



## Education Telecommunications Council

### Meeting Minutes

Friday June 17, 2016

#### I. Welcome and Roll-Call

The June 17, 2016 meeting of the Education Telecommunications Council was called to order by Gwen Nagel, the ETC Chair at 8:31 A.M. This meeting was held at the Iowa Department of Education, as well as various sites through Zoom video conferencing service. The following members were present at the meeting: Galen Howsare, IASB; Ellen Kabat-Lensch, IACCT; Tom Kruse, IAICU; Sally Lindgren, AEA Boards; Gwen Nagel, DE; Lane Plugge, AEA Boards; Kent Johnson, Regents; Trista Peitzman, IPTV; Jay Peterson, DE/Libraries; Bruce McKee, alternate for IACCT; Duane Willhite, SAI.

Kenneth Colwell, IAICU; Carol Montz, SAI; and Chet Rzonca, Board of Regents were unable to attend.

The following guests were also present at the meeting: Ryan Wise, DE; Mark Johnson, ICN; Lori Larsen, ICN; Mark Dayton, ICN; Angi Hillers, DE; Kyle Collins, RTC 1; Kathy Goebel, RTC 5; Julie Thomas, RTC 6; Dawn Fratzke, RTC 7; John Humpal, RTC 7; Janelle Archer, RTC 11; Linda Abel, RTC 15; Darlas Shockley, RTC 15.

Galen Howsare motioned for approval of the October 30, 2015 minutes of the ETC. This motion was seconded by Sally Lindgren. The motion passed unanimously.

#### II. Updates

##### 1. ICN Update

Mark Dayton provided the Iowa Communications Network update regarding the limited time discount offer for Video@Light Speed upgrades, as well as changes to the ICN video model. Updates regarding ICN's Security Suite, Managed Voice Services, and TAC services were also provided.

## 2. DE Update

Ryan Wise, Director of the Department of Education provided the DE update. He noted that legislation relevant to the ETC passed during this legislative session was Senate File 2323. \$992,913 was approved for support of the Regional Telecommunications Councils (RTCs).

### III. Issues

#### 1. ETC/RTC survey results

Angi Hillers provided an update regarding the ETC/RTC survey that was sent out in April, 2016. A total of sixteen responses were received. Hillers highlighted some of the responses from the survey, noting that the full survey results would be available after the meeting. Of note was that many respondents mentioned difficulty in filling RTC vacancies, as well as getting committed members to attend meetings in order to achieve a quorum for voting purposes. 50% of respondents have weekly contact with K-12 schools in their areas; 20% of respondents only have occasional contact. Only half of the respondents have any contact with K-12 Tech Directors in their area. 100% of respondents utilize ICN internet services, 90% utilize ICN data services, and 60% of respondents utilize ICN voice services.

Other responses highlighted by Hillers included 82% of respondents believe that the ETC and RTCs should help recommend alternate technology options for schools. 100% of respondents reported that schools in their areas were utilizing Zoom video conferencing, 60% utilize Adobe Connect, and 50% utilize Blackboard Collaborate. Most respondents believe that the ETC/RTCs should explore, advocate or provide increased bandwidth options, and also demonstrate or inform schools and libraries regarding existing and new technologies.

#### 2. ICN request to review ETC Administrative Code language

Lori Larsen and Mark Johnson lead the discussion regarding the ETC Administrative Code language. As ICN transitions video technology from MPEG to IP, the agency is also reviewing its Iowa Administrative Code (Administrative Rules), Chapter 751, and specifically the rules designed around the MPEG video technology. Updates provided by ICN included notifications to the group that represents the education users, while other updates were requests for feedback. In relation to Chapter [751—7.7\(8D\) Use or access to full motion interactive video services](#), Larsen provided notification that ICN will modify the 'full motion' language. In relation to Chapter [751—8.2\(8D\) Role of education telecommunications council](#) Larsen provided notification that ICN is making changes to the scheduling platform VOSS July 1, 2016.

Regarding the following two sections of Chapter 751, the ICN requested feedback from the ETC. Chapter [751—14.3\(8D\) Hours of operation](#) states “Sites shall, at a minimum, support access and facilities use Monday through Friday, 7 a.m. to 10:30 p.m., and Saturday, 8 a.m. to 4 p.m.” . There was no discussion regarding the hours of operation. Chapter [751—13.1\(1\)\(8D\) Site fee](#) states “The hourly charge for a site may be up to \$12.50 per hour for use of a classroom for interactive video transmission.” Discussion regarding the site fee followed. Galen Howsare asked whether sites are charging, and if so, do they charge the full \$12.50 site fee. Larsen responded that approximately half of sites charge a fee, and those that charge do charge the full \$12.50 fee. Further discussion included whether the \$12.50 fee was adequate to cover the cost of staffing a room, and for those that upgrade their equipment whether the fee would cover those costs. Additionally, discussion followed regarding how costs would vary by region, and the difficulty of comparing this fee to commercial competitor’s fees.

### **3. Recommended Funding Request for RTC Support for FY 2018**

ETC Chair Gwen Nagel opened discussion regarding the funding request for RTC support for FY 2018. Angi Hillers noted that the Department of Education would recommend a status quo funding request. As there was no discussion, Ellen Kabat-Lensch motioned to recommend the RTC support request for FY 2018 of \$992,913, the same funding level as FY17. This motion was seconded by Duane Willhite. The motion passed unanimously.

### **4. RTC Funding Plan and Guidelines for FY 2017 Approval**

Angi Hillers presented the recommended RTC funding allocation rates for FY2017. These are based on a \$50,000 base rate for each RTC, with the remainder of the allocation based on the % of FY15 ICN usage data as provided by the ICN. As there was no discussion relating to the funding rate, Ellen Kabat-Lensch motioned to approve the FY2017 funding allocation rates. This motion was seconded by Lane Plugge, and passed unanimously.

Angi Hillers presented the guidelines developed by the Department of Education relating to spending of the RTC allocations. She noted that the DE included some clarification regarding acceptable uses for RTC allocation funding in response to some questions and concerns that had been raised. Hillers asked if there was any questions or discussion needed related to the guidelines for RTC funding usage. As there was no discussion, Ellen Kabat-Lensch motioned to approve the guidelines as updated last year. This motion was seconded by Galen Howsare, and passed unanimously.

## **5. Approval of 2017 ICN Educational Video Scheduling Deadlines**

Angi Hillers presented the 2017 ICN Educational Video Scheduling Deadlines as recommended by the ICN. This topic was open for discussion by Gwen Nagel. As no discussion was presented, Ellen Kabat-Lensch motioned to approve the Scheduling Deadlines as recommended. This motion was seconded by Duane Willhite and passed unanimously.

## **6. State Digital Learning Plan update**

Gwen Nagel informed the group that the Department of Education is required to create a Statewide Ed Tech, or Digital Learning Plan for certain grants. The Department will be updating their digital learning plan, and Gwen is the lead in this endeavor as the State Ed Tech Director. The first meeting of this group will occur this fall. Anyone that is interested in participating should email Gwen Nagel, and she will ensure that they receive information when the meeting is scheduled. Sally Lindgren noted that she is very interested in participating in development of this plan, and that she will be serving as a representative of the AEA Media Directors on this group. Ellen Kabat-Lensch stated that she will also participate as the ETC Chair to represent the ETC, and both Ellen and Sally will provide updates to the ETC at their fall meeting.

## **7. ETC Vacancies**

Angi Hillers presented the current vacancies on the Education Telecommunications Council. She noted that both positions representing ISEA are currently vacant. One position representing IASB is vacant. The position representing the DE, as the Iowa Association of Nonpublic School Administrators is currently vacant. Additionally, Carol Montz was unable to attend today's meeting, but will be retiring this summer leaving her seat representing SAI vacant.

## **8. RTC Vacancies**

Angi Hillers presented the many RTC vacancies, noting the frustrations expressed by RTC coordinators in filling these vacancies. Discussion opened regarding ideas on how to fill RTC vacancies. Sally Lindgren mentioned that she will be attending summer retreats with AEA Tech Coordinators, and she will reach out to them to request their assistance in recommendations for people in their areas that would be interested in serving on their local RTC. Ellen Kabat-Lensch mentioned that she will be meeting with M.J. Dolan, the Executive Director and appointing authority for the Iowa Association of Community College Trustees, and will have a discussion with her regarding ideas to fill RTC vacancies. Gwen Nagel encouraged all ETC members to take the list of vacancies and work to find representatives.

#### **IV. Miscellaneous**

##### **1. Hand-off to the new ETC Chair**

Gwen Nagel handed the meeting off to the new Chair, Ellen Kabat-Lensch.

##### **2. Election of New ETC Chair-Elect**

Ellen Kabat-Lensch requested nominations for the ETC Chair-Elect. Gwen Nagel nominated Jay Peterson to be the ETC Chair-Elect. Kabat-Lensch opened this topic for discussion. Jay mentioned that he is the E-rate representative for the state libraries. Sally motioned for Jay Peterson to be elected ETC Chair-Elect. Duane Willhite seconded this motion, and it passed unanimously.

##### **3. Reminder of upcoming RTC deadlines**

Angi Hillers mentioned some upcoming deadline reminders for the RTCs. The FY2016 RTC Annual Reports are to be submitted to Hillers by July 31, 2016. The FY2017 Regional Support Services Budgets are due to be submitted to Hillers by September 1, 2016.

#### **V. Adjournment**

Ellen Kabat-Lensch thanked outgoing Chair, Gwen Nagel for her service this last year, and also thanked Angi Hillers for her support of the ETC. As there was no further discussion, Kabat-Lensch requested a motion to adjourn the meeting. Gwen Nagel motioned to adjourn the meeting. This was seconded by Duane Willhite and passed unanimously. The meeting was adjourned at 10:09 A.M.