

ILLINOIS CENTURY NETWORK

SEPTEMBER 23, 2004 POLICY COMMITTEE MINUTES

Submitted for: Action

Summary: Distribution of the September 23, 2004 minutes for review by the Policy Committee.

Action Requested: Adoption of the September 23, 2004 minutes.

Recommended Motion: *That the ICN Policy Committee adopts the September 23, 2004 minutes with any edits as noted.*

ILLINOIS CENTURY NETWORK

SEPTEMBER 23, 2004 POLICY COMMITTEE MINUTES

Pete Ashi asked Lori Sorenson to facilitate the meeting as he was participating via audio conference. Lori asked Cindy Daniele to call the roll.

Members present: Pete Ashi, TM Floyd; Virginia McMillan, Illinois Community College Board; Bruce McMillan, Illinois State Museum; Jean Wilkins, Illinois State Library; Jay Carlson, Central Management Services; Marianne Stanke; Alan Burgard Illinois State Police.

Invited Guests: Cindi Hitchcock, Central Management Services; Lynn Murphy, Central Management Services.

Lori indicated that there were enough members to constitute a quorum.

Jay asked about the members still listed who no longer held the position which framed their appointment. Lori said that the question should be addressed to John Stove, legal counsel, for an opinion. Jay agreed to follow up with John.

Opening Remarks / Announcements

Lori began by telling the Policy Committee that Clay Slagle had been designated by the Illinois State Board of Education to replace Lugene Finley who recently retired. Thomas Lamont was designated by the Illinois Board of Higher Education in his new position as Executive Director. Lori said she would follow up with both new members to acquaint them with their role on the Policy Committee.

Old Business

As there was no quorum at the last meeting, Lori indicated that the Policy Committee needs to take action to adopt the minutes listed under old business on the agenda.

Motion: Jean moved; Jay seconded that the Policy Committee adopt the minutes from March 24, 2004. Motion carried.

Motion: Jean moved; Jay seconded that the Policy Committee adopt the minutes from May 12, 2004. Motion carried.

Motion: Virginia moved; Jay seconded that the Policy Committee adopt the minutes from May 19, 2004.

Moving on to the 2004 Advanced Engineering Taskforce report, Lori reminded the Policy Committee that Gary Wenger, AET chair, provided a summary of the report, highlighting the recommendations at the last Policy Committee meeting. In addition to seeking acceptance of the report, Gary also proposed membership and attendance requirements for AET members in order to insure participation. William Barnett, Vice President and Chief Information Officer for the Field Museum, was recommended to replace Alan Newman, formerly with the Art Institute of Chicago. Lori indicated that she had spoken with Bruce McMillan and had received his support and endorsement for this recommendation.

Lori asked for a motion to accept the 2004 AET report.

Motion: Jay moved; Jean seconded that the Policy Committee accept the 2004 Advanced Engineering Taskforce report. Motion carried.

Motion: Bruce moved; Jay seconded that the Policy Committee confirm the appointment of William Barnett to the AET as a replacement for Alan Newman. Motion carried.

New Business

Lori asked for approval of the June 16, 2004 minutes.

Motion: Virginia moved; Jean seconded that the Policy Committee adopt the June 16, 2004 minutes. Motion carried.

BCCS Organization

Lori provided a brief update of the ICN and the recent consolidation into the Central Management Services Bureau of Communication and Computer Services. Lori reminded the Policy Committee that Jay Carlson serves as the Deputy Director for this bureau. One of the primary reasons for consolidating the ICN within this bureau is to move the telecommunication activities in the State onto one network, allowing the State to leverage the investments in telecommunications and data networking. At the November PC meeting Lori plans to ask the network engineers to provide an update on the network upgrades. This item focuses primarily on the organizational aspect of the ICN within BCCS.

Lori went on to say that the ICN has essentially become a service of BCCS and is provided to traditional ICN constituents, as well as state agencies. The ICN engineering group has been aligned with the CMS engineers under the Chief Technology Officer. Tony Daniels. Also included in this group are the ICN Regional Technology Centers, the NOC, the CMS video network, and IWIRE.

In keeping with Jay's commitment to training and professional development, a new area, Workforce Logistics and Training is being established in BCCS. Julie Moscardelli will lead this area. Due to her experience with the ICN training policy and procedures, Jessica Feller, ICN human resources officer, will also join this group. A comprehensive training plan is being developed to ensure that BCCS personnel have the training they need.

Cindi Hitchcock and her staff have been aligned under the BCCS fiscal area, headed by Paul Romiti, Chief Financial Officer. Key performance indicators will be kept by Ted Hasara, Chief of Staff. Lori indicated that she had moved into the BCCS Chief Operating Officer position and has responsibility for customer service and provisioning for cellular, data, and voice. A new group, Agency Relations, has been created to provide a customer contact for each agency as they work with BCCS. Lynn Murphy is heading up this area and will also be responsible for marketing and communication for BCCS.

The further development of the Remedy system, headed up by Rachelle Caldwell, also falls under Lori's area and will be expanded for use across BCCS. Jim Matthews, Chief Information Officer, is responsible for the IT functions, which includes operations and application development.

Jean Wilkins asked Lori if she was still available to visit constituent groups, like the library community. Lori said she would welcome those invitations and if she was unable to attend, someone from the Agency Relations staff would be available.

Jay asked Lori if she wanted to address how the organization had decided to fill the void created by the departure of Karlin Sink, a question that had been raised at the last meeting.

Lori responded by saying that they knew it would be difficult to fill Karlin's shoes with a single individual, so his areas of responsibility were divided into several different areas. Sesh Iyengar has been hired for the architecture and strategy area; Maurice Flynt has been brought on board for his experience in telecommunications networks; Jean Taylor continues in her role with Network Design and Engineering; and Mike Bernico has been promoted to Senior Network Engineer to work on the network migration project.

Jay added that he felt the new engineering team was very strong and would be doing great things for BCCS.

Virginia asked if the staff were located primarily in Springfield or Chicago.

Lori responded that the staff locations had remained unchanged and that current vacancies were in the process of being filled so that all locations would be fully staffed. Due to the expected increase in support needed for the addition of the state agencies onto the network backbone, a Springfield based "regional technology center" is being created. Jay asked Lori to comment on the network operations center.

Lori responded that by combining the resources available from the ICN, the agencies, and the CMS NOC, there will be a 24 by 7 fully staffed tier 2 NOC.

Lori asked if there were any other questions. Hearing none, Lori asked Cindi Hitchcock to provide the budget update.

Budget Update

Cindi provided a brief explanation and overview of the final, but un-audited FY 2004 budget report, and went on to explain the FY 2005 budget.

Jay asked if Cindi had been working with Paul Romiti to make sure that the planned network upgrade was captured in the budget. Lori responded that Cindi has had some exposure to the numbers and that the information will be reflected in the budget.

Jay went on to explain to the Policy Committee members that the network upgrade represented a significant commitment of approximately 20 million dollars to ensure that the network would be able to meet the needs of the State for a relatively decent period of time. He asked if this level of commitment helped to alleviate some of the initial concerns that the state would not keep the network a high priority after the consolidation.

Jean said that the library community in the state was very appreciative of the news, as the libraries represent big bandwidth utilization and libraries that aren't connected to the ICN are being encouraged to do so. Of special concern are libraries located in the western region of the state where connectivity options are fewer and more expensive. Jean added that the network upgrades may help eliminate some of those barriers.

Pete asked Jay how future upgrades would be handled. Jay responded that the network is being designed to accommodate state agency traffic as well as continue to serve the traditional ICN constituents and that the capability to expand the network as needs increase will be there. Jay went on to say that even with the addition of the state agency traffic, the current upgrade will be able to handle the traffic for the near future. Jay asked Lori if this wasn't one of the more significant investments in the ICN.

Lori replied that this would be the greatest single investment in the network since it moved from LincOn to the ICN. In addition to increased capacity on the backbone, the upgrades will add redundancy at the core on the hardware layer, a move that was previously unaffordable.

Lori asked if there were any other questions or concerns. Lori and Pete thanked Cindi for the report and moved on to the next item, cost recovery.

Cost Recovery

Lori began by indicating that this item had not been sent out in the agenda packet and apologized for the late delivery of this item. Lori reviewed the initial decision to

implement a cost recovery plan in 2002, mentioning that it was an effort to maintain the excellent quality of the network while meeting the increased demands brought about by the addition of many new constituents. The state budget allocation was used to fund the backbone and provide bandwidth for the primary constituents, while permissive constituent groups were charged for the bandwidth at the ICN's cost. Primary constituents can also purchase additional bandwidth at the same rate. The policy and rates are reviewed each year.

Lori indicated that the recommendation for Fiscal Year 2006 is that baseline bandwidth allocations for primary constituents remain the same, and the rates for purchasing additional bandwidth would also remain at the Fiscal Year 2005 level.

Based on feedback from the spring regional information sessions, Lori went on to say that additional considerations for bandwidth allocation and pricing will be brought to the Advanced Engineering Taskforce for review during the coming year. Among the issues to be explored is the ability to reduce bandwidth during the summer months when many of the educational constituents see a drop in network utilization. The AET will be tasked with investigating this idea and coming up with a policy and process to implement this if it is economically and technically feasible. The contract language with the Internet egress providers will also have to be reviewed.

Another area that will be explored is the means to provide some additional benefit for those institutions who voluntarily submit their E-Rate forms to the ICN so that the ICN can apply for funding for the backbone based on the number of eligible constituents. As all of the ICN constituents benefit from the monies received under this program, regardless of participation, it occurred to the management that there should be some sort of extra benefit for those who do comply and actively participate.

Jay asked Lori if she could articulate the impact of the funds received from this program.

Lori replied that the E-Rate funds make the difference in whether or not equipment can be upgraded. During a period two years ago, the program was behind in payments and the ICN was just able to maintain status-quo with the network and was unable to move forward with upgrades. Lori added that this unpredictability of the funding was the very reason that E-Rate funds are not reflected in the ICN budget until they are actually received. Lori asked the Policy Committee members if they had any thoughts on what might be done with regard to adding an extra benefit of some sort for those institutions that participate in the program.

Jay asked if the AET had anything to offer in this regard.

Lori said that it had been discussed at the last meeting and they were leaning away from a policy decision on this, but would rather see an incentive of some sort be put in place.

Jean reiterated that the library community overall had very strong feelings on the issue of filtering which is a requirement for participation in the E-Rate program. Jean also

mentioned that the process was quite laborious for smaller libraries that did not have the staff resources to take the time required to complete the paperwork. A brief discussion followed of possible incentives that could be brought to bear on this issue. Lori said that she was cognizant of the library community's concern and that's why the AET and others didn't think that this decision should result in the development of a policy.

Jay asked if there was anyone on staff who could serve as an E-Rate resource and help the schools and libraries. Lori replied that through the reorganization at ISBE, the K-12 community has lost their statewide E-Rate contact and by default constituents are contacting the ICN. Due to the amount of money that the ICN consortium application potentially brings to the State, the staff pursues the application and paperwork, although it does require a great deal of work.

The other issue that will be taken up by the AET is the issue of bandwidth calculation for constituents who have formed their own network to share a connection to the ICN. In many cases, the constituents are actually penalized for doing this, as their combined enrollment qualifies them for less bandwidth than if they all connected separately. Not many constituents would be impacted by this change, but the AET is going to proceed with an analysis to determine the long-term sustainability of making a change like this.

Lori finished up by saying that the BCCS leadership team would be working with the fiscal team over the next year to look at the network costs and may reevaluate rates in light of the changes brought about by the network upgrades and the addition of the state agency traffic. At this point it was still too early to measure the full impact and that led to the recommendation to leave the cost recovery bandwidth allocations and costs the same for Fiscal Year 2006.

Lori apologized again for getting this item out late and encouraged the Policy Committee members to feel free to call with comments or suggestions throughout the year while these issues were under review.

Lori asked if there was any other business to conduct.

Jay indicated that he and Pete would talk to Director Rumman about making a courtesy call to some of the Policy Committee members regarding participation at meetings. Pete added that they would also look at the term lengths and expirations to make sure that everything is up-to-date.

Jay added that he would like to invite Director Rumman to a future meeting to meet the Policy Committee members. Everyone agreed that this would be a good idea.

Lori said that an update on the technical upgrades, network migration, and the addition of state agency traffic would be provided at the next meeting.

Lori announced that the next meeting is scheduled for November 17, 2004 and that two video locations will be available for participation, in addition to the audio bridge. Lori asked for a motion to adjourn.

Motion: Jay moved; Jean seconded that the meeting be adjourned. Motion carried.