

**KAN-ED User Advisory Council**  
Meeting Minutes for February 6, 2004

**Opening:**

Vice-Chair, Mel Chastain called the regular meeting of the KAN-ED User Advisory Council to order at 10:00 a.m. on February 6, 2004 at the Kansas Board of Regents office in Topeka, KS.

**Present:**

Council Members Present – Fred Atchison, Janet Anderson-Story, Gloria Davis, Thomas Reddick, Les Lacy, Kay Bradt, Jennifer Findley, Mel Chastain, Duane Johnson.

Council Members Absent – David Cook, Greg Rasmussen, Melinda Stanley

Others Present – Hal Gardner, Chrisy Madden, Brad Williams, Eldon Rightmeier, Randy Stout, Ken Tomberlin, Milt Dougherty, Lori Keegan, Kevin Hunnicut, Dave Young, Jan Middendorf, Linda Rucker

**Item 2 on Agenda – Approval of Agenda and February Minutes - Mel**

Minutes approved and agenda approved with corrections on some typo's.

**Item 3 on Agenda – Legislative & Other Updates - Hal**

Hal gave a brief update on experiences at the State Networks Conference in Phoenix that he, Milt Dougherty, and Chip Shockey attended. Hal also informed the council that he had presented to the Senate Commerce and House Utilities Committee meeting last week the KAN-ED Annual Report and DVD and that all reactions were fairly friendly, Brad also gave a technical and infrastructure report to the same committee. Hal then introduced the new KAN-ED Senior Administrative Assistant, Linda Rucker and she gave the council a brief history and job background.

**Item 4 on Agenda – Consultant Team Marketing Update - Ken**

Ken stated that KAN-ED was preparing to post the next version of the Annual Report within the next few days. Hope to have an updated posted the 15<sup>th</sup> of every month. Mailing Annual Reports and cover letters to all the UAC members and Delegate Chairs. Will also mail to the Telecomm Companies. Paul and Randy have been working heavily in the grant area. Jennifer suggested that he bounce ideas off the Governance Workgroup for additional feedback on Marketing related items.

**Added Agenda Item for Technical & Infrastructure Update – Brad**

Brad stated that the legal section of KBOR is working on the contracts for Network Management with KANREN. Meanwhile, staff is formalizing the Implementation Plan with the Kansas Information Technology Office and Denise Moore, KITO. Staff is meeting next week with the Teleco's on how to order circuits, processes for connecting, etc. The Technical Workgroup will also meet next week for the first time since the bid process was started. Jennifer asked when members could expect to be connected to the network and how. Brad responded that network will be ready July 30<sup>th</sup> and that he would

be working with Ken Tomberlin on the message that will be communicated for next actions for the members. That will probably be done around the same time as the Subsidy App is posted. Thomas had Brad update the council on his meeting with the Library Technology Consultant Group. Brad stated that it was going to be exciting meeting with a group of technologists from a specific sector and to have that expertise as a sounding board for ideas. Duane asked if there was a report available on the Bid conclusion. Brad stated that the State Purchasing office retains a copy of the Bid File and those are available for a fee. Much of the information is available through the Engineering Trade Study available on the KAN-ED website. Brad will provide Duane with a 1 or 2 page synopsis of the Bid File. Brad also made the council aware of the fact that there is currently an invitation for bid process out there for the independent telco's. Thomas asked about the length of the current contracts and Brad told him that the contract term is a 36 month lease, renewable in two twelve month increments up to 60 months.

#### **Item 5 on Agenda – Governance & Administrative Update - Jennifer**

Jennifer refers council to the first handout (attached) titled KAN-ED Funding Initiative Review committee. After reading the document Jennifer asked council for comments. Kay asked if the paragraph referring to committee reps. being KAN-ED members, could it be possible to have a consortium such as Ks. Independent Collage Assoc. of Libraries on the committee. Jennifer replied that it was the intention of the Governance Workgroup that members of KAN-ED be on the committee to decide who is awarded monies. The goal is to have this document in place this year and that it is definitely a work in progress and could be updated as needed next year. Mel asked if it was important or not to have a UAC liaison present when this group meets. Jennifer responded that no they would not need to be as any information they decided on would come to council for approval. Thomas moved to accept the document, Fred seconded and all voted in favor of accepting the document with the revision by Jennifer regarding relationship between this committee and the UAC. Jennifer then referred the council to the second document (attached) titled KAN-ED Content & Services Initiative. It is important to clarify that this is for Content and Services, not Technology grants or subsidies. Funds for these Content and Services Grants would need to be awarded by the end of the fiscal year. The though process behind this document is to encourage creativity and development either as a member institution or consortia of members, for products/services for the KAN-ED Network. Mel asked if there was a criteria on what the monies should go towards. Jennifer said that other than a match by each organization (which could be in-kind) no other specificities were written other than not to use for staff or rent. There will also be workshops and FAQ pages for assistance in the process to the members. Thomas asked if multiple grants could be applied for and Jennifer stated that it wasn't written specifically to omit that possibility but that they would try to award one to each constituent group first. Mel asked the level of the match and Randy responded that it was 10%. UAC agreed to review the document further and email any feedback to Jennifer and that they would vote by email, prior to the next meeting. Thomas made a motion to accept the document as a resolution that upon completion (with included feedback) approve the document as stands. Gloria seconded and all were in favor of the resolution. Jennifer stated that the next Governance Meeting would include the

discussion of the Subsidy Application process. Mel commended the Governance Workgroup on their thoroughness of tackling the tough issues in a timely and efficient manner.

**Item 6 on Agenda – Portal Development Update - Chrisy**

Chrisy noted that 3 of the 7 KAN-ED regions had been visited through the Portal roadshow and that the others would take place in the next two weeks. She stated the turnout has been relatively small but the discussion huge. Some of the most popular topics brought up by members were: Collaboration tools, contact info (directories, databases), and of course the software suggestions and online course offerings. Chrisy and Dave will be compiling the information from these shows and giving the feedback to the Development the end of February or early March. Chrisy also noted that a Steering Committee for the portal has been formed and will be meeting to help guide policy and direction for the portal. Dave added that tutorials were also a high demand service and that those would be provided for both content and for possibilities of future ideas.

**Item 7 on Agenda – Content & Services (Vendor Expo) – Milt Dougherty**

Milt updated the council on the vendor expo and noted that the event had been changed from a 1 ½ day event to a 2 ½ day event, due to a strong response in vendors interested in participating. He covered the price ranges for vendors, presentations, and sponsorships. Milt also noted that communications would be sent by all presently available means (list serves, emails, word of mouth, newsletter, and professional organizations) to encourage general participation by members. A list of presentation times and a list of vendors present will be put on the website and updated as new info comes in. Milt also noted that he had recently met with the Regents Library Database Consortium regarding continuing contracts of databases and saw KAN-ED as a type of umbrella organization to help associations negotiate in this and other areas, to function as a solutions provider. He also announced the Content Workgroup would be meeting on the 25<sup>th</sup> of February to further discuss the portal, vendor show, and product training updates.

**Item 8 on the Agenda – Enhancing Education Through Technology - Melinda**

Cancelled Topic.

**Item 9 on the Agenda – Regional Reports (if applicable) – Regional Chairs**

Cancelled Topic.

**Item 10 on the Agenda – Next Meeting Details & Adjournment - Mel**

Next Meeting, March 11, 2004 in Wichita from 1:00 to 4:00 p.m. Greg will make arrangements and email council and staff. Meeting Adjourned at 1:00 p.m.