

**Iowa Telecommunications & Technology Commission
Grimes State Office Building, 1st Floor
400 E. 14th Street, Des Moines, IA 50319**

FINAL

October 17, 2012

To ensure the most efficient use of State resources, the October 17, 2012, ITTC telephonic meeting was held via a teleconference call pursuant to Iowa Code section 21.8. A teleconference call also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

Commissioners Present

Richard Bruner, Chair (on-site)

Kathleen Kohorst, Member (telephonic) *(Note: Present at the beginning of the meeting, but dropped off the call during the meeting.)*

Robert R. Hardman, Member (telephonic)

Tim Lapointe, Member (telephonic)

Shannon Cofield, Member (telephonic)

David A. Vaudt, Ex-Officio Member (telephonic)

Iowa Communications Network Staff Present:

Dave Lingren, Executive Director

Mark Johnson, Administration Director

Will Walling, Network Operations and Engineering Director

Deb Evans, Finance Manager

Phil Groner, Business Services Manager

David Marley, Network Operations and Engineering Manager

Lori Larsen, Communications Director

Jontell Harris, Government Information Officer

Carmelita Doke, Receptionist (Recorder/Minutes)

Darcy Pech, Marketing and Communications Specialist

Guests:

Marcia Tannin, Legislative Services Agency

John Korkie, Century Link

Joe Hrdlicka, Iowa Telecommunications Association

Meghan Gavin, Attorney General's Office (telephonic)

Call to Order

Chair Bruner called the meeting to order at 10:33 a.m. It was noted that a quorum of members were present for the meeting.

Approval of the 9/20/2012 Meeting Minutes

Chair Bruner moved to table the approval of the September 20, 2012 ITTC meeting minutes.

Old Business

Video Rate Discussion – Phil Groner

Two items of discussion regarding video rates:

- Clarification: Action was taken in September regarding the video rates. The Telecommunications and Technology Commission (ITTC) did approve both MPEG and IP

(Internet Protocol) video rates as presented in the September meeting. It was noted that this approval does not preclude the ITTC from reviewing these rates in the future.

- The Video Service Project (VSP) subcommittee team created rates that not only cover costs but are fair to the user group. The ICN VSP team is evaluating methods and researching companies, such as AVI systems, that have experience with pricing methods and usage. AVI Systems has a services model approach where ICN VSP team has a usage model approach. The team will review the pricing models as well as other options and provide feedback to the Commission.

The decision of approval for the video rates can be changed. Customer input will continue to be solicited until November 1.

Q. Has ICN received any feedback from the Education Telecommunications Council (ETC)?

A. ICN has not received feedback from the ETC. ICN VSP team did receive feedback from Iowa State University, the extension service and a K-12 school.

New Business:

RTC Plan Approval – Dave Lingren/ Lori Larsen

Executive Director Lingren started off explaining that ICN has received a comment that the reporting process and documentation of funding for the Regional Telecommunications Council (RTC) allocation is time consuming and cumbersome. Documentation and tracking of the services has not been required in the past. It has been requested that the form be streamlined and improved by users.

Taxpayers need to know that there is accountability with the funds allocated being spent the way the legislature intended. The RTC subcommittee will continue to use the same form and work with the users as well as the Commission for suggested improvements of information required for the reporting.

The goal of the RTC Allocation process is to provide guidance, transparency and accountability for expenditures and documentation for all allocations and tracking of support functions.

Lori Larsen presented that the ITTC RTC Allocation subcommittee met on September 24, 2012 to approve the remaining nine RTC plans. ICN staff has completed additional training sessions with schedulers and coordinators. The training sessions helped provide additional information and explained why the tracking was important for the accountability oversight of the appropriations. The tracking efforts helped provide additional information that relates to the support being provided to K-12 schools and the regional areas. ICN has communicated that this process is to be a “phased in” reporting approach.

ICN staff has worked with the different support functions to modify the tracking forms. This is an open process where the ICN will welcome feedback, suggestions and changes. Feedback and suggestions provided have already resulted in the incorporation of process changes. For example, the video technicians were satisfied with the level of communication received for the number of work orders given by the ICN service desk system. Information received from the Local Area Network (LAN) and Wide Area Network (WAN) support continues to be a learning process. In regard to the evaluation process of the Regional Video Schedulers, it seemed unfair to evaluate all the RTC areas at the same

level due to the percentage of the time being allocated toward the scheduling function which is different for each area.

Each of the RTC plans were reviewed and considered separately by the RTC subcommittee.

- RTC 2 Plan – North Iowa Area Community College, Mason City. The total allocation amount requested is \$63,858 with the first half of the appropriation requested amount of \$31,929. There was one support area outside of the 15 – 40 percent budget range which was the LAN/WAN Internet Support.
- RTC 4 Plan – Northwest Iowa Community College, Sheldon. The total allocation amount requested is \$54,892 with the first half of the appropriation requested amount of \$27,446. There was one support area outside the 15 – 14 percent budget range, the scheduling of video sites. There was also two percent allocated for small repairs to equipment.
- RTC 6 Plan – Iowa Valley Community College, Marshalltown. Total allocation amount requested is \$59,782 with the first half of the appropriation requested amount of \$29,891. There were no support areas outside of the 15 to 40 percent budget range.
- RTC 7 Plan – Hawkeye Community College, Waterloo. Total allocation amount requested is \$65,488 with the first half of the appropriation requested amount of \$32,744. There were no areas of support outside of the 15 to 40 percent budget range. In the other related support activities, three percent was indicated for gas, maintenance and troubleshooting for each ICN class visit.
- RTC 9 Plan – Eastern Iowa District Community College, Davenport. Total allocation amount requested is \$60,597 with the first half of the appropriation requested amount of \$30,298.50. One area of support was outside of the 15 – 14 percent budget range, which was the LAN/WAN Internet support. There was one percent allocated for in-state travel to Des Moines for meetings.
- RTC 11Plan – Des Moines Area Community College, Ankeny. Total allocation amount requested is \$94,017 with the first half of the appropriation requested amount of \$47,008.50. There were two support areas outside of the 15 – 14 percent budget range for scheduling of video sites with the allocation percentage of 56 percent and LAN/WAN Internet support with zero percent provided. Other related support indicated is purchase needed for supplies and maintenance of equipment repair and continued classroom activities at 11 percent.
- RTC 12 Plan – Western Iowa Tech Community College, Sioux City. Total allocation amount requested is \$65,488 with the first half of the appropriation requested amount of \$32,744. There was one area of support outside of the 15 – 40 percent budget range for video classroom support.
- RTC 14 Plan – Southwestern Community College, Creston. Total allocation amount requested is \$58,967 with the first half of the appropriation requested amount of \$29,483.50. All three areas were budgeted outside of the 15 – 40 percent range allocation. This plan includes video classroom support, LAN/WAN Internet support, and the scheduling of video sites.
- RTC 16 Plan –Southeastern Community College, West Burlington. Total allocation amount requested is \$57,337 with the first half of the appropriation requested amount of \$28,668.50.

There was no support outside of the 15 – 40 percent range. There was two percent indicated for equipment of two video loaner cameras.

Q. Has ICN met with the ETC?

A. ICN staff met with the ETC early in the process. There are two representatives on the ITTC's RTC subcommittee from the ETC (current and past chair). ICN plans to present an update to the ETC at their next meeting in.

Q. Explain the scheduling of the video sites which had a number of budgeted areas of support above the allocation. What qualifies that area budgeted to be a more expensive item?

A. The information that ICN is receiving in the monthly tracking will provide better understanding of what is required for the video scheduling and provide more specific details of the support function listed with each RTC area. Each RTC identifies and approves the percentages for the support functions.

Commissioner Hardman moved to approve the plans, budgets, and first half of the allocation of the nine RTC plans; Commissioner Lapointe seconded the motion.

Commissioner Cofield – Yes
Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Bruner – Yes

Approval of Executive Director Education Expense – Commissioner Bruner

When the ICN Executive Director, Dave Lingren was originally offered the position, he was also offered the opportunity to obtain a degree. Completion of the degree requirement will be in mid-December 2012. It is the recommendation of the Commission to approve an increase of the tuition support amount from \$10,000 to \$17,000 due to rising expenses. This increase is consistent with the intent of the original offer.

Commissioner Cofield moved for approval of additional education expense of the ICN Executive Director. Commissioner Hardman seconded the motion.

Commissioner Cofield – Yes
Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Bruner – Yes

Approval of 2013 Legislative Proposals – Mark Johnson

A request has been submitted for the Commission to move the following legislative package in its entirety for approval to the legislature for drafting and consideration. Included is the third request item of discussion. At the last commission meeting the following two requests, the equipment appropriation and the RTC funding were discussed:

- \$2.2 million equipment replacement appropriation request for voice equipment on the Complex which is over \$1.1 million, and \$1.1 million for internet protocol technology equipment to upgrade and replace aging equipment. The funding also enables the ICN to Universal Service Fund (USF) reimbursements on behalf of the K-12 schools and libraries.
- \$992,913 appropriation request for the Regional Telecommunications Councils (RTC) to provide video classroom support functions including classroom maintenance, regional video scheduling and LAN/WAN Internet consultation.

The last item not discussed is listed below:

- Also to have language drafted and adopted regarding funding that will authorize ICN to exceed the existing contracting cap so that ICN can move forward with the unified communication program.

Currently, the contracting cap is \$2.2 million and ICN's unified communications project will be a multi-year agreement that is anticipated to exceed that amount. ICN will need to receive authorization from the legislature to move forward and enter into a contract. All three of the above items will be submitted to the Governor's office for review prior to being submitted to the legislature. The equipment appropriation funding is for \$2.25 million.

Q. What is the ceiling amount that is being requested?

A. ICN's current contracting cap is approximately \$2.2 million. The original cap was established by statute at \$2 million, with an annual adjustment factor based on the Consumer Price Index (CPI). The unified communication project will clearly exceed this amount, in part, due to a multi-year agreement that will be beneficial to the project.

ICN will request a waiver to exceed the \$2.2 million ceiling. ICN is looking at a seven-year agreement for the unified communication service. Unified Communications is defined as integrating different forms of communication services such as, data, voice, and video.

Q. Was there any difficulty in adjusting the proposal to the legislature the last time?

A. No. ICN requested to enter into a contract above the amount last year to comply with the federal broadband project.

Commissioner Hardman made the motion to approve the 2013 legislative proposals; Commissioner Lapointe seconded the motion.

Commissioner Cofield – Yes
Commissioner Hardman – Yes
Commissioner Lapointe – Yes
Commissioner Bruner – Yes

Other Business/VSP update – Phil Groner

The ICN Video Service Project (VSP) team is continuing to work on the listed items from Polycom to get the core up and running. Part of the Limited Market Offering (LMO) phase continues to be on schedule for November 15, 2012, which is the release date for the LMO service for the VSP.

There was a discussion topic regarding a demo for the Commission. The only complication seen regarding the demo would involve the actual locations for installation of where the Commissioners would be attending from home or remote offices. The functionality called CMAD (Converged Management Application Desktop) on the Polycom was not scheduled to be rolled out in LMO but was a service offering added later. The VSP team will review and determine if this option can be done. The decision on this action should be given within the next 10 days and ICN will then coordinate with the Commissioners if the capability will be ready for the November meeting.

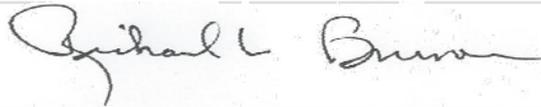
Q. Has ICN talked with the Commissioners about what the VSP team has determined?

A. No, that has not happened. Eventually, the ICN VSP team will determine what the Commissioners have at their remote offices. A camera, microphone, PC and or laptop are items required for internet connection. If these items are provided, then the demo will be connected, if not, then equipment will be provided.

Adjournment

Commissioner Cofield moved that the meeting be adjourned. The ITTC meeting adjourned at 11:17 am.

ATTESTED TO:



Richard Bruner, Chair, Iowa Telecommunications and Technology Commission