

**KAN-ED User Advisory Council**  
Meeting Minutes for August 8, 2003

**Opening:**

The regular meeting of the KAN-ED User Advisory Council was called to order at 10:00 a.m. on August 8, 2003 at the Kansas Board of Regents office in Topeka, KS.

**Present:**

Council Members – Thomas Reddick, Gloria Davis, Janet Anderson-Story, Duane Johnson, Jennifer Findley, Milt Pippenger, Greg Rasmussen, Sal Tayani, Les Lacy, David Cook, and Kay Bradt.

Staff present – Hal Gardner, Randy Stout, Eldon Rightmeier, and Chrisy Madden.

**2. Approval of Agenda**

The agenda was unanimously approved as distributed.

**3. Brief Area Reports:**

Hal introduced Chip Shockey, Managing Partner with Results Technologies Group (RTG). RTG was hired by KAN-ED to act as a neutral consulting group coordinating, evaluating, and advising KAN-ED on its it's development. KAN-ED staff and RTG staff meet weekly on Monday mornings. Following is a list of RTG staff and other consultant staff for KAN-ED and their duties for the team (see attachment for full contact information):

- Ken Tomberlin – Marketing/Needs Assessment – clarify KAN-ED message, will be talking with UAC frequently to engage in communication process, survey and create a general bed of information for deploying a consistent image and message.
- Randall White – Telecommunications Program Management/Engineering Issues. Will assist with evaluating RFP for equipment and services.
- Brent Larson – General Business and Economic Development. Clarifying regulation and legal issues.
- Paul Radke – Financial Modeling – create funding models to utilize government and private sector resources.
- Milt Dougherty – Content Consultant – managing the content element of KAN-ED, visionary for broadband technologies, video conferencing, and other techniques with an eye towards the future.
- Jan Middendorf – Assisting through her offices at Kansas State University with the evaluation and assessment piece for KAN-ED with a focus on “How is KAN-ED serving it's constituency?”
- Dave Young – Portal Development with focus on technical, design, and marketing functions.
- Kevin Oellien – Senior Enterprise Engineer, will assist in identifying appropriate vendors for KAN-ED.
- Jack Farmer – Telecommunications Rate and Routing Analysis. Will focus on to best utilize those resources.

a) RTG – Review of Work:

Milt Dougherty – Will work with regional affiliates and delegates as well as the Advisory Council and address the following questions: What do we need and want? What is available? How will content intertwine with portal development, needs assessment, marketing, etc.?

*Greg R. – Will content be working with the Technical Workgroup Committee?  
Chip – A CSCS model is being developed to intertwine the content and technical groups.*

Randall White – Working with Eldon Rightmeier and the communication and repartee between the two of them is excellent. Randall explained the CSCS (Cost Schedule Control System) tool and how it is designed to look at the whole function and put it into context. Take the statement of work and break it into bite size pieces (cost account plans for each large portion), one person assigned to manage that piece (time, money, etc.) *Several council members asked for a more frequent updates regarding Technical and Project Management. Hal assured members that a more frequent communication would start being sent and that a toolkit would be developed to help council members answer questions and still be sending one consistent message regarding KAN-ED.*

Ken Tomberlin – Explained that his role was to do more than just sign people up for KAN-ED. His goal is to identify different market segments, formulate a single consistent message for KAN-ED (What is KAN-ED? What is KAN-ED going to do for you? When will certain services be available?)

b) Dave Young – The technical component (installation of servers/software) is almost complete. Presentation part of the portal is to be ready for usability testing in early September with roll-out to the public in mid-December of this year. *Many questions were brought forward from the Council regarding the Portal. Dave will send an email to council regarding URL's they can visit that will give them examples of different portals currently on the internet.*

c) Jan Middendorf – Incorporate evaluation and you will have a solid foundation. Evaluation is also used in the marketing/communication tool. Explained that her team has been interviewing different constituents across the state and the common baseline at this point for all is professional development. Jan and her team have also been working with the Northeast Delegates to fine tune a survey that they have prepared. The pilot to all delegates and chairs in the State has closed. Ken Tomberlin has asked to include a couple of questions and those will be included. Jan says that a “real” survey would be going out before the end of August with a return in a short period (2 to 3 weeks). That means the council will have information to review in September. (See attachment for further information).

d) Eldon Rightmeier – Indicated that the RFP was in the hands of the vendors and that the bidding process being used is a negotiated bid which means there is give and take in the process, not just a sealed bid going to the lowest bidder. With a negotiated bid KAN-ED can look at intangibles that vendors may have such as service. August 26<sup>th</sup> is the targeted date for reviewing the vendor responses. March of 2004 will be the “opening of the KAN-ED network” – note everyone of course will be connected at once, but a significant amount of participants will be. (See attachment for further information).

e) Randy Stout – Randy spoke briefly about “where the money will come from”. In broad generalizations he characterized that in Kansas the majority of grants/external funding come from private sector endowments. Randy said that he will be looking at several financial

strategies such as creating enduring partnerships with universities in order to tap into federal funding, crating a structured endowment and/or trust, fee based services, grants.

**4-5. Small group discussions/Reporting out:**

Rather than breaking into two groups (due to time constraints), the entire Council and observers discussed the Agenda Setting table. After a short discussion on just one item, Milt Pippenger (Past-Chair) suggested that RTG and KAN-ED staff bring to the council at the next meeting a recommendation of goals, objectives, and timeline suggestions for review and acceptance by the council.

**Other Comments:**

Kay Bradt has agreed to accepting the position of workgroup coordinator for KAN-ED. There are two workgroups at this time: Technology and Content. Subgroups may be formed from the membership for each of the two main workgroups.

Duane updated the council on the database contracts: contracts have been sent to the vendors for signature and should be completely authorized in 7 to 10 days. Databases would be available through Blue Skyways until the portal is up and running. More information regarding how users will access the databases will be made available through the newsletter and a press release.

Randy and Hal are still meeting, evaluating, and comparing different digital media sources. Chalkwaves, United Streaming, etc.

**Adjournment:**

Greg Rasmussen adjourned meeting at 2:07. The next general meeting will be on September 5, 2003 with the place to be announced. Meetings will be tentatively scheduled for the first Friday of every month with exceptions being made as needed.

Minutes submitted by: Chrisy Madden

Approved by: Hal Gardner & Greg Rasmussen