



ETC Notes
June 7, 2012

I. Welcome and Introductions

The June 7, 2012, meeting of the Education Telecommunications Council was held at Iowa Public Television and various ICN sites. The following members were present at the meeting: **Al Bode**, IASB; **Kenneth Colwell**, IAICU; **Mary Gannon**, IASB; **Michael Healy**, SAI; **Kent Johnson**, Regents; **Ellen Kabat-Lensch**, IACCT; **Sally Lindgren**, AEA Boards; **Carol Montz**, SAI; **Lane Plugge**, (AEA Boards); **Randy Richardson**, ISEA; **Kay Runge**, DE/Libraries; **Terry Rinehart**, IPTV; **Gail Sullivan**, DE; and **Mary Wieser**, DE/CIANS.

Tamara Kuhn, ISEA; **Tom Kruse**, IAICU; **Jan Lund**, IACCT; and **Chet Rzonca**, Regents; were absent.

The following guests were also present at the meeting: **Phil Groner**, **Jontell Harris**, **Julie Johnson**, **Lori Larsen**, **Tami Fujinaka**, and **Molly Crichton**, ICN; **Christopher Ostwinkle**, RTC 1 Coordinator/Chair; **Bruce McKee**, RTC 2 Coordinator and **Larry Niebur**, RTC 2 Chair; **Theresa Ziegler**, RTC 3 Coordinator and **Chad Frerichs**, RTC 3; **Jason Moser** and **Michael Fitzpatrick**, RTC 4; **Kathy Goebel**, Region 5 Scheduler; **Julie Thomas**, RTC 6 Coordinator; **Ryan Corwin**, RTC 7; **Joe Coon**, RTC 9; **Mark Steffen**, RTC 11 Coordinator; **Pam Southworth**, RTC 13 Coordinator, **Ellen Van Waart**, RTC 13; and **Lisa Walker**, Region 13 Scheduler; **Doug Greene**, Region 14 Scheduler; and **Darlas Shockley**, RTC 15 Coordinator and **Don Yoho**, RTC 15.

II. UPDATES

II.A. ICN Legislative Update

Jontell Harris, Executive Liaison for the ICN, provided an update on ICN legislation:

S.F.2316—

- Equipment replacement appropriation of \$2,198,653; this amount was reduced by \$50k from last year and is used to upgrade voice equipment including the Capitol Complex phone system and IP equipment as staff completes the transition to new technology
- Part III Lease payments appropriation of \$2,727,000 to the Dept of Education for schools, libraries, and AEAs
- Language that requires a comprehensive audit to include a complete inventory and estimate of the value of all components included in the ICN network, including fiber, switching stations, end user equipment, and also individual components that the State has purchased since the creation of the ICN network. This audit is to be completed prior to the sale or lease of the ICN and must be done by an independent auditing firm. ICN has expressed concerns about the audit to the Governor and his staff. Some of those concerns were: If no bid was received to purchase the network then that would result in \$500k of tax payer money spent needlessly. Also, an audit of that type may cost nearly \$800k. It is also important to note that an audit would be of limited value in determining if a bid submitted is actually sufficient to accept. Any analysis should take into account the value of the services provided to the authorized users and the needs of the state in maintaining a private network for COOP/COG functions, public safety, and also keeping

our agency users in mind. *Please note: Governor Branstad has vetoed the language pertaining to appropriating funds for the independent audit of the network. He stated that an audit would be premature and unnecessary at this time.*

- RTC Funding Appropriation of \$992,913 used for the provision of video support services, which includes scheduling for K-12 schools and AEA classrooms, and also classroom equipment troubleshooting as well as LAN planning and support as it relates to video services only; these funds have previously been appropriated to IPTV and the appropriation change will complete the migration of video service support functions from IPTV to ICN approved by the ITTC and the IPTV board. Lori and Tami will talk more about the RTC funding during their RTC update.

H.F. 45—

- Passed in the 2011 Legislative session, this bill required the ICN to write an RFP for the sale or lease of the network to be completed by 7/1/13. The bill requires the buyer or lessor to allow existing authorized users of the network to continue such use at a lower, overall long-term cost. To assist with that project and begin the process of writing the RFP, the ICN developed the RFP implementation team (RIT) that consisted of 13 key organizations, agencies, stakeholders, and legislative leadership. ICN wanted to make sure that the concerns and opinions were heard by those who could be directly affected by the sale or lease of the network. The purpose of the RIT meetings was to receive and record input so that everyone's voices were heard. There were 5 public meetings held over the network to allow members of the RIT and the public to attend those meetings each week. An assumption list was then created based on the opinions stated by those who attended the meetings, to provide clarity to certain issues, and to form the basis of the RFP. Examples of the issues discussed in the RIT meetings pertained to: Federal ownership of JFHQ and the ICN hub; rights of way and co-location; how long to provide those services at the lower, long-term rate; and an independent audit. ICN is in the data collection and gathering stages in preparation of the release of the RFP to bidders in February 2013. Bids will be received back in March 2013, and ICN will start evaluation of the bids in May 2013. The ITTC will provide a recommendation to the Governor at the end of June 2013. The ICN has created a web page at www.icn.state.ia.us/ittc/RFPimplementationteam to view documents provided to the RFP implementation team such as the assumption list, meeting minutes, and FAQ about the RFP process.

II.B. ICN Update

Phil Groner, Manager of Business Services of the ICN, provided an update on the federal BTOP grant project, and on the video services project.

Video Services Project—

The ICN is still in the implementation phase of the core with the VSP; the core network provider, Polycom, is actually on-site this week doing a stabilization and optimization phase of the network. Still on schedule to move from the test-user phase into the case-by-case phase this summer—those customers wanting to convert to IP. This will require extensive engineering to ensure their sites and the Core can support the conversion as they transition from the test platform into the production platform. Once the ICN gets out of the limited market offering and a case-by-case basis, the plan is to move into the general availability phase where the ICN will offer that IP option to any and everyone who wants that service. The move to that phase is scheduled for January 2013. In conjunction with Polycom, the ICN is looking to do some additional outreach and stakeholder communications. Phil requested that a member of the ETC volunteer to work with the ICN lead on the project, Helen Troyanovich, and Polycom, to assist as we move through these transition stages in stakeholder communication, to help wrap the message around particular needs of users that the ETC supports and also make sure that communication is flowing. Director Lingren sends VSP updates

periodically, the ICN updates the web site, account consultants are providing updates to customers as well.

Ken Colwell—Do you want them to communicate with you, would you rather that they communicate with me, and then I could get to you about that?

Phil—That would be fine if they would want to communicate through you and then you could send me a note and we'll have Helen start that communication process with them, that would be fine.

Ken—That would be fine with me, so, and I assume that Kent won't mind...I would carry on with that part of it after today...

BTOP Grant Project—

Within the federal BTOP grant project that the ICN received from the NTIA for network upgrades; there are 4 phases and 4 components to a rather significant upgrade to the network.

1. Changed out the Core of the network; the optical electronics that drove all of the lasers and fiber optics signals were replaced in December of 2011
2. Aggregation switches are being upgraded; the switches and capacities at every POP in each county that has aggregation services are being built out with a minimum capacity of 10 gig which is expandable to 400 gig
3. Acquire dark fiber IRU's (indefeasible rights of use) to about 300 plus locations around the state which would feed back to our Core to allow the ICN to provide a gig connection out to those new POPs (county courthouses, certain AEA field offices, and about 150 total K-12s that are to be upgraded from the current DS3 configuration on the Part III lease to a dark fiber connection in which case the ICN would be able to give them a full gig capacity to that HS and to that district)
4. Sub-recipients—The ICN had two sub-recipients--the Decorah metronet (a conglomerate of users including the HS, college, library, city & county government) and also the Sac & Fox Tribe in Tama (including the HS and a medical clinic). Those two entities are building out fiber networks within their communities and the ICN and the BTOP grant are helping support those endeavors. The ICN will make physical connections to those networks to support those authorized users and both those entities have other uses for their fiber network. In the Sac & Fox Tribe, each home in that settlement is going to receive a direct fiber connection. In Decorah, not only ICN users but also city and county government users are going to receive fiber access for a metronet area connection there as well.

The entire program has to be completed by June 30, 2013, and is currently about 1½ months ahead of schedule.

III. ISSUES

III.A. Overview of RTC Funding Plan and Guidelines for FY 2013

Tami Fujinaka, Government Information Officer, and Lori Larsen, Public Information Officer, of the ICN provided an overview of the RTC Funding Plan and Guidelines for FY 2013. Receiving funding from the General Fund RTC appropriation is similar to receiving financial support in the form of a grant. Proper documentation and reporting elements must be submitted to the ICN to justify the allocation submitted to the community colleges for regional video support.

There are three (3) documentation components (plan, tracking, and report) associated with the funding and compliance with the provision timeframes for all elements must be met. All documentation and deadline requirements must be met by each RTC requesting funding.

A PowerPoint presentation that illustrates the main changes in the RTC allocation process, as well as other information and documents concerning the RTC funding process for FY 2013, was sent to ETC and RTC members prior to the meeting. This information can also be found on the ICN web site at www.icn.state.ia.us/RTC.

Lori Larsen provided an overview of the overall funding changes.

- RTC Funding Allocation—will be disbursed in two parts. The first part will be disbursed upon approval of the plan by the ITTC; the second part will be disbursed after the ITTC acknowledges that the tracking has been received by each RTC support function.
- Voting Modifications—RTC members involved in the tracking elements required to receive funding should abstain from voting, since the involvement of the support function is an element reviewed for funding by the ITTC.
- Quorum Clarification—Each RTC is made up of 9 members. A quorum is 6 of 9 members—regardless of the number of active members or vacancies on the RTC. *(It is very important that each RTC maintain full membership in order to ensure a quorum.)*
- Voting—It is stressed that voting by RTC members is completed either in person or on the phone.
- Deadlines—All document components must be complied with by the identified timeframes or there might be financial penalties incurred by the RTC since the second half of the allocation is linked to the tracking component.
- Support Function Oversight—The RTC coordinators have an oversight role to be the link between the ICN and the individuals providing the support functions.
- Agenda/Note Submission—Each council must comply with the Open Meeting Law and submit an electronic agenda notice to lori.larsen@iowa.gov one week prior to the scheduled meeting. Once submitted, the notices will be posted on the RTC website (<http://www.icn.state.ia.us/RTC>) and follow the State of Iowa's open meeting requirements. Councils should submit the meeting notes/minutes to lori.larsen@iowa.gov to be posted on ICN's website within two months after the meeting.
- Warning Escalations—There are some warning escalations that are a four-step process.
 1. Formal verbal warning / written warning to the RTC support individual(s) involved in providing the support function.
 2. Written warning by email to the RTC Coordinator involved in overseeing the support function, AND the chief financial officer (CFO) for the community college authorizing the RTC budget.
 3. RTC Coordinator (*carbon copying the Education Telecommunications Council Chair*) must submit in writing an explanation for not complying with the guidelines listed to the ITTC subcommittee for review. A response will be provided from a representative of the ITTC subcommittee to the RTC support individual(s).
 4. RTC Coordinator (*carbon copying the Education Telecommunications Council Chair*) must submit in writing an explanation for not complying with the guidelines listed to the entire ITTC for review. A response will be provided from a representative of the ITTC or designated ICN staff member to the RTC support individual, which could result in reduction or a loss of financial budgeted allocation.
- Spot Reviews—ICN staff will perform spot reviews of selected RTC regions so they ask that all regions and personnel retain their documentation of expenditures, tracking logs, plans, and reports, and any support documents that they provide to the commission. *Mary Gannon offered her services to the ICN to help train RTCs concerning open meetings, public record keeping, how to run a meeting, etc.*
- Timeline highlights—this is tentative
 1. **RTC PLAN/BUDGET SUBMISSION DEADLINE IS SEPTEMBER 1, 2012:** Earlier submission of the RTC plan/budget is possible: The first opportunity for approval of plans is at the September 20 Commission meeting. If an RTC would like their plan/budget to be considered at this meeting, the plan/budget should be submitted to ICN by August 1. The next scheduled Commission meeting is October 17. To be included on the October

Commission meeting agenda, the plan/budget should be submitted to ICN by September 1. **September 1 is the final date that RTC plans will be accepted by the ICN/ITTC.**

2. Monthly spreadsheets/forms must be submitted to lori.larsen@iowa.gov by the 10th of the following month.

The second half of the requested RTC budget will be associated with the first half of the fiscal year's tracking component (guidelines listed in item 7) for all three support functions. If support function tracking components are not received by the designated deadlines, financial penalties may be incurred by the RTC.

Reviewing and approval will be required by the ITTC before the second half of requested RTC budget will be allocated. Approval will be provided no later than the March 2013 Commission meeting.

3. Each Regional Telecommunications Council (RTC) receiving allocations from the FY 2013 General Fund RTC appropriation (Senate File 2313) must submit an Annual Follow-up Report **within thirty (30) days of the fiscal year end (July 30, 2013)**. Release of the next fiscal year's funding for each RTC will be dependent upon the receipt and approval of the Annual Follow-up Report. The information provided by these documents will be used in a variety of ways to demonstrate impact and accountability of the RTC appropriation distributed by the ITTC. If the support is provided by an entity other than the Community College, such as an AEA, the fiscal agent for that institution should also provide a signed certification of their Fiscal Financial Accounting.
 - Tracking—The ICN developed the tracking process to ensure more accurate and consistent data reporting due to the inconsistency of data reported across the board between sources and regions (classroom work orders, scheduling, LAN/WAN) in previous progress reports.
 - RTC Vacancies—The Education Telecommunications Council (ETC) coordinates filling vacant RTC positions. Contact Debbie Fiscus Debbie@iptv.org (515/242-4155) for more information.
 - RTC Web Site—A new web site for RTC information has been set up by the ICN at <http://www.icn.state.ia.us/RTC>.
 - Training—Trainings are under way; Twelve (12) training sessions have been set up to train sixty (60) individuals about the new reporting process and to provide the opportunity for each RTC to give comments and suggestions on how to improve the process.

III.B. Committee for Review of RTC Plans

In the past, there has been a sub-committee of ETC members that have reviewed the RTC plans and reports. As the appropriation has been moved from IPTV to the ITTC, the makeup of the subcommittee will be different.

The ITTC established a five (5)-member sub-committee who will review all components submitted by each RTC. After review, the materials will be submitted to the entire ITTC for approval.

The sub-committee is comprised of members from the following:

- One member representing the ITTC (Dr. Bob Hardman)
- One member representing the community colleges
- Two members representing the ETC (possibly the current and past chairs)
- One member representing ICN staff (Lori Larsen)

Following a discussion by the ETC members, this motion was made:

Lane Plugge made a motion that the two ETC members to serve as the representatives on the ITTC sub-committee to review all components submitted by each RTC be the current chair and past chair of the ETC. Al Bode seconded.

Ayes—12, Nays—0, Not Voting—0, Absent—6 Motion approved unanimously.

It is estimated that there will be four (4) meetings held during FY 13—

- Two (2) meetings in late summer 2012 to review RTC plans
- One (1) meeting in February/March to review the tracking component
- One (1) meeting in August/September 2013 to review reports

III.C. Recommended Funding Request for RTC Support for FY 2014

There was no discussion of this item.

III.D. Recommendation to the ITTC for Educational Video Rates for FY 2014

Terry Rinehart moved to recommend to the ITTC that ICN educational video rates for FY2014 remain at the current FY13 levels. Randy Richardson seconded.

Ayes—12, Nays—0, Not Voting—0, Absent—6. Motion approved unanimously.

III.E. Approval of 2013 ICN Educational Video Scheduling Deadlines

Al Bode moved to approve the 2013 ICN Educational Video Scheduling Deadlines as submitted. Terry Rinehart seconded.

Ayes—12, Nays—0, Not Voting—0, Absent—6. Motion approved unanimously.

IV. Miscellaneous

IV.A. Hand-off to New ETC Chair

Ken Colwell handed off the gavel to Kent Johnson, ETC chair for 2012-13. Kent thanked Ken for his leadership this past year saying that Ken has set the bar high for his successors.

IV.B. New Chair to Select ETC Executive Committee

Kent Johnson asked that the current executive committee continue in their capacity which was met with approval from those on the committee. The Executive Committee members for June 2012-June 2013 are:

Ken Colwell, Past-Chair, (IAICU)
 Kent Johnson, Chair (Regents)
 Terry Rinehart, IPTV
 Sally Lindgren, AEA Boards (Chair-Elect)
 Ellen Kabat-Lensch, IACCT
 Kay Runge, DE/Lib
 Carol Montz, SAI

IV.C. Election of ETC Chair-Elect

Sally Lindgren volunteered to be nominated as Chair-elect for 2012-13.

Ayes—12, Nays—0, Not Voting—0, Absent—6. Motion approved unanimously.

Announcements/Other items for discussion

Larry Niebur, RTC 2—Just when we heard about BTOP grant earlier and conversion of DS3s reminded me that I've got schools that I serve that have only a single DS3 limits them to 25mbps bandwidth and I know when those Part III sites were put in originally the contract required that the local telcos or whoever leased the circuit had to provide at least 2 DS3s and maybe 3, but at least 2, and I'm wondering why if this group or who can get something done about getting that second DS3 activated at those sites so that we can get off that 25mbps bandwidth limit...that's not adequate anymore.

Kent Johnson—I could barely hear the person in Mason City's concern...it sounded like a concern about a DS3 line. I assume that those of you in Johnston maybe heard the question/issue...is there someone from the ICN who might address this issue?

Phil Groner—The question was about bandwidth limitations and some of the Part III locations being 45meg with one DS3 and what can be done to expand that capacity. There may be in certain locations the option to have a second or third DS3 for capacity purposes from the local provider. We can look at that on a case-by-case basis for those needs. What I'd say is that in those cases though...remember, the Dept of Education, through Universal Service Fund and the consortium pays for the Part III connections and they indicate and what they pay for is that first DS3. So we can work with that individual school district or with the individual over at the AEA, but that second or third DS3 most often times is paid for by the local district. But that is not out of the realm of possibility that we can turn up a second DS3. As we've gone through the BTOP grant, we had originally targeted about half, or close to 200 of the 400 Part III locations, as having the ability to convert to dark fiber connections and unfortunately about 50 of those dropped off the list because providers were not able to give us a full fiber path back to our county POPs. That's why we only have about 150 of the current Part IIIs converting to dark fiber. But there may be other options...we also have some other options through other providers that are offering Ethernet services instead of a DS3 type service. Ethernet services that can be expanded up to 100 meg or increments lower than that, as well that can be looked at as options.

Larry Niebur—Phil, you mentioned who funds the DS3 for the Part III sites and I would certainly be interested in the possibility of them looking at funding the second DS3 where it's needed. I think there is an equity issue; you know, we're all buying service from the ICN and you said, well the school could pay for that second DS3...that doesn't seem equitable when in other cases there are school districts because of the BTOP grant can take advantage of fiber. It seems like the ICN needs to find a way to charge every customer the same amount per megabyte of bandwidth there and, you know, in some cases it's going to cost the ICN more to provide that for that site, in other cases it would cost less, but the customers should all be charged the same.

Phil Groner—Larry, under the BTOP grant, the ICN is contributing 30% of the cost of those fiber IRUs so we are pitching in some of our own cash to make those connections. Unfortunately, when we get off of our core background and off the ICN fiber optic backbone and network, we have to lease capacity and we are at the mercy of what is available out there and with 150 different telcos in the state, the price is going to vary from location to location on what we can receive. Unfortunately for those locations that our network doesn't touch directly, we just have to work with the local telcos. There's just such a wide variety of service offerings and pricing plans and that's why those specific costs are passed through to the Dept of Education or the local district. I can say for ICN services that overlay those Part III connections, it is equitable...meaning any ICN finish service is charged on the same per megabyte rate based on your classification of customer. I hope that answers your question Larry.

Larry Niebur—Thank you.

Ken Colwell—If any of the RTCs wanted to report what they might perceive as being some inequities in any of the service stuff that it would certainly be worth bringing that up to the ETC and getting a conversation going as to why that might be and are there any options for making it different rather just

having people out in the field grumbling about things, perhaps in some cases something could be done so that it needs to kind of bubble up from the RTC to the ETC I would think and to the ICN.

Kent Johnson—That's an excellent suggestion Ken, and I appreciate that. So, we'll charge RTCs, or try to communicate with RTCs with regard to any issues that they feel do present inequities and there may not be solutions to those, ready solutions, but I think it is important to understand at least the scope of the situation.

V. Adjournment

The June 7, 2012, meeting of the Education Telecommunications Council was adjourned at 12:00 p.m. The next scheduled meeting of the ETC is at 9:00 a.m. on December 13, 2012, at Iowa Public Television.

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