7%
KUEN DTV Conversion	251,795	135,000	(116,795)	-46.4%
Operations and Maintenance	430,000	430,000	-	0.0%
GRANTS				
BTOP Stimulus Grant	750,000	4,900,000	4,150,000	553.3%
STEM Grant	54,211	-	(54,211)	-100.0%
CPB Mobile DTV & Match	65,000	65,000	-	0.0%
Internet Safety 9E02/10E02/11E02	99,630	172,501	72,871	73.1%
TOTAL EXPENSE	$ 34,082,451	$ 37,916,645	$ 3,834,194	11.25%
TOTAL INCOME	$ 34,082,451	$ 37,916,645	$ 3,834,194	11.25%
BALANCE (INCOME LESS EXPENSE)	$ -	$ 0	$ 0	

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INCOME SUMMARY

SOURCES OF INCOME	BUDGET FY 2011	PROJECTED BUDGET FY 2012	CHANGE	% INC / DEC
STATE APPROPRIATIONS				
UEN Legislative Funding (On-Going)	17,408,496	17,080,000	(328,496)	-1.9%
UEN Legislative Funding (One-Time)	1,081,800	-	(1,081,800)	-100.0%
INTEREST INCOME				
KUEN	11,500	11,500	-	0.0%
CORPORATION FOR PUBLIC BROADCASTING				
Community Service Grant	2,924,000	2,900,000	(24,000)	-0.8%
KUED DIRECT SUPPORT				
Training & Content	22,530	22,530	-	0.0%
Public Information	16,500	16,500	-	0.0%
GRANT INCOME				
BTOP Stimulus Grant Rnd 1	750,000	4,900,000	4,150,000	553.3%
BTOP Salaries Recovery		500,000	500,000	-----
USOE and UIMC	22,530	22,530	-	0.0%
PMI/FMUT Grant	4,400		(4,400)	-100.0%
STEM Grant	61,500	-	(61,500)	-100.0%
Distance Service Grant FY12	46,200	47,300	1,100	2.4%
Internet Safety Project SECP 9E02, 10E02 & 11E02	171,000	172,501	1,501	0.9%
State of UT Homeland Security - EBC Video Mngmt System	-	62,500	62,500	-----
CPB FY11 Mobile Handhelds	32,500	-	(32,500)	-100.0%
OTHER INCOME				
CMS REIMBURSEMENT (Blackboard)	267,000	267,000	-	0.0%
Universal Service Fund Discounts	10,869,154	11,000,000	130,846	1.2%
UTIPS	149,426	151,638	2,212	1.5%
Dutch John Rental	4,000	4,500	500	12.5%
ITS Internet Access	120,000	120,000	-	0.0%
Library Internet Access	21,000	21,000	-	0.0%
Idaho State University Internet 1	8,800	-	(8,800)	-100.0%
One-Time Funds	-	529,931	529,931	-----
TSSC - Movi Licenses	27,900	25,000	(2,900)	-10.4%
COMPUTER OPERATIONS				
Enterprise Support				
KUED	29,492	29,492	-	0.0%
KUER	14,387	14,387	-	0.0%
Media Solutions	18,336	18,336	-	0.0%
TOTAL INCOME	**34,082,451**	**37,916,645**	**3,834,194**	**11.2%**

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
ADMINISTRATION

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	CSG	OTHER FUNDING SOURCE	BTOP FUNDING	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	1,313,960	1,253,950	465,122	588,828		200,000	1,253,950	(60,010)	-4.6%
Auditor	32,000	32,000		32,000			32,000	-	0.0%
Supplies	42,000	42,000		42,000			42,000	-	0.0%
Phones	91,775	91,775	91,775				91,775	-	0.0%
Professional Development	23,000	23,000		23,000			23,000	-	0.0%
Equipment	9,000	5,000		5,000			5,000	(4,000)	-44.4%
Consultant	1,025	1,000		1,000			1,000	(25)	-2.4%
In-state Travel	1,500	3,000		3,000			3,000	1,500	100.0%
Legal Administration	3,000	5,000		5,000			5,000	2,000	66.7%
Tech Administration	238,977	238,977	238,977				238,977	-	0.0%
Tech Admin. Travel & Prof. Devel.	18,000	18,000	18,000				18,000	-	0.0%
Instructional Services Admin	226,711	235,628	117,814	117,814			235,628	8,917	3.9%
IS Travel & Prof. Devel.	8,000	8,000	8,000				8,000	-	0.0%
Data Center Chiller	490,000	19,168			19,168		19,168	(470,832)	-96.1%
Office of Info. Tech.	198,380	198,380	198,380				198,380	-	0.0%
EXPENSE TOTALS	2,697,328	2,174,878	1,138,068	817,642	19,168	200,000	2,174,878	(522,450)	-19.4%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	CSG	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	117,000	121,370	111,672	9,698	121,369.97	4,370	3.7%
Advertising	15,000	15,000	15,000		15,000.00	-	0.0%
Other Print Advertising / Materials	13,000	13,000	13,000		13,000.00	-	0.0%
Professional Development	5,000	5,000	5,000		5,000.00	-	0.0%
In-state Travel	1,000	1,000	1,000		1,000.00	-	0.0%
Equipment	2,000	2,000	2,000		2,000.00	-	0.0%
Supplies	8,000	8,000	8,000		8,000.00	-	0.0%
Non - Broadcast Promotions	16,000	16,000	16,000		16,000.00	-	0.0%
Special Events	8,000	8,000	8,000		8,000.00	-	0.0%
EXPENSE TOTALS	185,000	189,370	179,672	9,698	189,370	4,370	2.4%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Regional Help Desk Support							
NUES, CUES, SESC, SEDC	244,712	239,818	239,818		239,818	(4,894)	-2.0%
Supplies	5,000	5,000	5,000		5,000	-	0.0%
Internet Access	1,000,000	900,000	240,000	660,000	900,000	(100,000)	-10.0%
Circuit Charges	14,900,000	15,200,000	4,860,000	10,340,000	15,200,000	300,000	2.0%
Statewide Dial-in Network Services	15,000	15,000	15,000		15,000	-	0.0%
Remote Access (Pagers/Cell Phones)	22,000	22,000	22,000		22,000	-	0.0%
EXPENSE TOTALS	16,186,712	16,381,818	5,381,818	11,000,000	16,381,818	195,106	1.2%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
NETWORK OPERATIONS CENTER

BUDGET LINE ITEM	APPROVED BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	472,571	501,773	501,773		501,773	29,202	6.2%
Staff Equipment	6,000	6,000	6,000		6,000	-	0.0%
Professional Development & Out of State Travel	15,000	15,000		15,000	15,000	-	0.0%
Equipment - HUB & End Site Maintenance	362,359	362,359	200,000	162,359	362,359	-	0.0%
Maintenance & Renewals	232,151	232,151	200,000	32,151	232,151	-	0.0%
Network Tools & Monitoring	175,938	175,938	120,000	55,938	175,938	-	0.0%
Network Filtering	110,000	110,000		110,000	110,000	-	0.0%
Supplies	4,000	4,000	3,000	1,000	4,000	-	0.0%
In-State Travel	2,500	2,500		2,500	2,500	-	0.0%
Remote Access (Pagers/Cell Phones)	15,000	15,000	15,000		15,000	-	0.0%
EXPENSE TOTALS	1,395,519	1,424,721	1,045,773	378,948	1,424,721	29,202	2.1%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
NETWORK ENGINEERING

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	591,313	602,103	602,103		602,103	10,790	1.8%
In-State Travel	4,000	4,000		4,000	4,000	-	0.0%
Equipment	5,000	5,000	5,000		5,000	-	0.0%
Supplies (Misc. Staff Equip, Lab Support)	1,000	1,000	1,000		1,000	-	0.0%
Professional Development	25,000	25,000		25,000	25,000	-	0.0%
Network Lab	10,000	10,000	-	10,000	10,000	-	0.0%
Remote Access (Pagers/Cell Phones)	13,500	13,500	13,500		13,500	-	0.0%
EXPENSE TOTALS	649,813	660,603	621,603	39,000	660,603	10,790	1.7%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
FIELD OPERATIONS

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	BTOP FUNDING	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	1,029,927	1,053,452	953,452		100,000	1,053,452	23,525	2.3%
CEU Field Staff - San Juan Campus	55,969	55,969	55,969			55,969	-	0.0%
Equipment--Hub & End Site Development	229,382	229,382	150,000	79,382		229,382	-	0.0%
Professional Development	14,000	14,000		14,000		14,000	-	0.0%
In-state Travel (Network Maintenance)	37,500	37,500	37,500			37,500	-	0.0%
Vehicle Maintainance (Gas, Oil and Repair)	46,000	46,000	46,000			46,000	-	0.0%
USU/UEN IVC Virtual / Parts and Supplies	15,000	15,000	15,000			15,000	-	0.0%
New Vehicles	26,618	26,618	26,618			26,618	-	0.0%
Leased Vehicles	20,000	20,000	20,000			20,000	-	0.0%
Contracted Services	5,000	5,000	5,000			5,000	-	0.0%
Supplies	30,000	30,000	15,000	15,000		30,000	-	0.0%
Staff Support Equipment	25,000	25,000	10,000	15,000		25,000	-	0.0%
USU/UEN IVC Virtual Budget/End Site Improvments	50,000	50,000	50,000			50,000	-	0.0%
Equipment Room & Shop	10,000	10,000	10,000			10,000	-	0.0%
EXPENSE TOTALS	1,594,396	1,617,921	1,394,539	123,382	100,000	1,617,921	23,525	1.5%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
APPLICATION ENGINEERING

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	BTOP FUNDING	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	545,633	576,248	376,248		200,000	576,248	30,615	5.6%
SEDC - RUS Grant(Subrecipient UEN)	53,404	-				-	(53,404)	-100.0%
Software & Supplies	1,000	1,000	1,000			1,000	-	0.0%
In-State Travel	1,700	1,700	1,700			1,700	-	0.0%
Equipment	6,000	6,000	6,000			6,000	-	0.0%
Supplies (Misc. Staff Equip, Lab Support)	3,000	3,000	3,000			3,000	-	0.0%
Professional Development	10,000	10,000		10,000		10,000	-	0.0%
EXPENSE TOTALS	620,737	597,948	387,948	10,000	200,000	597,948	(22,789)	-3.7%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
TECHNICAL SERVICES PLANNING

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	244,700	248,761	248,761		248,761	4,061	1.7%
Staff Equipment	2,000	2,000	2,000		2,000	-	0.0%
Software & Supplies	1,000	1,000	1,000		1,000	-	0.0%
In-State Travel	1,000	1,000		1,000	1,000	-	0.0%
Remote Phone/Pager Access	3,810	3,810	3,810		3,810	-	0.0%
Professional Development	5,000	5,000		5,000	5,000	-	0.0%
Consulting	10,000	10,000		10,000	10,000	-	0.0%
EXPENSE TOTALS	267,510	271,571	255,571	16,000	271,571	4,061	1.5%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
RAPID DEVELOPMENT - UTIPS

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	149,426	151,638		151,638	151,638	2,212	1.5%
EXPENSE TOTALS	149,426	151,638	-	151,638	151,638	2,212	1.5%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	269,069	273,824	273,824		273,824	4,755	1.8%
Security Projects & Employee Equipt & Software	30,000	30,000	5,000	25,000	30,000	-	0.0%
Staff Equipment	4,000	4,000	4,000		4,000	-	0.0%
Professional Development	3,000	3,000		3,000	3,000	-	0.0%
In State Travel	1,000	1,000		1,000	1,000	-	0.0%
Software Licensing	5,700	5,700	5,700		5,700	-	0.0%
UtahSaint Project - Technical Summit	7,500	7,500	7,500		7,500	-	0.0%
Remote Access (Pagers/Cell Phones)	3,100	3,100	3,100		3,100	-	0.0%
Supplies	1,000	1,000	1,000		1,000	-	0.0%
EXPENSE TOTALS	324,369	329,124	300,124	29,000	329,124	4,755	1.5%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
ENTERPRISE APPLICATIONS SUPPORT

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	385,950	343,891	343,891		343,891	(42,059)	-10.9%
Hardware and Hardware Maintenance	283,818	283,818	283,818		283,818	-	0.0%
Software and Software Maintenance	204,620	204,620	204,620		204,620	-	0.0%
Supplies	12,500	12,500	12,500		12,500	-	0.0%
Professional Development	10,000	10,000		10,000	10,000	-	0.0%
Telecomm Costs / Dial-in Equipment	14,915	14,915	14,915		14,915	-	0.0%
EXPENSE TOTALS	911,803	869,744	859,744	10,000	869,744	(42,059)	-4.6%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
COURSE MANAGEMENT SYSTEMS

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	313,128	317,403	317,403		317,403	4,275	1.4%
Hardware and Hardware Maintenance	100,000	294,860	294,860		294,860	194,860	194.9%
Software and Software Maintenance	950,000	1,038,753	771,753	267,000	1,038,753	88,753	9.3%
Professional Development	12,000	11,000		11,000	11,000	(1,000)	-8.3%
Telcomm Costs/ Equipment	4,925	4,925	4,925		4,925	-	0.0%
Supplies	400	400	400		400	-	0.0%
EXPENSE TOTALS	1,380,453	1,667,341	1,389,341	278,000	1,667,341	286,888	20.8%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
NLR Fee (FRGP Fees & Equipment)	100,000	100,000	-	100,000	100,000	-	0.0%
Internet 2	100,000	100,000	100,000		100,000	-	0.0%
Support for UIT Advanced Internet	50,000	50,000	50,000		50,000	-	0.0%
NLR Local Loop	62,000	62,000	62,000	-	62,000	-	0.0%
EXPENSE TOTALS	312,000	312,000	212,000	100,000	312,000	-	0.0%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	604,137	607,868	607,868		607,868	3,731	0.6%
Software and Software Maintenance	8,000	8,000	8,000		8,000	-	0.0%
Equipment	5,000	5,000	5,000		5,000	-	0.0%
Supplies	2,000	2,000	2,000		2,000	-	0.0%
Professional Development	22,000	22,000		22,000	22,000	-	0.0%
Remote Access (Pagers/Cell Phones)	3,500	3,500	3,500		3,500	-	0.0%
EXPENSE TOTALS	644,637	648,368	626,368	22,000	648,368	3,731	0.6%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel SLC TSSC	252,351	316,314	316,314		316,314	63,963	25.3%
Personnel USU/UEN TSSC	477,665	324,071	324,071		324,071	(153,594)	-32.2%
Parts & Supplies	4,500	4,500	4,500		4,500	-	0.0%
Equipment	25,000	25,000	25,000		25,000	-	0.0%
Infrastructure/MOVI	25,000	-			-	(25,000)	-100.0%
Service Contracts Codecs/MCU	422,954	440,454	440,454		440,454	17,500	4.1%
Telephone and Support VOC/IP	21,000	21,000	21,000		21,000	-	0.0%
In-state Travel	2,500	2,500	2,500		2,500	-	0.0%
Telephones	8,000	8,000	8,000		8,000	-	0.0%
Professional Development	42,500	25,000		25,000	25,000	(17,500)	-41.2%
EXPENSE TOTALS	1,281,470	1,166,839	1,141,839	25,000	1,166,839	(114,631)	-8.9%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
ADVOCATES

BUDGET LINE ITEM	APPROVED BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	151,917	154,735	154,735		154,735	2,818	1.9%
Supplies	1,000	1,000	1,000		1,000	-	0.0%
Equipment	2,600	2,600	2,600		2,600	-	0.0%
Wi-Fi data cards	1,440	1,440	1,440		1,440	-	0.0%
Phones	2,088	2,088	2,088		2,088	-	0.0%
Professional Development	6,000	6,000		6,000	6,000	-	0.0%
In-State Travel	12,500	12,500		12,500	12,500	-	0.0%
Regional Planning / Customer Support	18,680	18,680		18,680	18,680	-	0.0%
EXPENSE TOTALS	196,225	199,043	161,863	37,180	199,043	2,818	1.4%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
TSSC LOGISTICS

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	91,402	41,414	41,414		41,414	(49,988)	-54.7%
Equipment & Office Supplies	2,000	2,000	2,000		2,000	-	0.0%
Professional Development	5,662	5,662		5,662	5,662	-	0.0%
In-state Travel	500	500		500	500	-	0.0%
EXPENSE TOTALS	99,564	49,576	43,414	6,162	49,576	(49,988)	-50.2%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	CSG	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
KUEN Program Purchases	369,053	369,053		369,053		369,053	-	0.0%
KUEN On Air	16,500	16,500		16,500		16,500	-	0.0%
NETA Membership	11,600	11,600			11,600	11,600	-	0.0%
Media Storage	13,000	13,000		13,000		13,000	-	0.0%
Dues/Fees, Wiche, PBMA	52,750	46,000		46,000		46,000	(6,750)	-12.8%
Interconnect Dues	118,000	122,000		122,000		122,000	4,000	3.4%
Scheduling Software	5,800	5,800	5,800			5,800	-	0.0%
EXPENSE TOTALS	586,703	583,953	5,800	566,553	11,600	583,953	(2,750)	-0.5%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	781,952	768,364	758,666	9,698	768,364	(13,588)	-1.7%
Supplies	6,500	6,500	6,500		6,500	-	0.0%
In-State Travel	3,000	3,000		3,000	3,000	-	0.0%
Leased Vehicles	1,770	1,770	1,770		1,770	-	0.0%
Professional Development	20,000	20,000		20,000	20,000	-	0.0%
Equipment	12,000	12,000		12,000	12,000	-	0.0%
Phones/Pagers	9,000	9,000	9,000		9,000	-	0.0%
Program Evaluations	2,000	2,000		2,000	2,000	-	0.0%
EXPENSE TOTALS	836,222	822,634	775,936	46,698	822,634	(13,588)	-1.6%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	CSG	TOTAL FUNDING	CHANGE	% INC / DEC
Lesson Plans/CORE	20,967	20,967	20,967		20,967	-	0.0%
Web Design & Maintenance	46,737	46,737	6,016	40,721	46,737	-	0.0%
LMS Support	2,000	2,000	2,000		2,000	-	0.0%
Content Forum	1,500	1,500	1,500		1,500	-	0.0%
Digital Media Services	56,710	56,710		56,710	56,710	-	0.0%
Software (Pioneer Committee)	510,243	510,243		510,243	510,243	-	0.0%
EXPENSE TOTALS	638,157	638,157	30,483	607,674	638,157	-	0.0%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	OTHER FUNDING SOURCE	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	574,679	579,591	579,591		579,591	4,912	0.9%
Professional Development	20,744	20,744		20,744	20,744	-	0.0%
In-state Travel	6,000	6,000		6,000	6,000	-	0.0%
Leased Vehicles	11,926	11,926		11,926	11,926	-	0.0%
Phones	23,564	23,564	23,564		23,564	-	0.0%
Regional Training Specialists	268,758	263,383	263,383		263,383	(5,375)	-2.0%
Equipment	6,730	6,730	6,730		6,730	-	0.0%
Software	4,500	4,500	4,500		4,500	-	0.0%
Workshop Supplies-Duplications/Mailings	12,000	12,000		12,000	12,000	-	0.0%
EXPENSE TOTALS	928,901	928,438	877,768	50,670	928,438	(463)	0.0%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
KUEN BROADCAST ENGINEERING

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	CSG	TOTAL FUNDING	CHANGE	% INC / DEC
Personnel	268,496	277,253	277,253	277,253	8,757	3.3%
KUEN Transmitter	29,306	29,306	29,306	29,306	-	0.0%
Service Contracts/Maintenance Agreements	17,379	17,379	17,379	17,379	-	0.0%
Supplies/Repairs/Maintenance	15,000	15,000	15,000	15,000	-	0.0%
Statewide Distribution (KUEN Projects)	30,075	30,075	30,075	30,075	-	0.0%
Statewide Distrib Base Budget (30%)	83,387	83,387	83,387	83,387	-	0.0%
Professional Development	10,000	10,000	10,000	10,000	-	0.0%
Equipment	66,059	66,059	66,059	66,059	-	0.0%
EXPENSE TOTALS	519,702	528,459	528,459	528,459	8,757	1.7%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
KUEN DTV CONVERSION

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	CSG	TOTAL FUNDING	CHANGE	% INC / DEC
DTV Utah Operating Costs	135,000	135,000	135,000	135,000	-	0.0%
DTV Conversion Equipment	29,609	-		-	(29,609)	-100.0%
NTIA 2008 Translator KUEN Match	85,515	-		-	(85,515)	-100.0%
DDF Rnd 14 Kuen Match	1,671	-		-	(1,671)	-100.0%
EXPENSE TOTALS	251,795	135,000	135,000	135,000	(116,795)	-46.4%

UTAH EDUCATION NETWORK
FY 2012 BUDGET PLANNING
MOBILE DTV GRANT MATCH

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	CSG	TOTAL FUNDING	CHANGE	% INC / DEC
KUEN Match MOBILE DTV GRANT	65,000	65,000	65,000	65,000	-	0.0%
EXPENSE TOTALS	65,000	65,000	65,000	65,000	-	0.0%

BUDGET LINE ITEM	BUDGET FY 2011	PROJECTED BUDGET FY 2012	STATE FUNDS	TOTAL FUNDING	CHANGE	% INC / DEC
Building Maintenance	110,000	110,000	110,000	110,000	-	0.0%
EBC Computer Support	190,000	190,000	190,000	190,000	-	0.0%
U of U Building O & M Expense	130,000	130,000	130,000	130,000	-	0.0%
EXPENSE TOTALS	430,000	430,000	430,000	430,000	-	0.0%

TAB **18**

FOLLOW-UP ON UEN STEERING COMMITTEE RETREAT - DISCUSSION

Issue

Committee members are invited to comment on the retreat and discuss the action items.

Background

There was great participation during the retreat on May 25. UEN staff thank the committee members and other interested parties who attended to share their ideas and demonstrate their support. There were several action items that came from the retreat, as listed below. UEN staff will be consulting with Steering Committee members to act on this advice, and continue to gather feedback in the coming months.

Action Items from Strategic Planning Retreat (DRAFT):

1. UEN budget policy recommendations:

   A. Elementary school network connectivity one-time and ongoing costs (after E-Rate) must be paid by school districts and charter schools. This policy will be phased in during the next two years. UEN staff will meet with superintendents/ charter schools to communicate the changes to elementary funding.

   B. New schools network connectivity one-time and ongoing costs (after E-Rate) will be the responsibility of districts and charter schools. This policy will be re-evaluated if new funding is provided to UEN by the state legislature to pay these charges.

   C. Filtering expenses: UEN will pay licensing costs for the statewide application, districts and charter schools must pay other costs.

   D. Other budget issues.

2. Clarifying Steering Committee roles and responsibilities:

   A. Establish a governance ad hoc committee to consider updating UEN Statute and UEN Bylaws.

   B. Revisit the meeting structure – the Subcommittees aren't functioning well any more. Consider a combined "working-group" session or other structure.

    C. Develop a Steering Committee plan for communicating with legislators.

    D. Update the UEN Steering Committee roster, to show group representation, subcommittee membership, term.

3. New documents to be developed to support advocacy efforts:

    A. Create return on investment/value on investment documents.

    B. Develop "talking points" about the value of UEN for our constituents to communicate with others.

4. Major items from afternoon breakout sessions:

    A. PD Breakout Session – conduct a professional development needs assessment to determine new training needs and developments.

    B. Core Curriculum Breakout session – align UEN web tools and resources to Common Core; support USOE and district initiatives with Common Core integration, training, materials.

    C. LMS Breakout Session – continue higher ed migration to Instructure; develop supports for K-12 use of Canvas (training, learning community, etc.).

    D. Mobile Breakout Session – continue building mobile resources and apps; want more open educational resources.

    E. Communications Breakout Session – continue to explore new ways to listen to and learn from our many stakeholders; while also actively promoting UEN services, tools, and resources.

    F. BTOP Breakout Session – continue BTOP implementation, reports, and updates.

Recommendation

It is recommended that the Steering Committee discuss these action items and determine which should be adopted for action as policy guidelines.

TAB **19**

CLARIFYING STEERING COMMITTEE ROLES AND RESPONSIBILITIES - DISCUSSION/ACTION

Issue

During the strategic planning retreat, there was discussion about several Steering Committee topics.

Background

During the May strategic planning retreat, the Steering Committee held a discussion intended to clarify Steering Committee roles and responsibilities. Major topics of discussion included the following:

1. It was recommended that an ad hoc governance committee be established. The major objectives of the committee would be:

   A. Updating UEN Statutory provisions

   B. Revising and updating the UEN Bylaws

2. Members recommended reviewing the current meeting structure. There was concern that the instructional services and technical services subcommittees are not functioning well any more. One suggestion was to establish a combined "working-group" session.

3. There is increased interest in supporting effective Steering Committee communications with legislators. A plan to facilitate communications is needed.

4. The UEN Steering Committee roster needs to be updated. The roster should show the group representation of members, subcommittee membership, and term of membership.

Recommendation

It is recommended that the Steering Committee determine if the ideas suggested during the retreat to clarify its roles and responsibilities should be acted on.

Tab 19 Attachment A
Steering Committee Terms and Assignments

	Name	Term Expires	Qualification	Steering Committee Assignment(s)	Title	Organization	Education Community	Phone	email
1	Gary Wixom	ongoing	Commisoner of Higher Ed's office	Co-Chair, Executive Committee	Assistant Commissioner	Utah State Board of Regents	Higher Ed	(801) 321-7123	gwixom@utahsbr.edu
2	Brenda Hales	ongoing	USOE Associate Superintendent	Co-Chair, Executive Committee	Associate Superintendent	Utah State Office of Education	Public Ed	(801) 538-7515	Brenda.hales@schools.utah.gov
3	Mike Petersen	ongoing	UEN Executive Director	UEN CEO, Executive Committee	Executive Director	Utah Education Network	UEN	(801) 581-6991	mpetersen@media.utah.edu
4	Kenning Arlitsch* *on sabbatical, Ann Marie Breznay, proxy for Kenning	7/13/11	Higher Education Librarian	IS subcom	Librarian	Marriott Library, University of Utah	Higher Ed Library	(801) 581-3852	annmarie.breznay@utah.edu
5	Clark Baron	7/31/11	Charter Schools Representative	and business representative?	Principal	Utah County Academy of Sciences	Public Ed	(801) 863-2222	baronc@ucas.k12.ut.us
6	Steve Corbato	7/31/11	Higher Education Research Community		Assoc. Dir.	University of Utah SCI Institute	Higher Ed	(801) 587-9825	corbato@sci.utah.edu
7	Jon Crawford	7/31/13	Public Education Technology Directors	TS subcom Co-Chair, Executive Committee	Technical Coordinator	Emery School District	Public Ed	(435) 687-9846	jon@emeryschools.org
8	Eric Denna* *to be nominated to replace Steve Hess	ongoing	University of Utah & USHE CIO		CIO	University of Utah	Higher Ed	801-581-6180	eric.denna@utah.edu
9	Stephen Fletcher	ongoing	State CIO, State IT Rep	TS subcom	Technology Services	Office of the Governor	Governor's Office	(801) 538-1758	sfletcher@utah.gov
10	Rick Gaisford	7/31/11	Public Education Technology Specialist	IS subcom, Executive Committee	USOE Specialist	Utah State Office of Education	Public Ed	(801) 538-7798	rick.gaisford@schools.utah.gov

11	Eric Hawley* *to be nominated to replace MK Jeppesen	7/31/13	Utah State University	TS subcom	Associate Vice President of Information	Utah State University	Higher Ed	(435)797-8146	eric.hawley@usu.edu
12	M.K. Jeppesen	7/31/13	Utah State University	TS subcom	CIO	Utah State University	Higher Ed	(435)797-2630	M.K.Jeppesen@usu.edu
13	Christine Kearl	ongoing	Governor's Deputy for Education	IS subcom	Governor's Deputy for Education	Utah State Capitol Complex	Governor's Office	(801) 538-1686	ckearl@utah.gov
14	Gary Koeven	7/31/11	Higher Education Administrator		Dean of Information Services	Dixie State College of Utah	Higher Ed	(435) 652-7770	koeven@dixie.edu
15	Eric Mantz	7/31/13	Small Rural Colleges	TS subcom	CIO	College of Eastern Utah	Higher Ed	(435) 613-8649	emantz@ceu.edu
16	Kay McIff	10/31/13	State House of Representatives	IS subcom	State Representative	Utah House of Representatives	Legislature	(435) 896-4461	kaymciff@utah.gov
17	Ronda Menlove	7/31/11	Higher Ed Continuing Education Directors	IS subcom, Executive Committee	Vice Provost	Reg. Campuses & Dist. Ed. USU	Higher Ed	(435) 760-2618	ronda.menlove@usu.edu
18	Donna Jones Morris	ongoing	State Librarian	IS subcom	State Librarian/Division Director	Utah State Library Division	Public Libraries	(801) 715-6770	dmorris@utah.gov
19	Rachel Murphy	7/31/13	Public Education Teacher Rep	IS subcom	Teacher Representative	Kearns High School, Granite SD	Public Ed	(385) 646-5380	ramurphy@graniteschools.org
20	Gail Niklason	7/31/11	Higher Education Administrator		Director of Online Educ & eLearning	Weber State University	Higher Ed	(801) 626-6091	gniklason@weber.edu
21	Kim Roper	7/31/11	Public Education Principals	IS subcom	Principal, Bonneville Elementary	Alpine School District	Public Ed	(801) 227-8703	rope117@alpine.k12.ut.us
22	Kirk L. Sitterud	7/31/11	Rural Superintendents		Superintendent	Emery School District	Public Ed	(435) 687-9846	kirk@emeryschools.org
23	Glen Taylor	7/31/13	Regional Service Centers Rep	TS subcom	Director	Central Utah Educational Services	Regional Service Centers	(435) 896-4469	glen.taylor@cues.k12.ut.us
24	Barry Walker	7/31/13	Urban Superintendent		Superintendent	South Summit School District	Public Ed	(435) 783-4301	bw@ssummit.org
25	Raymond Walker	7/13/12	Utah Valley University	TS subcom, Executive Committee	Vice President of Information	Technology & CIO UVU	Higher Ed	(801) 863-8200	walkerra@uvu.edu
26	Doug Wright	6/20/14	San Juan, Rural Superintendents		Superintendent	San Juan County School District	Public Ed	(435) 678-1200	dwright@sanjuanschools.org

CHANGES IN QWEST BACKBONE - DISCUSSION

Issue

The Qwest Geomax backbone has run since the original installation on Nortel Optera equipment. The Optera equipment has worked very well and delivered a high degree of reliability. Unfortunately, this backbone hardware has reached a point where it must be replaced with up-to-date optical gear.

Background

While the Nortel Optera equipment has worked well, it also has required UEN to undergo some extraordinary measures to accommodate the needs of our Districts and higher education institutions with multiple Geomax sites. Additionally, the cost of maintaining the Optera gear has increased as the equipment ages and has become obsolete.

Qwest has selected a newer technology, manufactured by Tellabs, to replace the Optera platform. UEN engineering staff members have worked with Qwest to assess the reliability and functionality of the Tellabs equipment. We are convinced that upgrading to this equipment will place us on a proper path to continue to meet the needs of the network and will also provide additional opportunities as our stakeholder requirements evolve in the future.

The move to Tellabs gear represents a major change in the UEN backbone and must be undertaken with great consideration and planning. However, we believe that it is the correct direction for the UEN backbone. The next steps are for UEN to meet with Qwest engineering staff to determine equipment placement and network connectivity. This process will take several months.

UEN staff are prepared to address questions raised by the UEN Steering Committee members.

Recommendation

It is recommended that the Steering Committee discuss and understand the issues considered in making this decision to shift from Nortel Optera to Tellabs equipment. Once the Steering Committee is satisfied, it is recommended that UEN be authorized to move forward with this backbone upgrade.

TAB **21**

STRATEGIC COMMUNICATION PLANNING - DISCUSSION

Issue

At the Strategic Planning Retreat, UEN presented an afternoon breakout session on "Communication: Relationships and Social Media." The workshop discussion included elements of a Strategic Communication Plan for UEN. This agenda item explores the input UEN received.

Background

Strategic communication plans for school districts and other institutions are often organized under similar main categories. UEN has reviewed communication plans from several sources including the Davis School District and Granite School District in Utah; and districts in Alabama, Missouri and New York. All of the plans address variations of these five categories.

- Communication Goals – What do we want to accomplish?
- Target Audiences – Who do we seek to establish relationships with?
- Audience Relevance – What are the priorities of those audiences?
- Messaging – What messages should an ongoing dialogue emphasize?
- Communication Channels – How will these messages be exchanged?

UEN gathered input on each of these communication categories at the recent Strategic Planning Retreat in Utah County and during the Instructional Services Retreat with UEN staff. The results are shown in Attachment A.

Recommendation

This is an information item and requires no further action by the committee.

TAB 21 ATTACHMENT A
COMMUNICATION PLAN INPUT

<u>Communication Goals – What do we want to accomplish?</u>

- Create relationships
- Spread positive feedback
- Connect stakeholders and communities
- Explain what UEN does for them
- Define measurable results
- Empower the steering committee
- Communicate great expectations
- Communicate great outcomes
- Describe our services
- Present personal and professional aspects of our services
- Connect, collaborate, engage
- Raise awareness of our services
- Increase usage of services
- Find five niche audiences
- Be concise and to the point
- Base our goals on customer needs
- Tell constituents what UEN's goals are
- We offer custom solutions
- Don't push unwanted knowledge on people
- Share our experiences with others
- Give the scoop, we all want to hear the dirt
- We want our users to understand why we are awesome
- We want our users to understand that we think they are awesome
- Info about services and events we want people to know

Target Audiences – Who do we seek to establish relationships with?

- Students
- Legislators
- Teachers
- Parents
- Administrators
- Principals
- New audiences
- Establish daily contact with educators
- Special ed students
- Those who don't know us
- TV viewers
- Community members
- All teachers in the state
- Faculty members
- Those who value our services
- Those who are interested in our services

Audience Relevance – What are the priorities of those audiences?

- The things we do that impact them
- Do we keep our promises? Do we do what we say we'll do?
- Is UEN following its mission?
- What is new?
- What tools do we have for our users?
- What is the future of UEN-TV mobile devices?
- How can they access our services?
- Interesting programs on UEN-TV
- We provide excellence and reliability
- Our users expect excellence from us
- We are valuable
- We offer you something you've told us is valuable to you
- We can cut through other distractions
- Timely, informative and relevant. Don't send if it isn't all three.
- Messages should respond and listen to the community

Messaging – What messages should an ongoing dialogue emphasize?

- We provide you with reliable connectivity
- Using UEN resources will make your life easier
- With UEN resources you can do a better job
- UEN helps teachers teach better and learners learn more
- We network for education
- UEN provides excellent resources for teachers and students
- We are here to help you improve your teaching and learning techniques
- UEN's Technical Summit is at Bryce Canyon this year
- UEN's Pioneer Preschool is Utah's only public preschool
- UEN offers great services at a great price
- Reliability: Your phone is not ringing because I am not calling.
- Educational best practices
- UEN has many valuable services for both Public Ed and Higher Ed
- UEN listens, responds and collaborates
- Is Internet safety an important issue to you and your students?
- Have you made *uen.org* your homepage?
- UEN is great and we provide great services
- UEN is engaged in the community
- We're listening
- We enable and encourage communication
- Love science? We have content for you.
- Love math? UEN distance ed courses help math students enter college ready to succeed.
- Have you seen the UEN website lately?

Communication Channels – How will these messages be exchanged and evaluated?

- Twitter
- Facebook
- Whatever users request. Let the market drive.
- We should always be on the lookout for new channels and be cutting edge
- Should we have UEN tags on all pages, broadcasts, Internet, etc.?
- Our channels should act like a spider web and trap people into our resources
- As many as possible. The more channels we use the more people we'll reach.
- Target channels based on the audience we want to reach
- Every channel. The more the merrier.
- We have more than one audience. We should use more than one channel.
- We can create smaller individual UEN communities
- Web, e-mail, NetNews, Facebook, Twitter, meetings
- UEN should make sure the organization uses what the audience demands
- In-person as well as virtual
- Utilize our TV signal to drive audiences to our services
- More broadcasts to get the message out #KUEN #KUED
- Use relevant channels to pull people back to our resources
- YouTube, Twitter, Facebook, Channel 9 UEN-TV
- Should be based on the goals of the communications
- Channels need to reach audiences large and small
- Target the channel for the audience
- Use different channels to appeal to different audiences/needs/perspectives

TAB **22**

SUMMER READING WEBSITE AND RESOURCES - DISCUSSION

Issue

Working with our public library partners, UEN has developed a new resource page and handout to keep children reading all summer long. The site is *www.uen.org/read* and has been well received by parents, educators, and librarians.

Background

Summer is a great time for children to get outdoors, play, relax, and enjoy the longer days. Yet, many also experience a serious loss in their learning achieved during the school year. Called the "summer slide," this phenomenon has long been of interest to educators and researchers. In 1996, researchers conducted a synthesis of 39 studies that indicated that summer learning loss equaled at least one month of instruction as measured by grade level equivalents on standardized test scores (Cooper, 1996). In other words on average, children's tests scores were at least one month lower when they returned to school in fall than scores were when students left in spring. And the gap increases each summer.

Visit Your Local Library This Summer!

In partnership with Utah public libraries and our public media partners, UEN created a new site, "Prevent Summer Set-Back" with resources for parents, kids and caregivers. The site also includes a one-page handout (included under this tab) that was distributed to teachers and library-media centers during the last few weeks of the school year.

K-12 Pioneer Library

K-12 Student Interactives

http://www.uen.org/general_learner/summer_reading/downloads/UEN_Summer_Reading.pdf

Reference: Cooper, H., Nye, B., Charlton, K., Lindsay, J., & S. Greathouse (1996). The Effects of Summer Vacation on Achievement Test Scores: A Narrative and Meta-Analytic Review. Review of Educational Research Fall 1996 66: 227 268, doi: 10.3102/00346543066003227

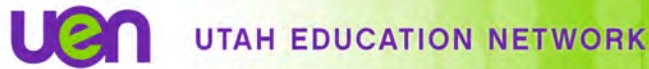*http://rer.sagepub.com/content/66/3/227.abstract*

Recommendation

Committee members are asked to share this information with their constituencies as appropriate. No further information is required of the Steering Committee at this time.

TAB 22 ATTACHMENT A
PREVENT SUMMER SET-BACK WEBSITE

UEN UTAH EDUCATION NETWORK

uen.org/read

Prevent Summer Set-Back

KEEP CHILDREN READING ALL SUMMER LONG

This summer, UEN makes it easy to help kids bridge the summer learning gap by offering fun and educational resources to families for free. Visit uen.org/read

K-12 Pioneer Library

K-12 Student Interactives

(Ask your teacher for the Home Access Login.)

- Online Reading Games
- Videos from eMedia
- Preschool Pioneer Library
- Summer Reading Tips
- Local library summer reading programs
- PBS KIDS Activities
- Parent Resources

Research shows that children who don't maintain reading skills over the summer are likely to start the upcoming school year at a disadvantage.

One World, Many Stories

UEN will be at the Salt Lake County Public Library Summer Reading Kick Off Party on Saturday, June 11th at Veteran's Memorial Park. Mention this flyer and receive a prize.

Visit uen.org/read

T AB 23

UEN PERFORMANCE REPORT - DISCUSSION

Issue

This report provides the UEN Performance Dashboard for June 2011.

Background

The UEN Performance Dashboard reports data on the following key service areas:

- Network
- Web Services
- Learning Management System
- Interactive Video Conferencing

Managers for these areas will present highlights during the meeting. Detailed performance data can also be viewed online at *http://www.uen.org/ueninfo/*

Recommendation

This is an information item and requires no further action by the committee.

Network Backbone Utilization

North Ring: 66%   Central Ring: 21%   South Ring: 43%
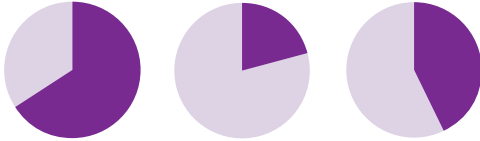
Network Backbone Availability

100%

99.5%

99%

Year To Date
Availability (YTD)
99.73%

Overall Network
Latency: **4.6ms**
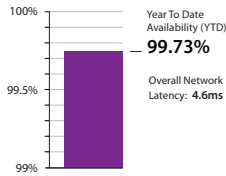
Internet Utilization Statistics

Bandwidth
12Gbps

6Gbps

0Gbps

12Gbps
Available

7.9Gbps
Peak Usage

65.8%
Overall Utilization
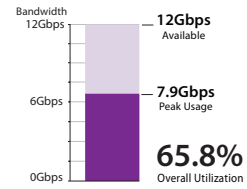
[MAY 2011]

WEB SERVICES

www.uen.org Visits

1500000
1200000
900000
600000
300000
0

SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG

2008-09 I 2009-10 I 2010-11

my.uen.org Visits

400000

300000

200000

100000

0

SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG

2008-09 I 2009-10 I 2010-11

Quick Tickets

63%
443 - TSSC Tier 1

13% 92 - TSSC Tier 2
1% 9 - Field Operations
7% 45 - Network Operations
5% 33 - Logistics
0% 1 - Regional Service Group
11% 77 - Other Groups
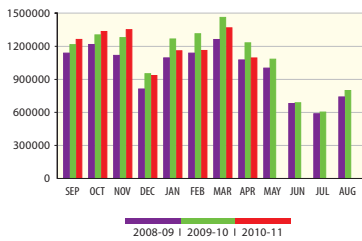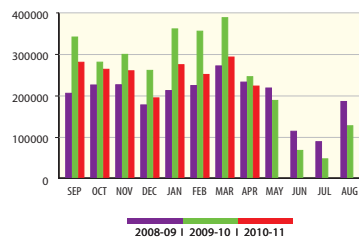
700 - Total Tickets
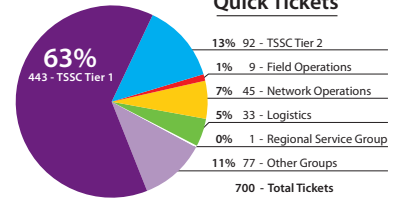
[APR 2011]

LMS - LEARNING MANAGEMENT SYSTEM

Total Logins
(Mondays)

120000
100000
80000
60000
40000
20000

15MAR 22MAR 29MAR 5APR 12APR 19APR 26APR 3MAY 10MAY 17MAY 24MAY 31MAY

2010
2011

Assignments Submitted
(per week)

35000
30000
25000
20000
15000
10000
5000
0

19MAR 26MAR 2APR 9APR 16APR 23APR 30APR 7MAY 14MAY 21MAY 28MAY

2010
2011

Assessments Submitted
(per week)

80000
70000
60000
50000
40000
30000
20000
10000

19MAR 26MAR 2APR 9APR 16APR 23APR 30APR 7MAY 14MAY 21MAY 28MAY

2010
2011
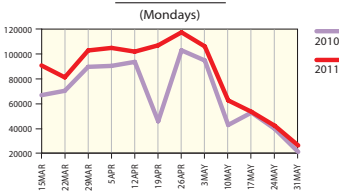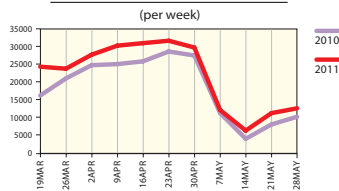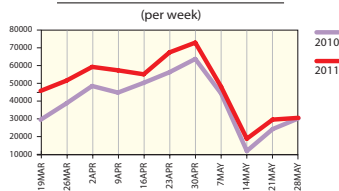
IVC - INTERACTIVE VIDEO CONFERENCING

Total Unique Events

800
700
600
500
400
300
200
100
0

Concurrent Enrollment   Higher Education   Public Education   Meetings   Tests   Total

4000
3500
3000
2500
2000
1500
1000
500
0

Self-Initiated   Total

JAN I FEB I MAR I APR
[2010 -11]
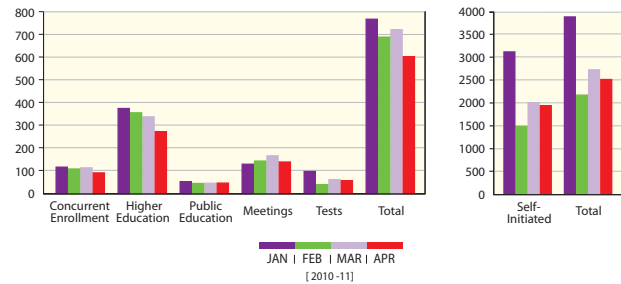
Total Event Recurrences

4000
3500
3000
2500
2000
1500
1000
500
0

Concurrent Enrollment   Higher Education   Public Education   Meetings   Tests   Total

8000
7000
6000
5000
4000
3000
2000
1000
0

Self-Initiated   Total

JAN I FEB I MAR I APR
[2010 -11]
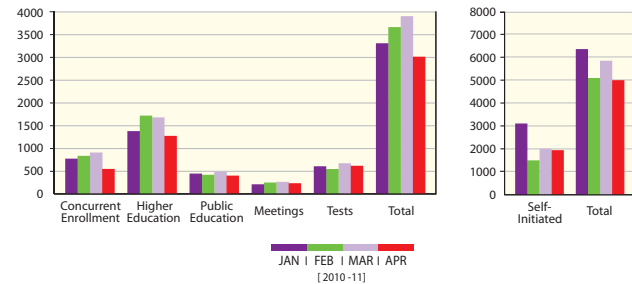
UEN S<small>TRATEGIC</small> P<small>LAN</small> U<small>PDATE</small> - D<small>ISCUSSION</small>

Issue

UEN Steering Committee approved the Strategic Plan during their August meeting. Progress on the objectives of the Plan will be shared with Steering Committee members. Committee members are also reminded to visit the online Service Catalog for more details.

Background

A complete copy of the UEN Strategic Plan can be viewed online at *http://www.uen. org/ueninfo/*

This report highlights accomplishments for the FY2011 Fiscal Year, although Committee members should note that the day-to-day core activities have also been performed during this time. Although they may not appear as separate accomplishments in this report, mission critical services have also been successfully executed during the year.

The Service Catalog is designed to capture information about the many services offered by UEN using concise language and links to those services where possible. The Service Catalog is helpful for prospective employees, Steering Committee members, and partner organizations.

The Service Catalog is organized with tabs for each core UEN service:

- Wide Area Network
- Web Resources
- Enterprise Solutions
- Distance Education/Interactive Video Conferencing
- Broadcast Services
- Professional Development

The catalog can be viewed online at: *http://www.uen.org/ueninfo/service_catalog/ index.shtml*

Recommendation

This is an information item and requires no further action by the committee.

Goal 1– Wide Area Network

1. Finalized the BTOP environmental assessment and received Finding of no Significant Impact; began installation of BTOP round 1 sites; added round 2 sites to BTOP round 1 grant and received NTIA approval

2. UtahSAINT – Provided low cost, high quality and highly successful training conference at no cost to the UEN budget; improved security and collaboration tools; provided numerous scans, reports and interventions across the UEN network relating to security incidents; released new flow analysis software at the UtahSAINT conference (Mantella – available as open source but developed at UEN)

3. Finalized Filtering service RFP and subsequent move to Marshall 8e6

4. Applied for and received a Department of Homeland Security grant ($67,000 for securing EBC facility)

5. Fiber Gigabit service to Blanding, worked with carriers to make this happen, signed a contract and awaiting installation

6. Upgraded from T-1 connections to Ethernet in all locations where available

7. Developed and implemented the next generation Video Network design

8. Completed EBC Data Center improvements

9. Partnered with USOE to rewrite uTIPS Core

10. Continued to improve and deploy network operations tools without incurring any significant costs

11. Turned up numerous new sites to the UEN backbone

12. Increased Internet bandwidth and reliability while significantly reducing costs

Goal 2 – Educational Web Resources

1. Created 13 mobile UEN pages

2. Launched website for BTOP

3. Revised the Professional Development interface to accommodate early Premium registration

4. Completed UEN Climate Science website (*uen.org/climate*); updated many others

5. Redesigned UEN Curriculum Search and developed a mobile friendly version

6. Created new UIMC site for evaluation; conducted first online preview process

7. Implemented and retooled numerous applications in preparation for the common core being adopted by the State

8. Created a number of web services allowing UEN to write code once and reuse multiple times turning our data into a service oriented architecture

9. Implemented reporting suite for Professional Development

10. Major improvements to my.uen stability

Goal 3 – Enterprise Solutions

1. Expanded eMedia to include individual educator access, rating system, saving media searches

2. Rollout of new DNS management solution for UEN DNS AnyCast

3. Facilitated LMS RFP; plan and deploy subsequent move to Instructure Canvas

4. Moved all Web tier applications and website to more solid and secure architecture

5. Launched Primo federated search solution for Pioneer Library

6. Completed my.UEN/eMedia integration

7. Expanded eMedia to over 19,000 assets and finalized integration with PBS LearningMedia

8. Hired UDA support staff and started to plan architecture and processes

Goal 4 – Distance Education

1. Updated UEN Distance Education Catalog

2. Partnered with SEDC & CUES on RUS IVC services grant for professional development purposes

3. Provided technical input for successful RUS applications for CEU and the University of Utah

4. Movi deployment adding about 200 seats

5. Managed additional IVC infrastructure for USU and UVU; added bridging capacity to the UEN network

6. Participated in moves at USU Vernal and Mountainlands ATC for both Network and IVC equipment

Goal 5 – Broadcast Services

1. Expanded STEM and Preschool Pioneer websites; launched preschool Apps page

2. Added Juab County to digital broadcast area; awarded Mobile DTV grant to expand service

3. Became the ONLY Utah broadcaster with direct news blocks on Japan Earthquake from NHK and Egypt news from Al Jazeera English on our MHz Worldview channel

4. Submitted joint funding proposals with education and community partners to: NASA, NSF, CPB, Department of Education, Utah Dairy Council, Utah Humanities Council and Verizon Foundation

5. Developed new partnerships with University of Utah Brain Institute, Sandy City Recreation and Cheese Science Partners, Afterschool providers, Genetics Learning Center, and others

Goal 6 – Professional Development

1. Taught 450 workshops this year

2. Four PD staff earned Google educator certifications

3. Produced videos on Dreamweaver and other tools for UEN's YouTube channel and eMedia

4. Continued teacher engagement through Twitter, FB, and text alerts

Goal 7 – Governance and Accountability

1. Coordinated E-Rate process with SLD, education/library sites and telecom providers

2. Continued coordination with FCC Broadband Plan and rulemaking

3. Provided support for USOE's Teaching Standards and Leadership Standards initiatives

4. Coordinated Steering Committee meetings, planning retreat, and materials

STEERING COMMITTEE MEETING MINUTES

UTAH EDUCATION NETWORK STEERING COMMITTEE

APRIL 15, 2011 – 9:00 a.m.

Members Present: Debbie Rakhsha for Kenning Arlitsch, Clark Baron, Jon Crawford, Stephen Fletcher, Rick Gaisford, Steve Hess, M. K. Jeppesen, Gary Koeven, Eric Mantz, Ronda Menlove, Donna Jones Morris, Rachel Murphy, Gail Niklason, Mike Petersen, Ray Walker.

Others Present: Scott Allen, Adriane Andersen, Charice Black, Barry Bryson, James Christensen, Rebecca Davis, Jeff Egly, Rich Finlinson, Wes Furgason, Katie Garrett, Boyd Garriott, Eric Hawley, Sheryl Hulmston, Laura Hunter, Troy Jessup, Doug Jones, Karen Krier, Pete Kruckenberg, Lisa Kuhn, Don Mahaffey, Steve Mecham, Dan Patterson, Bryan Peterson, Joni Robertson, Dennis Sampson, Jim Stewart.

Welcome and Introductions

Mike Petersen welcomed everyone to the April Steering Committee meeting.

Committee of the Whole

Tab 31 – Tribute to Founder Steve Hess

Mike Petersen noted that the April meeting was probably the last meeting Steve Hess would attend since he is retiring in June. A national search for Steve's replacement is underway and it is anticipated that this leader will serve on the UEN Steering Committee. Mike presented an award to Steve for his 38 plus years of service and dedication to the University and for being the founding director of UEN. To read all of Steve's accolades please refer to Tab 31.

Michael Young and Steve Hess at Steve's June 1st UofU Retirement Reception.   *Photo - Terry Cirillo*

Rich Finlinson then showed a short video of Steve and how the hallmark of his career has been his commitment to improving education through the appropriate use of technology. The video is available at UEN's eMedia: *http://go.uen.org/1Y.*

Tab 1 – 2011 Legislative Update

Mike Petersen summarized the budget decisions made during the 2011 Legislative General Session. Before the 2011 Legislative session began, UEN was told to prepare for a 7 percent budget cut. Many thanks to the combined efforts of several UEN advocates and improvements in State revenue projections, the cut for FY 2012 was ultimately reduced by 2 percent or $350,000. To see a complete breakdown of the cut in state funds, please refer to Tab 1, page 3.

Tab 2 – UEN Funding Model - Initial Policy Considerations

Mike Petersen discussed the impact of the budget cuts, reduced staff support, and other resource challenges at UEN that have reached a point where we must review and reconsider our long-term funding model. It is recommended that initial discussions begin immediately and continue intensively at our Spring strategic planning retreat. Mike expects that priorities for the UEN 2012 Budget will result from these discussions.

To see the complete breakdown of what has been eliminated from UEN this last year, please refer to Tab 2, pages 5 and 6. Mike also shared that there are a couple of funding options that are available and he encouraged everyone to look these over as there will be discussion at the Spring retreat regarding these options. The Funding Model Options can be found in Tab 2, pages 6 and 7.

Tab 3 – E-Rate Update

Lisa Kuhn reported on the status of E-Rate funding commitments for reimbursements from the Universal Service Administration Company (USAC) Schools & Libraries Program. During our Fiscal Year 2011 UEN received reimbursements of $10.8 million which helped cover circuit expenses of over $14.8 million. The E-Rate filing window opened January 11, 2011 and closed on March 24, 2011. This year the UEN Procurement team negotiated sixteen new contracts, and re-executed three existing contracts. Included this year in the new E-Rate filings is Instructure, the UEN statewide Learning Management System (LMS), in an effort to offset the public education portion of the cost of the new system. UEN filed for $23.9 million; but we are projecting the UEN reimbursements will equal $13 million for FY 2013. Lisa also shared that UEN continues to be one of the most, if not the most cost-efficient of all state networks in the nation.

Tab 4 – Network Filtering Contract

Jim Stewart explained that UEN Technical Services, in a joint effort with the filtering committee, has finalized its decision for its ongoing content filtering solution for the next three years. The contract has been awarded to Marshall 8e6. Jim reported that one of the major factors emphasized by the review committee was: the consistency in technology, our ability to leverage some of the current equipment already deployed which saves UEN money, and the effectiveness of the 8e6 filtering options which provide in-line and out-of-line options. There will be some additional costs to purchase hardware required for the filtering application but it will be available at discounted rates.

A motion was made and seconded to approve the recommendation of UEN and the Filtering Committee to award a 3-year contract to Marshall 8e6

for its filtering solution and to approve UEN to charge school districts and charter schools for hardware that is required to implement the filtering solution above what is now being covered. THE MOTION CARRIED.

Tab 5 – UEN Performance Report

Mike Petersen shared the UEN Performance Dashboard data for our key service areas. To see the numbers and graphs of these areas, please refer to Tab 5.

Tab 6 – FY 2012 Strategic Planning

Mike Petersen reported that it was time to plan our Spring retreat where we can start to prepare our FY 2012 budget and strategic plans. It was agreed that an RSVP email would go out to the Steering Committee members asking them to list a few dates in May that they would be available for the retreat. It will be determined after this RSVP which date the retreat will be held on.

Mike asked the Steering Committee and the sub-committees to please review our FY 2011 Strategic Plan and to look over the topics published in Tab 6, to be discussed at the retreat. The results of this planning session and the next Fiscal Year budget would then be ready for discussion and adoption at the June 10th and August 19th Steering Committee meetings.

Tab 7 – Steering Committee Minutes

A motion was made and seconded to approve the minutes as written. THE MOTION CARRIED.

Tab 8 – Other

The next Steering Committee meeting will be held on June 10, 2011 at 9:00 a.m. at the Dolores Doré Eccles Broadcast Center.

Utah Education Network Instructional Services Subcommittee Meeting Minutes

In attendance: Scott Allen, Adriane Andersen, Clark Baron, Charise Black, Lisa Cohne, Rich Finlinson, Rick Gaisford, Katie Garrett, Sheryl Hulmston, Laura Hunter, Doug Jones, Karen Krier, Gail Niklason, Donna Morris, Ronda Menlove, Rachel Murphy, Lee Tansock and Jo-Ann Wong.

Welcome: Rick Gaisford welcomed everyone to the UEN Instructional Services Subcommittee. He introduced Rachel Murphy. She is the Kearns High School library, media and technology specialist. She is past president of UCET and will represent educators, teachers and schools on the UEN Steering Committee and Instructional Services subcommittee.

Committee members continued their discussion of roles and funding from the Committee of the Whole, and provided several recommendations to UEN staff, such as identifying the roles and responsibilities of the various committees, adding UCAT representation, and providing summaries of key UEN services that committee members can use as they represent UEN to their various constituencies. Rick Gaisford then moved to the business portion of the meeting.

Tab 9 – Instructure Canvas Pricing for K-12 - Discussion

Scott Allen explained the pricing model process UEN has taken for licensing Canvas LMS for Utah public schools. While response from the schools has been low, Laura Hunter said schools and districts can sign on anytime in the next three years. She asked the subcommittee members to help with getting information to schools and districts about the many advantages of Canvas LMS.

Clark Baron noted that charter schools will meet, May 9, 2011 and that might be a good time for Laura to demonstrate the advantages of Canvas.

Tab 10 – Pioneer Library Changes - Discussion

Katie Garrett gave a demonstration of Ex Libris, Primo Central, the new federated search tool that indexes many databases to quickly bring back results for Pioneer Online Library. Laura noted that Pioneer Library's budget has remained stagnant for three years and would like to see increased funding for Pioneer Online Library. Committee members recommended a one-sheet summary that identifies the cost and benefits of this service, as well as other services.

Laura also thanked Katie for her work on the transition to Primo Central.

Tab 11 – eMedia Performance Data - Discussion

Katie presented charts showing eMedia use has increased dramatically during the past year and noted that use increased after UCET. Increased use could be attributed to ease of use and awareness of the many great titles available.

Adriane Andersen updated the subcommittee on the PBS Digital Learning Library (DLL) progress.

Tab 12 – 2011 UCET Conference -Discussion

Rich Finlinson said the UCET conference was a great success and that UEN's IVC (Interactive Video Conference) and Professional Development and Public Information teams contributed a lot of support, training sessions and exhibits.

Tab 13 – Public Education Advisory Committee Report - Discussion

Rick Gaisford reviewed the issues that were discussed at the March 30, 2011 PEAC meeting and invited subcommittee members to the May 25, 2011 meeting. Laura said there are vacancies on PEAC.

There being no other business, the UEN IS subcommittee adjourned at 11:52 a.m.