



# UC2B Policy Board Minutes

## Regular Meeting

February 3, 2011

### Location:

Douglass Branch Library Board Room  
504 E. Grove, Champaign, Illinois

Committee Members Present: Abdul Alkalimat, Mike DeLorenzo, Deborah Frank Feinen, Fred Halenar, Richard Schnuer, Bill Gray as proxy for Brandon Bowersox, and Bill DeJarnette as proxy for Pete Resnick

Committee Members Absent: Rev. Zernial Bogan, Brandon Bowersox, Minor Jackson, and Pete Resnick

### Others Present:

Mike Vrem, Champaign Telephone  
Ray Mitchell, Volo Broadband  
Peter Folk, Broadband Access Committee  
Mike Smeltzer, University of Illinois  
John Kersh, University of Illinois  
Bob Miles, University of Illinois  
Brittney Eckels, University of Illinois  
Tony Vandeventer, City of Champaign  
Paul Duke, Shive-Hattery, Project Manager  
Rev. Eugene Barnes, Metanoia Center Inc.  
Rev. Larry D. Lewis, Bethel A.M.E.  
Mark Toalson, City of Champaign

The meeting was called to order at 11:50 a.m. by Committee Chair Feinen.

**Approve Agenda:** Committee Member Halenar, seconded by Committee Member Gray, moved to approve the agenda. Motion to approve was passed by a voice vote.

**Approve Minutes:** Member Halenar, seconded by Committee Member Alkalimat, moved to approve the minutes of the January 20, 2011 Policy Committee Meeting. Motion was passed by a voice vote.

### Action Items:

**A. Grant Required Approvals:** No action taken.

**B. Approvals of Items Forwarded from Technical Committee and its Subcommittees Including OSS/BSS RFP Specifications:** Committee Member Halenar stated that after the Policy Committee adopts the Operational Support System/Business Support System Request For Proposals (OSS/BSS RFP) Specifications, the Technical Committee will work on creating evaluation criteria. UC2B needs to think about whether UC2B could contract for system and business support services as opposed to hiring staff and buying software. However, as construction gets started, it will be important to have several modules operational, such as the modular to help keep track of inventory that is going into the build. Other modules can be added as needed. Due to the lack of regular Committee Members, Committee Chair Feinen stated that this item will be put on the February 17<sup>th</sup> agenda.

**C. Amendments Proposed to By-Laws:** No action taken.

**Discussion Items:**

**A. Discussion of Timeline:** Committee Member Halenar stated that updating the timeline is becoming more critical. He will work on updating the timeline with Mike Smeltzer.

**B. Technology Committee Report:** Committee Member Halenar stated that the last Technology Committee meeting was canceled because of the snow storm.

**C. Review of Fred Stavins Memo on Types of Organizations:** Committee Chair Feinen stated that the memo prepared by Fred Stavins is an overview to help the Committee develop its thinking about how UC2B should be structured.

Committee Member Halenar stated that the University hired a consultant to look into what kind of model might work best, and he questioned whether UC2B will be able to compare the two reports. Mike Smeltzer stated that the University's report has not been completed, but it should be ready in a few weeks. The University has seen Attorney Stavins report and commented that there are a lot of parallels. Committee discussion included:

- Getting expert help
- Joint Powers agreements. It is not sure whether the University can enter into a Joint Powers agreement.
- The attorneys, or a representative of the attorneys, should attend the Policy Committee meeting to discuss organizational structures.

**D. Review Letter from Ministers:** Committee Chair Feinen stated that the Policy Committee and the ministers will have an in-depth conversation on the ministers' proposal February 24, 2011.

**E. Review of Anchor Institutions – Map/List:** Committee Chair Feinen stated that the Policy Committee has received updated anchor institution maps and lists. John Kersh stated that one map shows all of the anchors that were in the original grant application,

another map shows the original anchors with additional anchors including the six sites that were approved at the January 20<sup>th</sup> Policy Committee meeting, and another map shows anchors that were put on a waiting list. Mike Smeltzer stated that the waiting list does not print correctly and that he will re-send it.

**F. Marketing Message and Plan:** John Kersh stated that the Marketing Subcommittee last met on January 25<sup>th</sup>. Moving forward as a group, the subcommittee needs to find out what the immediate issues to be addressed are, and what messages are needed to be delivered to which audiences. The next meeting will be February 8 at the Champaign Main Library at 11:45 a.m.

Some changes have been made to the UC2B website. A contact form has been added, and people who are interested in service, being a potential vendor, etc. can provide their contact information there. UC2B Committee discussion included:

- Adding the contact information to the agenda distribution list. Currently the agenda distribution list is through the City of Champaign's e-mail system, not a list server. Changes can be made to the website, such as RSS feeds or a subscription service, to notify interested people when website information has been added or changed.
- Updating the Frequently Asked Questions sheet and posting it as UC2B's front page. Committee Member Halenar stated that the FAQ would vary depending on the audience (businesses, citizens, anchor institutions, etc.).

Mr. Kersh stated that some marketing materials have been approved by the Marketing Subcommittee and they are being translated into Spanish before going to the printers. The Job Fair that was scheduled for February 1 was canceled due to weather conditions. It has been rescheduled to February 16, 2011 at the Douglass Community Center from 10:30-2:00. Committee Member Bowersox and John Kersh will have a table there representing UC2B.

Committee Member Schnuer stated that he would like the Marketing Subcommittee to be involved in the discussion with the ministers on February 24<sup>th</sup> to get their thoughts on how the minister's proposal relates to the marketing plan.

Mr. Kersh stated that Todd Rent, City of Urbana, wants to do a UC2B public service announcement about the website and use the contact form. If the Policy Committee agrees with the idea, Mr. Kersh will give Mr. Rent the go ahead. The Committee agreed by consensus.

**G. Employment Hiring Practices and Process:** No discussion took place.

**H. Grant Budget Update – Quarterly Report:** Committee Chair Feinen stated that the Committee has received the Quarterly Report and opened the floor for discussion. Committee discussion included:

- When should in-kind contributions and staff hours be submitted and in what format? Mike Smeltzer stated that will be part of the sub-award process.

Previously submitted time will be entered into the University's accounting system once the sub-awards are finalized.

- The University is in the process of changing the way the grant funds will be managed administratively. Facilities and Services (F&S) will manage the portion of the budget concerning construction. Campus Information Technology and Educational Services (CITES) will manage the portion concerning everything else.
- The Policy Committee would like a detailed budget that can be used to make decisions for the February 17<sup>th</sup> meeting. Committee Member DeLorenzo and Mike Smeltzer stated they will get a copy to the Committee.
- The relationship of the lead agency and the Policy Committee. The budget should be approved by the Policy Committee and any changes should be presented to the Policy Committee. While it is true that the lead agency's rules or policies dictate the process, decisions are not final until the Policy Committee has approved them.
- Staff time could be part of both the F&S budget and the CITES budget, not just the CITES budget. The University should discuss the level of funding for both sub-award budgets with the Policy Committee.

**I. Pedestal/Cabinet Locations:** Committee Chair Feinen stated that Committee Member Bowersox requested that this item be put on the agenda. He suggested delegating this to Public Works staff. Paul Duke is already working with Public Works staff. Mr. Duke stated that the technology choice of Active Ethernet will require the discussions to start over because the cabinets will require power. He will work with Public Works staff and let them go through their processes before providing a recommendation to the Policy Committee.

**J. Shared Information on Other Broadband Projects Or Topics Relevant To Our Project:** Committee Member Alkalimat asked what happens after the Quarterly Report is sent in. Is there a method for judging our project relative to the other projects in Illinois and nationally? Will the National Telecommunications and Information Administration (NTIA) make changes if it appears that meeting the two year deadline for having 67% of the grant spent will be a problem nation-wide? Mike Smeltzer stated once the Quarterly Report is sent in, NTIA will let him know if something needs to be changed or if it is okay the way it is. It will go through a review process and then it will be posted to NTIA's website. At some point, NTIA or Congress will start creating comparative reports but there are not any other NTIA funded projects like UC2B's. NTIA will discuss options closer to the two year, 67% deadline but until then everyone should be doing whatever is possible to meet the deadline.

**K. Update on Entities Interested In Utilizing Service:** No discussion took place.

**Tasks To Complete For Next Meeting:** No further discussion or action taken.

**Items For Next Meeting's Agenda:** No discussion or action taken.

**Public Participation:** A UC2B Policy Committee meeting had been scheduled for January 31 to make a decision between two vendors for the Electronics RFP but the meeting was canceled. Ray Mitchell asked what decision had been made. Mike Smeltzer stated that a decision by the Policy Committee was not needed because something had been left off the initial financial calculations and when the calculations were done correctly, one vendor won the whole RFP using the pre-established evaluation criteria. The RFP will go to the Board of Trustees at its March 23<sup>rd</sup> meeting. It will be posted to the State's procurement website by March 9<sup>th</sup> and Mr. Smeltzer will notify the Committee by email as soon as he is notified. It is possible that the Policy Board will still need to make a decision on the issue of what technology to employ.

**Board Comments:** None

**Next Meeting:** Committee Chair Feinen stated that Grant Required Approvals will be the only agenda item for the February 10 meeting, and February 17 will be a normal meeting. Grant Required Approvals and a discussion with the Ministerial Alliance will be the agenda for the February 24 meeting.

**Adjournment:** The meeting was adjourned at 1:08 p.m. by Committee Chair Feinen