FY 2015 RTC ANNUAL REPORT

REGION: IX
DUE: July 31, 2015

ITEMS TO NOTE:

- ✓ Funds must be encumbered between July 1, 2014 and June 30, 2015. **FUNDS NOT SPENT REVERT TO THE STATE OF IOWA GENERAL FUND.** If a RTC is unable to encumber all funds requested in the budget, Region must inform DE by February 2, 2015. In order to return funds to DE, Region must submit an explanation regarding reason for the return, a signed confirmation by entities' chief financial officer or equivalent, and documentation of voting consensus by Region's membership.
- ✓ Each RTC funded through the General Fund RTC appropriation must submit an Annual Report by July 31, 2015. *Timeframes are not negotiable.*
- ✓ **Release of the funding for the RTC is dependent upon the receipt and approval of the required documentation by the Iowa Department of Education.**
    - Funding will be allocated by the DE to each RTC once during the fiscal year. The DE must approve the "Regional Support Services Budget" before the requested RTC budget amounts are released to the RTC fiscal agent.

Complete reports should be limited to no more than two (2) pages, and should be a unified voice for each individual RTC. The report should answer the below questions.

1. Describe the last twelve months of **Technical Assistance** activities performed for Network Classrooms (indicate current initiatives, challenges, and/or any other information).

During the last fiscal year 22 Classroom work orders were received, processed and completed. The sites which required multiple visits during the period included: Mississippi Bend AEA, Central High School Dewitt, Calamus Wheatland & EICC Clinton Community College. Single work visits included Marquette High School, North Scott High School, Bellevue High School, and EICC Manufacturing Tech (BTC). Repairs included replacing Grass Valley Node controller power supplies, overhead camera's, computer bios batteries, computer supplies, and various resetting of crestron controllers. As the original ICN rooms begin their 3rd decade of use, more time is spent repairing and or replacing equipment.

2. Describe the last twelve months of **Planning and Troubleshooting** activities performed for Local Area Network (LAN/WAN) (indicate current initiatives, challenges, and/or any other information).

Our technician's coordinated and worked with all educational institutions to implement local and wide-area computer/data networks in Merged Area IX. The work included, but was not limited to: design, implementation, proposal review and troubleshooting. Out technician's also worked closely with vendors to ensure skills are current with all changes in technology. The Mississippi Bend Area Education Agency has responsibility for technical assistance for planning and troubleshooting Local Area Networks for our participating districts and schools. Service is provided continually on an as-needed basis. MBAEA is responsible for maintaining Internet services (security, DNS entries, email, and web) for the agency and its participating districts and schools.

3. Describe the last twelve months of **Scheduling of Video Sites** activities (indicate current initiatives, challenges, and/or any other information).

Video scheduling coordination for the Iowa Communications Network in region 9 is recurrent. All scheduling activities are conducted through the regional scheduler as a single point of contact for the region. Institutional specific room schedulers at the AEA and some approval-required sites assist with certain activities consisting primarily of determining room availability and approval of the sites at their respective institutions. As the regional scheduler, I provide the training and management for these assistive individuals and all other ICN related training in the region. I am also responsible for communicating with local institutions to process any, and all video requests and resolve conflicts. One private university (Palmer College) in the area utilizes the regional scheduling office to coordinate all of their statewide ICN continuing education offerings. In addition, I work regularly with schedulers across the state and with the ICN to ensure compliance with all deadlines and Iowa Code regulations regarding the operation of Iowa Communications Network sites. I work with ICN personnel, attend all meetings

concerning scheduling and the implementation of scheduling software, and communicate with the RTC and RTC Coordinator to keep them informed and educated about regional and statewide issues and trends. The biggest challenge facing this region, and the ICN in general, is the aging of the system and classroom equipment. Waning interest among many of the institutions and emergence of less expensive technology is leading to the decommissioning of sites and we have seen the number of sites in the region decline in the past several years. This has made it difficult to find available sites in certain areas of the region as well as statewide.

4. Describe the entire RTC's current initiatives, challenges, and/or any other information.

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5. Explain any changes or improvements (if any) your region would like to make?

Additional funds to upgrade equipment and service

Provide Any Additional Comments:

Form must be submitted to Iowa Department of Education prior to July 31, 2015.

FY2015 REGIONAL SUPPORT SERVICES FINAL FINANCIAL ACCOUNTING

Fiscal Agent: _Eastern Iowa Community Colleges_____
Community College:__Eastern Iowa Community Colleges_

	Total Expenses *Include one monetary amount per area*	**% of Requested Budget**
A. Technical Assistance for Network Classrooms ***(DO NOT include FTE information.)*** Does the RTC plan to provide first-line technical support for troubleshooting video classroom? X☐ Yes ☐ No	$ 23,437.72	38%
B. Planning and Troubleshooting for Local Area Networks ***(DO NOT include FTE information.)***	$25,750.00	42%
C. Scheduling of Video Sites ***(DO NOT include FTE information.)***	$12,367.61	20%
GRAND TOTAL	$61,555.33	100%

Did the budget receive approval by a quorum of RTC members (6 of 9)?
All responses are based on having the RTC fully appointed. Six members of the RTC must approve the plan.

X☐ Yes

☐ No *(If no is checked, a brief explanation in the comments box must be provided.)*

COMMENTS: ***(Space can also be used for percentage explanations outside of budgets.)***

Please print this certification page, sign, and return with original signature to:

Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319

Form must be submitted to Iowa Department of Education prior to July 31, 2015

Certification of Final Financial Accounting

I am the chief financial officer for the **community college** that is charged with acting as fiscal agent for the Regional Telecommunications Council (RTC) in Region __IX__. I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete **spot audits** of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.

2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.

3. The DE must receive the **Regional Support Services Budget** before the first half of the requested RTC budget amounts are released to the RTC fiscal agent.

4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the **Certification of Final Financial Accounting Form** which is to be submitted and accompanied by the **Annual Report** by July 31, 2015.

    A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a **Certification of Accountability and Transparency Form** and a **Certification of Final Financial Accounting Form**, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: _____

Name: Suteesh Tandon, Chief Financial Officer (or equivalent)

Institution: __Eastern Iowa Community College District____ Date: July 22, 2015

X☐ LAN/WAN Support is allocated to AEA ☐ LAN/WAN Support is NOT allocated to AEA

Please print this certification page, sign, and return with original signature to:

Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319

Form must be submitted to Iowa Department of Education prior to ***July 31, 2015***

Certification of Final Financial Accounting

I am the chief financial officer for the **Area Education Agency (AEA)** that is charged with acting as fiscal agent. AEA _IX__ provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region IX___. Since AEA _IX_ receives a financial allocation of the RTC Educational Support appropriation through (Eastern Iowa Community College District), I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete **spot audits** of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.

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    A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a **Certification of Accountability and Transparency Form** and a **Certification of Final Financial Accounting Form**, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: Paula Carter

Name: Paula Carter, Chief Financial Officer (or equivalent)

Institution: Mississippi Bend AEA Date: 7/23/15