

# Illinois Century Network

## Policy Committee Meeting Agenda

April 20, 2009  
1:00 p.m.

**ILLINOIS CENTURY NETWORK  
POLICY COMMITTEE  
MEETING AGENDA  
April 20, 2009  
1:00 p.m.**

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**Next Meeting – July 20, 2009  
Illinois Community College Board, Springfield  
James R. Thompson Center, Chicago**

**ILLINOIS CENTURY NETWORK**

January 23, 2009 POLICY COMMITTEE MINUTES

<b>Submitted for:</b>	Action
<b>Summary:</b>	Distribution of the January 23, 2009 minutes for review by the Policy Committee.
<b>Action Requested:</b>	Adoption of the January 23, 2009 minutes.
<b>Recommended Motion:</b>	The ICN Policy Committee adopts the January 23, 2009 minutes with any edits as noted.

## ILLINOIS CENTURY NETWORK

January 23, 2009 POLICY COMMITTEE MINUTES

Greg Wass called the meeting to order.

### Members present:

Greg Wass, Office of the Governor;	Mike Dickson, Western Illinois University;
Scott Norton, IL State Board of Education;	Bonnie Styles, IL State Museums;
Chet Olson, Mayor of Rochelle;	Amy Edwards, IL Board of Higher Education;
Kathleen Bloomberg, Illinois State Library;	

### Springfield staff and guests:

Lori Sorenson, Central Management Services;	Stacey Mattera, Central Management Services;
Tom Oseland, Central Management Services;	Kirk Mulvany, Central Management Services;
Robin Woodsome, Central Management Services;	Cindi Hitchcock, Central Management Services;

### Announcements and Remarks

Greg welcomed everyone and thanked them for coming.

### Minutes

Greg introduced the first item on the agenda, the approval of the minutes from the January 23, 2009 meeting. Greg asked for a motion to approve the minutes. Mike Dickson motioned that the minutes be approved. Chet Olson seconded the motion. Motion carried.

### ICN Cost Allocation Review

Lori distributed a cost allocation summary for fiscal years 2008-2010. The summary shows a projected deficit for fiscal year 2009 and 2010. Lori explained that migrating the backbone network to state-owned fiber will reduce the ongoing operating costs to within current and projected revenues at the same time providing almost 10 times the amount of bandwidth to constituents. CMS plans to use cash reserves in the Communications Revolving Fund to finance the backbone migration.

### Communications Management Center (CMC) Overview

Robin presented an overview of the responsibilities and capabilities of the Communications Management Center (CMC). The CMC provides 24x7 network monitoring and help desk support. Robin explained how the CMC works closely with the State Emergency Operations Center (SEOC) during severe weather or emergency situations. Working together, the CMC and SEOC prioritize service restoration and provide coordinated communication to appropriate officials.

Robin also provided an update on efforts to explore the possibility of locating commercial content provider servers at ICN POP sites as a way of providing more direct and dependable connectivity for schools subscribing to the service. By locating the content on the backbone, it reduces the operating cost for the ICN, increases performance for the constituent, and most likely decreases the operating cost for the vendor. ICN is aware of many of the commonly used K-12 content providers as a result of working

with individual school districts. Policy Committee members suggested that the ICN survey constituents to identify the other content providers currently in use or under consideration.

### **E-Rate Update**

Tom Oseland reported funding has been approved for the ICN 2007 e-rate application. A total of \$947,048 in funding reimbursements has been received for this funding year.

The ICN 2008 e-rate application remains at the “initial review” stage with USAC. However, information and documentation recently requested by USAC reviewers has been supplied for this application and it should be moving forward soon.

The Year 12 (2009) e-rate application process has begun. The application filing deadline is February 12, 2009.

The auditing firm KPMG was selected by USAC to conduct a compliance attestation examination of the ICN e-rate application process. The examination involves e-rate funding requests made during Fiscal Year '08. The examination will cover funds received from three different ICN e-rate applications. Auditors began their field work on Tuesday, January 20<sup>th</sup> and will be working onsite for approximately five weeks.

### **Network Update**

Kirk Mulvany provided an update on coordination with Western Illinois University and McDonough Telephone Cooperative in the Macomb area to extend the Cooperatives fiber network to the ICN POP. This connectivity will result in higher speed, alternative connectivity options for constituents in Macomb.

Kirk reported that work continues on the fiber acquisition and discovery efforts. The fiber construction projects are nearing completion for the “South Build” in Springfield (HCF to Level 3 facility) as well as the build out from 1-270 into the ICN POP in Collinsville.

The ICN Network Services team has also been working to add additional physical and logical network redundancy capability for State Agencies in Springfield. This is a tangible example of how the ICN can be leveraged to help address disaster recovery and business continuity needs.

Policy Committee members discussed the importance of having state-owned fiber to meet the future bandwidth needs of the network. Greg asked if there was support for sending a letter to the Governor, on behalf of the Policy Committee, urging the adoption of policies to include installation of fiber cabling in road construction projects. Mike Dickson so made a motion. Chet Olson seconded the motion. Motion carried.

### **Statewide Security Forum Update**

Mike Dickson provided an update on efforts on the statewide security forum. Mike has been working with Jeff Thompson from CMS to move this effort forward. The greatest difficulty has been to identify the higher education Chief Information Officers as many institutions do not use this formal title. The plan is to implement a portal to share information and encourage communication. Mike mentioned that Cisco is willing to participate in knowledge sharing. Once

the portal is operational, it will be expanded to community colleges and eventually K-12 institutions.

Greg Wass motioned to adjourn the meeting. Bonnie Styles moved the motion and Scott Norton second the motion. Motion carried.

**ILLINOIS CENTURY NETWORK**

ICN Policy Committee Ethics Officer

**Submitted for:** Information

**Summary:** This item provides information that requires each Board / Committee to designate an Ethics Officer.

**Action Requested:** None

## ILLINOIS CENTURY NETWORK

ICN Policy Committee Ethics Officer

The Ethics Act requires that each Board/Committee has a designated Ethics Officer. Debra Matlock is the Ethics Officer for Central Management Services and will serve as Ethics Officer for the Illinois Century Network Policy Committee. Her contact information is listed below;

Debra Matlock, General Counsel and Ethics Officer  
Department of Central Management Services  
100 West Randolph Street, JRTC-Suite 4-500  
Chicago, Illinois 60601  
312-814-2322  
[Debra.matlock@illinois.gov](mailto:Debra.matlock@illinois.gov)

Following is language relating to Ethics Officer responsibilities, designation and related requirements.

### **Designation Process**

The process by which Ethics Officers for State agencies, departments, boards and commissions are named is prescribed within the State Officials and Employees Ethics Act (5 ILCS 430/20-23), which states,

“Each officer and the head of each State agency under the jurisdiction of the Executive Ethics Commission shall designate an Ethics Officer for the office or the State Agency.”

Furthermore, the State Officials and Employees Ethics Act defines (in part) a "State Agency" as:

“... all officers, boards, commissions and agencies created by the Constitution, whether in the executive or legislative branch; all officers, departments, boards, commissions, agencies, institutions, authorities, public institutions of higher learning as defined in Section 2 of the Higher Education Cooperation Act (except community colleges), and bodies politic and corporate of the State; and administrative units or corporate outgrowths of the State government which are created by or pursuant to statute, other than units of local government (including community college districts) and their officers, school districts, and boards of election commissioners; and all administrative units and corporate outgrowths of the above and as may be created by executive order of the Governor...”

Therefore, for the purposes of the Ethics Act, with few exceptions, most State boards, commissions, authorities, etc. are State agencies. Furthermore, it is reasonable to interpret the Ethics Act as requiring, in the case of a State board or commission, that the head of the board or commission (i.e., its chairperson) designate an Ethics Officer.

### **Responsibilities of Ethics Officers**

In designating an Ethics Officer, it is important that one consider the responsibilities of the position. The Ethics Act states that Ethics Officers shall:

“(1) act as liaisons between the State agency and the appropriate Executive Inspector General and between the State agency and the Executive Ethics Commission;

(2) review statements of economic interests and disclosure forms of officers, senior employees, and contract monitors before they are filed with the Secretary of State; and

(3) provide guidance to officers and employees in the interpretation and implementation of this Act, which the officer or employee may in good faith rely upon. Such guidance shall be based, wherever possible, upon legal precedent in court decisions, opinions of the Attorney General, and the findings and opinions of the Executive Ethics Commission.”

In addition to the responsibilities outlined in the Ethics Act, in practice and as liaisons to the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG), Ethics Officers, for agencies, boards and commissions under the OEIG’s jurisdiction, are largely responsible for the administrative functions related to their agency’s implementation of State employee ethics training.

**Written Notification Requirements Related to the Designation of Ethics Officers**

Under rules established by the Executive Ethics Commission (Ill. Adm. Code Sec. 1620.830) written notification of each State agency’s Ethics Officer must be provided to both the Executive Ethics Commission and the appropriate Executive Inspector General, within 10 days after the replacement of any Ethics Officer. It is currently recommended that such notifications with respect to Ethics Officers for agencies under the jurisdiction of the Office of Executive Inspector General for the Agencies of the Illinois Governor be addressed as follows:

James A. Wright  
Executive Inspector General  
Office of Executive Inspector General  
for the Agencies of the Illinois Governor  
32 W. Randolph, Suite 1900  
Chicago, Illinois 60601

Chad Fornoff  
Executive Director  
Executive Ethics Commission  
401 S. Spring Street  
403 William Stratton Building  
Springfield, Illinois 62706

**ILLINOIS CENTURY NETWORK**

**ADVANCED ENGINEERING TASKFORCE:  
MEMBERSHIP APPOINTMENTS**

**Submitted for:** Action

**Summary:** This item seeks confirmation of new members and renewal of those appoints that expire in 2009.

**Action Requested:** That the Policy Committee approves the confirmation of new members and renewal of those appoints that expire in 2009.

**Recommended Motion:** *The Policy Committee approves the renewal of those appointments that expire in 2009.*

## **ILLINOIS CENTURY NETWORK**

### **ADVANCED ENGINEERING TASKFORCE: MEMBERSHIP APPOINTMENT**

Participation in the Advanced Engineering Taskforce (AET) continues to be strong and includes a balance of constituent categories, size, and geography. The table on the next page shows a representation of the current AET membership.

The AET is seeking reappointment for the following members whose term expires in June 2009. The new three year terms would extend through 2012.

- Jim Flanagan,
- Rich Kulig, College of DuPate
- Scott Armstrong, Kishwaukee Community College
- Michael Shelton, Southern Illinois University
- Joel Mambretti, Northwestern University
- Herb Kuryliw, Northern Illinois University
- Rob Zschernitz, North Suburban Library System
- Brandon Gant, CARLI
- Glen Trommels, City of Rockford
- Ryan Croke, Lt. Governor's Office
- Ken Terrinoni, Boone County

*The staff recommends adoption of the following resolution:*

*The Policy Committee approves the renewal of those appointments that expire in 2009.*

## Advanced Engineering Taskforce Member Matrix 2009

K-12 Schools	Community Colleges	Universities	Libraries	Museums	Other Institutions	Units of Local Government	State Agencies	Staff
Jim Flanagan Illinois Chief Technology Officers (2009)	Doug Minter Comm. College Pres. Tech. Council (2010)	Michael Shelton SIU (2009)	Andrew Bullen Illinois State Library (2010)	Robert Dulski Brookfield Zoo (2011)	Louis Kirkbride IL Critical Access Hospital Network (2011)	Sam Ferguson City of Schaumburg (2010)	Ryan Croke Lt. Governor's Office (2009)	Kirk Mulvany CMS
Dennis Gallo O'Fallon CCSD 90 (2010)	Alan Pfeifer Sauk Valley Comm. College (2011)	Mike Dickson WIU (2010)	Rob Zschernitz North Suburban Library System (2009)			Ken Terrinoni Boone County (2009)	Mark Kinkade IDOT (2010)	Robin Woodsome CMS
Mark Drone Bond-Fayette- Effingham ROE (2010)	Rich Kulig COD (2009)	Charles Kline UIUC (2011)	Brandon Gant CARLI (2009)			Glen Trommels City of Rockford (2009)		Lori Sorenson CMS
Jim Peterson Bloomington Schools (2010)	Scott Armstrong Kishwaukee Comm. College (2009)	Joel Mambretti Northwestern University (2009)	Troy Brown Shawnee Library System (2011)			Jason DeHaan City of Chicago (2010)		Frank Walters CMS
	Philip Bierdz Moraine Valley Comm. College (2010)	Ken Spelke UIUC (2010)						
		Greg DeYoung EIU (2011)						
		Herb Kuryliw NIU (2009)						

**ILLINOIS CENTURY NETWORK**

Broadband Stimulus Funds

**Submitted for:** Information

**Summary:** This item provides an update regarding the Broadband Stimulus Fund.

**Action Requested:** None

## **ILLINOIS CENTURY NETWORK**

### **American Recovery and Reinvestment Act (ARRA) Broadband Technology Opportunities Program (BTOP)**

Under the ARRA, \$4.7 billion has been appropriated to the Department of Commerce, National Telecommunications and Information Administration (NTIA) to fund broadband technology opportunities. Also included within this grant program is \$200 million designated to expand public computer center capacity and \$250 million to encourage sustainable broadband adoption.

The purpose of the grant program is to provide broadband access in unserved areas, improve access in underserved areas, improve access by public safety agencies and stimulate broadband demand. Awards are to be made before September 30, 2010 and projects are to be completed within two years of receiving funding.

The program requires a 20 percent local match unless the applicant petitions the NTIA for a waiver and the NTIA determines the applicant demonstrates financial need.

NTIA has been conducting regional meetings to solicit public comment on how best to administer the program. NTIA is in the process of developing rules and anticipates releasing the funding in three waves with the first funding wave available in between April to June of 2009, the second wave in October to December of 2009, and the final wave in April to June 2010.

CMS believes that the ICN fiber migration project aligns well with the BTOP and has begun to prepare an application for funding. CMS is working with other governmental entities to coordinate efforts to demonstrate a comprehensive and collaborative approach to expanding broadband throughout the state. We are also working with regional broadband efforts throughout the state to identify opportunities for collaboration.

**ILLINOIS CENTURY NETWORK**

**E-RATE UPDATE**

**Submitted for:** Information

**Summary:** This item provides an update regarding the E-rate program.

**Action Requested:** None

**CENTRAL MANAGEMENT SERVICES  
ILLINOIS CENTURY NETWORK**

E-RATE UPDATE

Funding approval was granted for the ICN 2008 E-Rate application on March 17, 2009. A total of \$1,360,171.84 was approved. However, a number of factors are at work that will affect the actual amount of total reimbursements ICN/CMS will actually receive. Primarily, a large credit received from AT&T/SBC due to overcharges in fiscal year '08 is being applied to current fiscal year invoices. This will greatly decrease the actual spend upon which funding reimbursement requests are based.

The chart below summarizes E-Rate funding activity and status for each funding year application.

**E-Rate Activity**

<b>Funding Year</b>	<b>Received</b>	<b>Approved – Not yet received</b>	<b>Applied for Not yet approved</b>	<b>Under Appeal</b>
Year 3 (2000)	\$2,137,765	-0-	-0-	N/A
Year 4 (2001)	\$2,179,728	-0-	-0-	\$2,274,232 <sup>1</sup>
Year 5 (2002)	\$4,996,227	-0-	-0-	N/A
Year 6 (2003)	\$4,644,171	-0-	-0-	N/A
Year 7 (2004)	\$2,497,427	-0-	-0-	\$393,338 <sup>2</sup>
Year 8 (2005)	\$2,424,567	-0-	-0-	N/A
Year 9 (2006)	\$982,392	-0-	-0-	N/A
Year 10 (2007)	\$947,048	\$6,495	-0-	N/A
Year 11 (2008)	N/A	\$1,360,172	-0-	N/A
Year 12 (2009)	N/A	N/A	\$1,668,527	N/A
<b>Totals</b>	<b>\$20,809,325</b>	<b>\$1,366,667</b>	<b>\$1,668,527</b>	<b>\$2,667,570</b>

The ICN 2009 E-Rate application was finalized and submitted on February 11, 2009. This application included funding requests totaling approximately \$1,668,527 and is currently listed at the “Initial Review” status on the USAC website. Much like the 2008 application, the expiration of the State’s master contract for Network Services will influence the review process for the 2009 application. The application will be held in review until a determination can be made regarding the services provided under the master contract through its termination in mid fiscal year 2010 and how these services will be procured for the remainder of the fiscal year and E-Rate funding year.

<sup>1</sup> The probability of receiving this funding request is almost non-existent. Denial was based on the expiration of a master contract during the funding year.

<sup>2</sup> This remaining amount under appeal is related to the ICN Year 7 Library application. For unknown reasons, the FCC did not include this application in their decision to grant the ICN appeal of denied funding for the School application.

Audit update: KPMG auditors completed field work and a closing video conference was held on February 24, 2009. KPMG continues to finalize work on the audit, which will then pass through KPMG review and quality control processes. Very little follow-up has been required of the ICN during this stage. KPMG will draft audit report documents and will forward to the ICN for input and response. A “subsequent events” meeting will be held between KPMG and ICN/CMS before the final audit report is prepared and submitted to USAC for review. It is unknown at this time when that final report will be ready, or when the ICN will receive USAC’s management response.

**ILLINOIS CENTURY NETWORK**

NETWORK UPDATE

**Submitted for:** Information

**Summary:** This item provides the Policy Committee with a brief summary of the ICN Network Updates.

## **ILLINOIS CENTURY NETWORK**

### **NETWORK SERVICES UPDATE**

#### **Last Mile Connectivity**

ICN continues to move forward in working with vendors for last mile options for constituent network connectivity. Progress has been made in working with McDonough Telephone Cooperative and Norlight, Inc. to complete prerequisite tasks in preparation for turn up of new metro-Ethernet connections in Macomb and Chicago.

#### **State-Owned Fiber Project**

The DWDM equipment evaluation is complete and the contract award posting is pending final stages of approval.

#### **ICN Core Network Updates**

Network teams continuously work to maintain the network hardware and software required to support constituent connectivity and services. Recently a year long effort to upgrade and standardize Cisco IOS versions on ICN Egress, Core, and Distribution routers was completed. The upgrades are necessary to support the implementation of specific network hardware and configuration that is part of the ICN network roadmap. Additionally, an initial implementation of 10Gb network cards has taken place in the ICN Egress, Core, and Distribution routers in Chicago.