

KAN-ED User Advisory Council
Meeting Minutes for January 9, 2004

Opening:

President, Greg Rasmussen called the regular meeting of the KAN-ED User Advisory Council to order at 9:00 a.m. on January 9, 2004 at the Kansas Board of Regents office in Topeka, KS.

Present:

Council Members – Kay Bradt, Mel Chastain, Les Lacy, Jennifer Findley, Janet Anderson-Story, Greg Rasmussen, Gloria Davis, Fred Atchison, David Cook, Thomas Reddick, Melinda Stanley

Council Members Absent – Duane Johnson

Others Present – Hal Gardner, Chrisy Madden, Brad Williams, Eldon Rightmeier, Randy Stout, Chip Shockey, Ken Tomberlin, Carol Woolbright, Lesta Jagers, Milt Dougherty, Ryan Spaulding, Lori Keegan, Kevin Hunnicut, Dave Young, Jan Middendorf, Cindi Dunn, Cindy Shuman

Item 2 on Agenda – Approval of Agenda and October Minutes - Greg
Minutes approved and agenda approved.

Item 3 on Agenda – Housekeeping - Hal

Hal announced the hiring of Kip Peterson by the Kansas Board of Regents in the Government Relations position. He also announced that Chip and Ken would arrive later with the Annual Reports hot off the presses.

Item 4 on Agenda – DVD Presentation - Mel

KAN-ED DVD was demonstrated for the council, just the beginning splash video with additional footage of Hal giving comments on KAN-ED and explaining the Annual Report. DVD will be made available in the front cover of the Annual Report. Four trailers are now completely finished and working on 3 or 4 more. Kay asked for a list of trailers and release dates. Mel will make that available. Greg asked if the trailers would be available on the web site and Mel explained that they would probably not be as they would not stream well. CD's or DVD's will be made available to council and delegate chairs. David commented on the work done and noted that it was both creative and informative. Greg commented that it would be a great marketing tool for the ambassadors of KAN-ED to help spread the message.

Item 5 on Agenda – Update on Technical & Infrastructure - Brad

Dramatic updates have occurred in the last week or two. The PNC (Procurement Negotiation Committee) made up of Thurston Smith, Denise Moore, and Eldon met on Monday, January 5th, and agreed to sign the letter to award the contracts for the KAN-ED Procurement Negotiations (RF6064.2). That launches purchasing into doing the actual contracts. On January 8th, KAN-ED received signed contracts from one of the two

vendors and verbal approval from the other (may even be signed by the end of today by other vendor). After KAN-ED has those signed contracts, we can give an in-depth, in detail analysis of how that procurement went about and what the results of the procurement were, but I can go into a lot of that already today. In some productions you have seen circulating (as in the DVD), you have seen a conceptual map of KAN-ED. In the Annual Report that will be available today, you will see what the true map is. All connections shown are OC3 connections with 135 megabits between each other. There may be some DS3's where the dotted line are. KAN-ED will spread these Juniper M7i NAPs across the State. This is a redundant network! We hit the market at the right time, otherwise costs could have been triple what they were. KAN-ED will release specs and bandwidth needs for independent telco's in the next month or two and it will be a much shorter process. Juniper has already agreed to the set costs of the NAPs in those areas. The Engineering Trade Study will be released as soon as both contracts are signed. In this you will find the cost comparisons of Juniper. Juniper is in 24 of the 25 top ISPs and used by the Department of Defense, this puts KAN-ED in good company. The map shows the set NAP locations and the potential independents. This, as said before, is an OC3 network. The current state price for one of these legs for a DS3 (45 megabits) is around \$11 to \$12K per month. We are averaging about \$5K for an OC3 (135 megabits). That is unheard of and shaking the foundation of other state government (agencies) and will more than likely have them re-evaluating the telecommunications contracts. Some of the reasons we have gotten prices like this are due to the involvement of COX (as seen in pink on the map). COX does not have to worry about a lot of the tariff rules and regulations as the other telco's such as the crossing interlada' (913/785/620). What you see in blue is an initiative that SBC put together in 1996 called the BEVS network. The BEVS network was designed to be a KAN-ED and the legislature appropriated them around 60 million dollars for that network. What happened is that by the time they got some of the infrastructure out in the field, they had to pass on costs to the schools and the schools couldn't afford to do it. So, basically, that network in blue is providing about 30 schools some video connectivity on an older JPEG type system. Those schools are in the process of moving to an H.323 video standard. So, this is a timing issue, SBC wanted to pass on that network and equipment to an educational initiative and KAN-ED represents that to them. From an erate perspective we will have multiple spin numbers (COX, SBC, Sprint) which will give us a discounted cost. The Budget Summary at the end of the Annual Report we put together as an estimated budget for 2005 and you will see the erate implications at 65%. For KAN-ED to lease the network and everything involved with that, it basically will cost \$44K per month going to COX and \$77K per month to SBC. We have estimated independent costs (which we now know are not going to be this high) at \$120K. All of this is 99.9% erate eligible. So, that network as it stands will cost KAN-ED about 1 million a year. That is astounding! Most other states are paying in the millions! Brad noted that an Implementation Plan would now be put together and that we are projecting by the end of July to have the network totally up and running. Regarding the NOC (Network Operations Center) or Network management, a new statement of work was released in December. It was made clear by constituents that it be important that the NOC be in Kansas. We asked vendors to come up with local solutions. Unfortunately, they took current state solutions and basically added 20% and wanted zero liability. That just wasn't feasible to KAN-ED. So the NOC component is not awarded

in this bid process. Right now we are talking with KAN-REN in more detail and with DISC just to see if there's anything else they might be able to do. Hopefully, these two agencies will work together to come up with a solution (one daytime and one nighttime perhaps) for a 24/7 NOC. Service initiations are hoped to happen through the portal and Eldon will be talking with the portal team about these issues as more upgrades, circuit orders, etc. KAN-ED is also in initial talks to hire a person(s) to build the database in conjunction with the portal team and their efforts. Kevin O. and Radall will be available at the next meeting to review the trade study. RTG and KANREN are currently testing the NAPs. Hal thanked the RTG group for all of the hard work. Greg asked if there was a timeline and Brad noted that that would be made available through the implementation plan but first that we plan to meet with KANWIN and KANREN soon and discuss the NOC contracts, next NAP implementation and circuits ordered in late February. KAN-ED will talk with ISPs on what their customers needs will be in order to connect. Developing a matrix for costs of internet and other services in each market area and hope to have that by early Spring. Jennifer urged that that would be an important tool once Governance started subsidy talks.

Item 6 on Agenda – Governance & Administrative Workgroup Report - Jennifer

Jennifer publicly thanked the members of the Governance group for all of their hard work. She handed out the KAN-ED Governance document (see attached) which explains who we are and how we operate. Jennifer would like official approval from the Council on this document today. References the last page on how the delegate process works and notes that it will be somewhat different in future years after this first cycle of delegates have expired. Kay moves to accept and David seconds. Greg had a question regarding appointments and moving from positions within the council. Jennifer noted that the Kansas Board of Regents set up the policy that appointments were yearly at the discretion of the appointing officer of each institution (KHA, KSDE, KSBOR, State Library, etc.). Milt Pippenger is a past-chair, not member, acting as an ex-officio. Jennifer also notes that a quorum is needed at meetings in which there are approval items. Council voted unanimously to accept the document. Jennifer next asked that KAN-ED staff send documentation to the Governance group that all delegates and alternates are in fact members of KAN-ED and that their institutions are membership eligible. Governance's next step will be working on the granting process. Goal is to bring to February Council meeting, a plan for this process. Will not start addressing subsidies until the March or April Governance meetings.

Lunch Break

Item 7 on Agenda – Evaluation Summary and Review – OEIE

Hal reiterates how important the data collection is to KAN-ED and data driven decision making when answering to the legislature, pursuing financial partnerships and other KAN-ED support. Hal then introduces Jan and her team. Jan notes that the guiding purpose of the evaluation is to assess activities and outcomes, to identify strengths of the program, and to determine areas of targeted improvement. This will be accomplished by documenting how the initiative's objectives and activities are being implemented, record the successes of specific activities for program validation, and, most importantly,

communicate evaluation results with key stakeholders such as the Council. The will do this by focusing on three things today; membership status, subsidy results, and State technical comparisons. Cindi Dunn now speaks regarding membership. We worked in three areas regarding membership; record updates, surveys, and how information gathered has been used. Membership verification – worked with staff and constituents to understand legislation, obtained official rosters from each entity (KSDE, KBOR, KHA, etc.) and used that information to make sure members were valid. Now we have a list of members and potential membership. As of today KAN-ED has 664 members. As the portal becomes active, members can sign up through the portal and the database would always be updated. Next, we wanted to collect impact data. How were decisions by KAN-ED impacting the members. Administrative, Content, and Technical contacts were needing to be collected so we knew who in each of those areas to contact with questions or needs. Ken Tomberlin then gathered information at regional meetings on the types of issues/services members had or were needing. This information was blended into the collection survey and is on the handouts (see attached). We attended the Delegate Assembly where constituents put together their planks. Connection, Content, and Subsidies for connectivity were the top vote getters. 97% of K12 were using erate funds, hospitals and libraries were only pursuing about 51-59% of erate. Lori Keegan noted the excessive response rate and congratulated the OEIE team on such a huge response rate. Cindi noted that this was done by contacting chairs and council members and letting that grassroots effort work to their advantage. Cindy Shuman then proceeded with the Subsidy part of the presentation. With the award of monies, responses were wanted by KAN-ED on what the funds were being used. Reporting the impact from use of the funds specific to internet connections before and after, primary use of the funds both as constituent groups and overall membership. To date OEIE has reviewed 438 respondents (80%). Four key areas in how funds were used included; security, internet connections, bandwidth enhancements, and public access computers. Since one of the goals of KAN-ED is to improve connectivity within the state, we wanted to look at how the subsidies affected connectivity. Information was collected on what connections were before and what they were after the subsidies. However, there were incremental changes, no one member went from a dial up to a T1 connection. But, all membership was moving towards that higher level of connectivity. All four groups are different and were starting at different levels. One of the primary areas we focused on were the respondents that answered “Other” and it turns out that most of those fit in another category and that they used their monies for two things such as connectivity and public access computers but could only mark one on the survey. It was noted that constituent groups spent their monies differently. Higher Ed on internet connection fees, routers, and security equipment. Hospital on security. K12 was more evenly distributed in all categories. Libraries used theirs for public access computers. This does not necessarily how much money was spent on each, just what is was primarily used for. Jan Middendorf then spoke of the State Network comparisons. These comparisons were done because as issues evolve with KAN-ED such as timelines for completion, network budgets, and budgets per constituent’s, these comparisons were helpful in evaluating KAN-ED’s progress. So we looked at some other states that have comparable networks (size of constituent groups and types of constituents served). What was most helpful is that it puts in perspective, others dealing with similar issues and needs such as the RFP process.

The next step was to find out what bridges have already been built, what didn't work, and what did. Timeline for completion comparisons were done with Washington, Iowa, Colorado, and ourselves. Network Budget Comparisons with these states were also done and Budget allocations per constituent group. We will continue the evaluation implementation as identified in decision and plan section, follow-up with key stakeholders for annual review, follow up with sample sites from subsidy recipients, and align data collection with network deployment Hal asked if findings were going to be published electronically and Jan noted that OEIE was still contemplating on what means to publish the findings but they would be published.

Item 8 on the Agenda – Portal Development Update – Chrisy & Dave Young

Chrisy noted that currently 148 people are testing the portal since the release at the December conference. She spoke with Lloyd Walker at KSU with the Portal Development Team and he stated that there would be no further development changes until after user feedback was collected. So, with that said she and Dave would be touring the State and collecting information from the test users. Information that is collected will then be shared with the development team by the end of February. Dave noted that users will define the roles that they play, then we will assign permission for those roles. The portal team will be looking for suggestions from Council and Regional chairs for representatives from each constituent group to serve on both the Steering Committee and the User Project Team. Chrisy also noted off topic that the KAN-ED database vendors had been sent all IP information on the 5th of January and that 2 of the 3 vendors had responded.

Item 9 on the Agenda – Annual Report - Hal

Ken handed out the Annual Report to the Council. Hal referred to the intro on the DVD and how that would help walk readers through the report. The DVD would be made available in the front cover. Updates are also planned electronically on the web site monthly. Technical and Infrastructure, Governance (policy making, grants) all gets added to the language of the annual report. This template will make doing next years report process much simpler. Hal briefly covered contents of Annual Report. Noted that it would become a great partnership tool for things such as grants, funding, and partnerships with other states.

Item 10 on the Agenda – Fort Riley Initiative - Mel

Hal noted that this started two months ago with a call from Forrest Weddle (KSDE Consultant) regarding an article he had seen in the Kansas City Star regarding communications in Iraq and Baghdad. Was it possible to do something similar to this through KAN-ED. Hal then approached Mel and the Council in November and Mel took it from there. Mel noted that it was planned to do live uplinks with either one-way or two-way video between family members on base at Fort Riley and loved ones in Iraq. They ended up creating DVD's instead due to the number of processes that would have been needed to go through and security with video to have them ready by December 4th. Four crews went to Fort Riley for five days. 500 takes were shot with about 1,500 people. DVD's were shipped the 19th of December by Military post and expected to arrive overseas by Christmas. This process showed the powerful collaboration tool that

KAN-ED can provide, if not meeting all technical needs we were still able to network the right group of people to make it happen. Hal noted that we hope to work further to make live two-way interaction possible for future communications. Randy Stout is researching grant possibilities to make it more of a learning/education activity and a better tie-in to KAN-ED.

Item 11 on the Agenda – Vendor Showcase Update – Milt Dougherty

Dates have been set for March 11 & 12 at the Radisson in Wichita. We will start with a vendor exhibit on the first day with an evening reception. With exhibits and presentations either live or on KAN-ED live the next day. Members were asked to provide name of vendors they would like to have more information on or have others see. We also contacted each member organization approving agency (KHA, KSDE, etc.) for suggestions. All Council and Delegates are expected to attend as well in members interested. This cost for participation by members is nothing and it will be covered by vendor registration. Content workgroup will be meeting before the showcase to decide more of the processes for judging the products and next steps and will work with OEIE on collection of this information.

Item 12 & 13 on the Agenda – Next Meeting and Adjournment - All

The next meetings for UAC were set as follows:

February 6th – Topeka

March 12th – Wichita - After the vendor showcase ends

April 9th – Topeka

May 7th – St. Francis with lodging available in Goodland

June 4th - Topeka

Future meetings that need a KAN-ED present will be:

USA – January

MACE – March

Tri-Conference – March/April

KASL – Janet will get contact info. for Hal as to District Meetings

Rural Health Symposium – March 10 & 11

KSDE – May

Meeting Adjourned at 2:30 p.m.