UTAH EDUCATION TELEHEALTH NETWORK BOARD MEETING MINUTES
August 19, 2016, 9:00 AM
Dolores Dore Eccles Broadcast Center and IVC

IN ATTENDANCE:

Ben Dalton	Robert Wagner	Steve Hess
Gary Koeven	Donna Morris	Scott Snelson
Ray Walker	Ray Terry	David Long
Rick Gaisford		

UETN Staff:

Lisa Kuhn	Laura Hunter	Ray Timothy
Jim Stewart	Rich Finlinson	Dennis Sampson
Jeff Egly	Kevin Quire	Deb LaMarche

Welcome and Introductions
Ray Walker welcomed those in attendance to the August 2016 UETN Board Meeting.

Tab 1.1 Orientation to New Room Equipment
Jeff Egly shared with the Board members present the new configuration and equipment that has been installed in the Dumke Conference room. There are now monitors on all sides of the room so when presentations are being made, there are now several locations for viewing. There are also new microphones in the room so people no longer need to remember to turn on speakers. Along with the new video equipment, there are new chairs and tables.

Tab 1.2 Minutes from the Previous Meeting
Minutes from the May 20, 2016 meeting have been published and are presented for approval. **A motion was made and seconded to approve the minutes. THE MOTION CARRIED.**

Tab 2.1 Advisory Council Reports
Deb LaMarche shared with the Board that the materials from the UTN Advisory Council meeting on August 4th can be found on the link http://utn.org/about/advisory.shtml. Deb shared that Rep. Ken Ivory is a champion of telehealth and would like to see legislation going forward for support of the telehealth network.

Rick Gaisford reported on the UEN Advisory Council meeting that was held on August 12th and unfortunately did not have a quorum that meeting. Rick did share that updates were given on the American Graduate Grant program and the new application that was launched nationwide and that Jeff Egly gave a report on the Daggett and San Juan potential upgrade initiatives.

Tab 2.2 Executive Director's Report
Ray Timothy gave a brief update on a few of the ongoing projects and initiatives.
> *Digital Teaching & Learning Initiative-the website is up and running and can be found on http://www.uen.org/digital-learning.
> *Friday Institute-this is the consulting firm that has been hired to assist UETN in working on the DT&L Grant program.
> *Bootcamps have been scheduled and information and registration can be found on the Digital-Learning website.
> *LeaRn Pilot program is moving forward.
> *Utah State University-TSSC visit with Senator Hatch was well received and Sen. Hatch was very appreciative of the tour and learned a lot about what goes on behind the scenes.

Rich Finlinson shared two awards that UETN received this last year. One was for the 2015 Communication Plan and the second was for the 2015 UEN Tech Summit. Congratulations for a job well done.

To see Upcoming Events for the end of August and September please refer to Tab 2.2.

Ray spent a few minutes going over the FY2016 Projects and Initiatives in our 4 areas of interest-Network Services; Application Services; Support Services and Operations. A complete detailed list of these can be found in Tab 2.2.

Tab 3.1 FY2017 Base Budget
Ray Timothy shared with the Board the attached FY2017 Base Budget. It was discussed previously at the May meeting and is now being presented for approval. They highlighted once again the ongoing budget request and the One Time Funding requests. **A motion was made and seconded to approve the FY2017 Base Budget. THE MOTION CARRIED.**

3.2 Board Elections
With Doug Wright's retirement, Board members have been asked to consider electing a new Vice Chair at this meeting or to defer action on this until the next meeting. There are two new Board members and they are David Long and Ray Terry who both represent Public Education. There was discussion about who, if anyone was interested in being the Vice Chair. To see the list of Board members and their term dates, please refer to the list of Board members which is attached. **A motion was made and seconded to postpone the election of a Vice Chair until the September Board Retreat. THE MOTION CARRIED.**

3.3 Advisory Council Membership
The UEN Advisory Council proposes new recommendations for council membership that will require Board approval. The changes include replacing members whose terms have expired or otherwise are unfilled, and adding new constituent groups to the Council based on community need.

Replacing members:
        *Representing Teacher Education Faculty: Tony Pellegrini (SUU) to replace Nicole Wansgard (SUU)
        *Representing District IT Directors: Tim Smith (Cache District) or Scott McCombs (Canyons District) to replace Jon Crawford (Emery).

New constituent groups to include:
        *Representing K-12 Professional Development: Tiffany Hall (Salt Lake City SD)
        *Representing USHE Chief Diversity Officers: Roderic Land (SLCC)
        *Representing the UTTC: Their current Chair is John Louviere (USU)

A motion was made and seconded to approve Tony Pellegrini and Scott McCombs to replace outgoing Advisory Council members. It was also moved to have Tiffany Hall and Roderic Land represent new constituent groups. It was also moved to have the current UTTC chair serve as representative of that group on the Advisory council. THE MOTION CARRIED.

Laura Hunter also shared with the Board members that some areas of the Advisory Council guidelines will now have to be changed and she agreed to draft these changes and bring back to the Board at their next meeting.

4.1 Software Contracts and Update
Laura Hunter reported to the Board members that three software contracts have been completed. The closed captioning RFP had three providers that were selected and their services integrate with Kaltura and Canvas. The proctoring solution for online exams and Proctorio was selected as the provider. The EverFi license has been expanded and renegotiated.

Discussion was also held in regards to the Canvas License Fees-should a software infrastructure legislative request from UETN include USHE and UCAT Canvas increases? It was shared that the Advisory Council support for legislative funding to cover the increase in costs. There will be more discussion regarding this topic at the next meeting.

Laura Hunter reported to the Board members that USHE Schools have saved $1.2 million in software licensing costs through UETN-managed contracts.

It was also suggested that another topic for future discussion be the IT Security (Baseline Policy and Duo Authentication).

4.2 E-Rate Modernization
Jeff Egly gave an update on fiber connectivity for schools in the Daggett and San Juan counties. Jeff strongly recommends that the Board members refer to the attachments for the maps of these areas and the proposed projects. These projects will not only serve the schools in these areas but also provide additional services to the communities in which they reside. There are a lot of factors regarding this project and something the Board needs to take a deeper dive into. Hopefully there will be some time to discuss this more at the upcoming Board retreat.

4.3 Awards to UETN
Rich Finlinson previously shared the award recognitions UETN has received.

5.1 Calendar
The next meeting of the UETN Board is September 30th for a full day retreat. The purpose of the retreat this year is to provide an overview and orientation to many of the services provided by UETN and foster interaction among Board, Council and staff members who manage those services. There will be a survey coming out next week to determine the services you would like included at the retreat or for future meetings.

Please refer to the attached Planning Calendar for other activities.

Other Upcoming Meetings:
October 28, 2016 Friday at 9:00am
December 7, 2016 Wednesday at 9:00am

A motion was made and seconded to adjourn the May meeting. THE MOTION CARRIED.

Respectfully submitted,

Denise Elwood
UETN Board Secretary