

**Universal Service Administrative Company  
Schools & Libraries Committee Quarterly Meeting  
Agenda**

**Tuesday, January 26, 2016  
8:30 a.m. – 10:00 a.m. Eastern Time  
USAC Offices  
2000 L Street, N.W., Suite 200  
Washington, D.C. 20036**

**OPEN SESSION**

- a1.** Consent Items (each available for discussion upon request):
- A. Approval of Schools and Libraries Committee Meeting Minutes of October 22, 2015 and October 26, 2015.
  - B. Approval of moving all *Executive Session* items into *Executive Session*.
  - C. Routine Procurements: Deemed consideration and approval in *Executive Session*.  
*None.*
  - D. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2016 Programmatic Budget and Demand Projection for the February 1, 2016 FCC Filing.
- a2.** Action on 15 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports – *Executive Session Option*.
- ii.** Support Mechanism Business Update:
- General Business Update.
  - Key Measurements.
  - Strategic Initiatives.

**EXECUTIVE SESSION**

- a3.** Action on 2016 Annual Schools and Libraries Support Mechanism Budget – **Confidential** – *Executive Session Recommended*.

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, April 25, 2016  
1:00 p.m. – 3:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2000 L Street, N.W., Suite 200**  
**Washington, D.C. 20036**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Tuesday, January 26, 2016**

**MINUTES**

The quarterly meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Tuesday, January 26, 2016. Dr. Dan Domenech, Committee Chair, called the meeting to order at 8:34 a.m. Eastern Time, with all seven Committee members present:

Bocher, Bob – *by telephone*  
Buzacott, Alan – *by telephone*  
Domenech, Dr. Dan – Chair – *by telephone*  
Henderson, Chris – Chief Executive Officer  
Hernandez, Dr. Mike – *by telephone*  
Mason, Ken – *by telephone*  
Talbot, Dr. Brian – *by telephone*

Other Board members and officers of the corporation present:

Belden, Richard – Chief Operating Officer  
Blackwell, Mel – Vice President, Schools & Libraries Division  
Brisé, Ronald – Member of the Board  
Case, David – Vice President of Finance, Chief Financial Officer and Assistant Treasurer  
Davis, Craig, – Vice President, Rural Health Care Division  
Feiss, Geoff – Member of the Board  
Fontana, Brent – Member of the Board – *by telephone*  
Garber, Michelle – Vice President, Lifeline Division  
Hays, Kate – Vice President, Stakeholder Engagement  
Jimenez, Jose – Member of the Board – *by telephone*  
Lubin, Joel – Member of the Board  
Scott, Wayne – Vice President of Internal Audit  
Taylor, Peter – Vice President and Chief Information Officer – *by telephone*  
Tinic, Atilla – Member of the Board – *by telephone*  
Wein, Olivia – Member of the Board – *by telephone*

Others present for the meeting:

NAME  
Ayer Catriona

COMPANY  
USAC

To expedite navigation, please use the bookmarks located in the Navigation Pane.

<u>NAME</u>	<u>COMPANY</u>
Dearborn, Philip	USAC
Delmar, Teleshia	USAC
Frelow, Leslie	USAC
Gelman, Sheryl – <i>by telephone</i>	USAC
Gephardt, Carl	KPMG
Goode, Vernell	USAC
Guinan, Gabriel Gross	USAC
Henzey, Terry	KPMG
Hill, Jocelyn	Williams Adley
Jacobs, David	USAC
Kraft, Mick – <i>by telephone</i>	USAC
Lee, Brandon – <i>by telephone</i>	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Patankar-Stoll, Anita – <i>by telephone</i>	FCC
Schrieber, Johnnay	USAC
Sinkfield, David	USAC
Smith, Chris – <i>by telephone</i>	USAC
Zufolo, Jessica	USAC

## OPEN SESSION

### **a1. Consent Items.**

- A. Committee meeting minutes of October 22, 2015 and October 26, 2015.
- B. Approval for discussing in *Executive Session* agenda items:
  - (1) a3 – Action on 2016 Annual Schools and Libraries Support Mechanism Budget. USAC management recommends that discussion of this item be conducted in *Executive Session* because this item relates to *procurement strategy and contract administration*.
- C. Routine procurements, deemed consideration and approval of in *Executive Session*: None.
- D. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2016 Programmatic Budget and Demand Projection for the February 1, 2016 FCC Filing.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the USAC Schools & Libraries Committee hereby approves the Committee meeting minutes of October 22, 2015 and October 26, 2015, and discussion in *Executive Session* of the 2016 Annual

Schools and Libraries Support Mechanism Budget; and

**RESOLVED**, that the USAC Schools and Libraries Committee approves a 2nd Quarter 2016 programmatic operating budget for the Schools and Libraries Support Mechanism of \$11.9 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 2nd Quarter 2016 programmatic capital budget for the Schools and Libraries Support Mechanism of \$3.5 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$15.4 million for Schools and Libraries Support Mechanism administrative costs in the required February 1, 2016 filing to the FCC on behalf of the Committee; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee, having reviewed at its meeting on January 26, 2016 a summary of the 2nd Quarter 2016 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required February 1, 2016 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the variance is equal to or less than \$10 million, or may seek approval from the Schools and Libraries Committee Chair to make adjustments if the variance is greater than \$10 million, but not more than \$15 million.

- a2. Action on 15 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Mr. Wayne Scott presented this item for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee, having reviewed the USAC Internal Audit Division Schools and Libraries Support Mechanism beneficiary audit reports listed in Exhibit I to this briefing paper together with management's responses thereto, accepts the recommendation of USAC management and hereby deems such reports final.

- i1. Business Update.** Mr. Blackwell presented this item for discussion.

General Business Update

- SLD Business Update:
  - FY 2015 Funding Decisions.
  - Invoicing.
  - Appeals Processing.

To expedite navigation, please use the bookmarks located in the Navigation Pane.

- Trainings and Outreach:
  - SLD Outreach.
  - Fiber and Special Construction Webinar.
  - Fall Applicant Training Summary.

#### Key Measurements

- Key Measurements.

#### 2015 SLD Key Strategic Initiatives

- Portal/EPC/FY 2016 Window Opening.

At 9:42 a.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

#### **EXECUTIVE SESSION**

**a3. Action on 2016 Annual Schools and Libraries Support Mechanism Budget.**

Mr. Belden presented this item for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools and Libraries Committee approves a 2016 annual Schools and Libraries programmatic operating budget of \$53.1 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 2016 annual Schools and Libraries programmatic capital budget of \$11.0 million.

At 9:59 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed and took action on item a3. On a motion duly made and seconded, the Committee adjourned at 10:00 a.m. Eastern Time.

/s/ Ellis Jacobs

Secretary

**Universal Service Administrative Company  
Schools & Libraries Committee Meeting  
Agenda**

**Thursday, March 24, 2016  
11:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices  
2000 L Street, N.W., Suite 200  
Washington, D.C. 20036**

**ACTION ITEMS**

- |            |                                                                                                                                                                                 |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>a1.</b> | Action on 18 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports – <i>Executive Session Option.</i>                                  |
| <b>a2.</b> | Consideration of Modification and Extension of Schools and Libraries Program Operations Support Services Contract – <b>Confidential</b> – <i>Executive Session Recommended.</i> |

**INFORMATION ITEMS**

- |            |                                                                                                             |
|------------|-------------------------------------------------------------------------------------------------------------|
| <b>i1.</b> | E-rate Productivity Center (EPC) Status Update– <b>Confidential</b> – <i>Executive Session Recommended.</i> |
| <b>i2.</b> | Schools & Libraries Program Update – <b>Confidential</b> – <i>Executive Session Recommended.</i>            |

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Tuesday, April 26, 2016  
8:30 a.m. – 10:30 a.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2000 L Street, N.W., Suite 200**  
**Washington, D.C. 20036**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Thursday, March 24, 2016**

**MINUTES**

A meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Thursday, March 24, 2016. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:02 a.m. Eastern Time, with all seven Committee members present:

Bocher, Bob – *by telephone*  
Buzacott, Alan – *by telephone*  
Domenech, Dr. Dan – Chair – *by telephone*  
Henderson, Chris – Chief Executive Officer  
Hernandez, Dr. Mike – *by telephone*  
Mason, Ken – *by telephone*  
Talbott, Dr. Brian – *by telephone*

Other Board members and officers of the corporation present:

Belden, Richard – Chief Operating Officer  
Blackwell, Mel – Vice President, Schools & Libraries Division  
Case, David – Vice President of Finance, Chief Financial Officer and Assistant Treasurer  
Robinson, Vickie – Vice President and General Counsel  
Scott, Wayne – Vice President of Internal Audit  
Taylor, Peter – Vice President and Chief Information Officer – *by telephone*  
Tinic, Atilla – Member of the Board – *by telephone*

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona – <i>by telephone</i>	USAC
Bermudez-Pardo, Violeta – <i>by telephone</i>	PwC
Delmar, Teleshia	USAC
Gephardt, Carl – <i>by telephone</i>	KPMG
Guinan, Gabriela Gross	USAC
Henzy, Terry	KPMG
Moosvi, Shabbir	Williams Adley
Nuzzo, Patsy	USAC
Olive, Cordell	Williams Adley

<u>NAME</u>	<u>COMPANY</u>
Schrieber, Johnnay	USAC
Smith, Chris – <i>by telephone</i>	USAC

### OPEN SESSION

- a1. **Action on 18 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Mr. Chris Smith, Manager, Internal Audit, presented this item for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the USAC Schools & Libraries Committee, having reviewed the USAC Internal Audit Division Schools and Libraries Support Mechanism beneficiary audit reports listed in Exhibit I to this briefing paper together with management's responses thereto, accepts the recommendation of USAC management and hereby deems such reports final.

- a2. **Consideration of Modification and Extension of Schools and Libraries Program Operations Support Services Contract.** In accordance with the approved criteria and procedures for conducting USAC Board of Directors (Board) and committee business in *Executive Session*, Ms. Robinson recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee determines that consideration of the modification and contract extension to the Schools and Libraries Program operations support services agreement with Solix shall be conducted in *Executive Session*.

### **INFORMATION ITEMS**

- i1. **E-rate Productivity Center (EPC) Status Update.** In accordance with the approved criteria and procedures for conducting USAC Board and committee business in *Executive Session*, Ms. Robinson recommends that the discussion of this matter be conducted in *Executive Session* because this matter is subject to the *attorney-client privilege* and relates to *pre-decisional matters pending before the FCC*.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:



**RESOLVED**, that the USAC Schools & Libraries Committee determines that discussion of the E-rate Productivity Center status update shall be conducted in *Executive Session*.

- i2. **Schools & Libraries Program Update.** In accordance with the approved criteria and procedures for conducting USAC Board and committee business in *Executive Session*, Ms. Robinson recommended that the discussion of this matter be conducted in *Executive Session* because this matter is subject to the *attorney-client privilege* relates to *pre-decisional matters pending before the FCC*.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee determines that discussion of Schools & Libraries Program update shall be conducted in *Executive Session*.

At 11:12 a.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

### **EXECUTIVE SESSION**

- a2. **Consideration of Modification and Extension of Schools and Libraries Program Operations Support Services Contract.** Mr. Belden presented this item for consideration.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes management, subject to receiving any necessary FCC staff approvals, to increase the current contract ending June 30, 2016 by \$4.3 million, and extend the contract through December 31, 2017 that includes a firm fixed price of \$19.0 million for the period of July 1, 2016 through December 31, 2016, and a not-to-exceed price of \$38 million for the period of January 1, 2017 through December 31, 2017.

- i1. **E-rate Productivity Center (EPC) Status Update.** Mr. Belden presented this item for consideration.
- i2. **Schools & Libraries Program Update.** Mr. Blackwell and Ms. Ayers presented this item for consideration.

To expedite navigation, please use the bookmarks located in the Navigation Pane.

At 12:12 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed and took action on item a2 and discussed items i1 and i2. On a motion duly made and seconded, the Committee adjourned at 12:12 p.m. Eastern Time.

/s/ Ellis Jacobs  
Secretary

To expedite navigation, please use the bookmarks located in the Navigation Pane.

**Universal Service Administrative Company  
Schools & Libraries Committee Meeting  
Agenda**

**Wednesday, April 13, 2016  
10:00 a.m. – 11:00 a.m. Eastern Time  
USAC Offices  
2000 L Street, N.W., Suite 200  
Washington, D.C. 20036**

**EXECUTIVE SESSION**

**a1. Consideration of Funding Year 2016 Filing Window Dates –  
Confidential – *Executive Session Recommended.***

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Tuesday, April 26, 2016  
8:30 a.m. – 10:30 a.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2000 L Street, N.W., Suite 200**  
**Washington, D.C. 20036**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Wednesday, April 13, 2016**

**MINUTES**

A meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Wednesday, April 13, 2016. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:00 a.m. Eastern Time, with five of the seven Committee members present:

Bocher, Bob – *by telephone*  
Buzacott, Alan – *by telephone*  
Domenech, Dr. Dan – Chair – *by telephone*  
Henderson, Chris – Chief Executive Officer  
Talbot, Dr. Brian – *by telephone*

Mr. Ken Mason joined the meeting by telephone at 10:03 a.m. He participated in the discussion and voted on item a1.

Members of the Committee not present:

Hernandez, Dr. Mike

Other Board members and officers of the corporation present:

Belden, Richard – Chief Operating Officer  
Blackwell, Mel – Vice President, Schools & Libraries Division  
Jimenez, Jose – Member of the Board – *by telephone*  
Lubin, Joel – Member of the Board – *by telephone*  
Robinson, Vickie – Vice President and General Counsel

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Guinan, Gabriela Gross	USAC
Nuzzo, Patsy	USAC

**OPEN SESSION**

- a1. Consideration of Funding Year 2016 Filing Window Dates.** In accordance with the approved criteria and procedures for conducting Board and committee business in *Executive Session*, Ms. Robinson recommended that discussion of

To expedite navigation, please use the bookmarks located in the Navigation Pane.

this item be conducted in *Executive Session* because this matter relates to USAC's *pre-decisional matters pending before the FCC*.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the Schools and Libraries Committee of the USAC Board of Directors determines that consideration of the recommended FY16 filing window closing dates shall be conducted in *Executive Session*.

At 10:01 a.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

### **EXECUTIVE SESSION**

**a2. Consideration of Funding Year 2016 Filing Window Dates.** Mr. Henderson presented this item for consideration.

On a motion duly made and seconded and after discussion, the Committee adopted the following resolution:

**RESOLVED**, that the Schools and Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes management to extend the Funding Year 2016 filing window for a four-week period beyond the original April 29<sup>th</sup> closing date for all applicants, and immediately open a second filing window for an eight-week duration for libraries and consortia only. Upon consultation with the FCC and the SL Committee Chair, USAC management is authorized to adjust the opening and closing dates, as the circumstances may warrant.

At 10:53 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed and took action on item a1. On a motion duly made and seconded, the Committee adjourned at 10:54 a.m. Eastern Time.

/s/ Ellis Jacobs  
Secretary

**Universal Service Administrative Company  
Schools & Libraries Committee Quarterly Meeting  
Agenda**

**Tuesday, April 26, 2016  
8:30 a.m. – 10:30 a.m. Eastern Time  
USAC Offices  
2000 L Street, N.W., Suite 200  
Washington, D.C. 20036**

**OPEN SESSION**

- a1.** Consent Items (each available for discussion upon request):
- A. Approval of Schools and Libraries Committee Meeting Minutes of January 26, 2016, March 24, 2016, and April 13, 2016.
  - B. Approval of moving all *Executive Session* items into *Executive Session*.
  - C. Routine Procurements: Deemed consideration and approval in *Executive Session*.  
*None.*
  - D. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2016 Programmatic Budget and Demand Projection for the May 2, 2016 FCC Filing.
- a2.** Action on Two USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports – *Executive Session Option*.
- ii.** Support Mechanism Business Update:
- General Business Update.
  - Key Measurements.
  - Strategic Initiatives.

**EXECUTIVE SESSION**

- a3.** Solix - Review Process Update – **Confidential** – *Executive Session Recommended*.
- a4.** E-Rate Productivity Center (EPC) Status Update – **Confidential** – *Executive Session Recommended*.
- a5.** Approval of Revised 2016 Annual Schools and Libraries Support Mechanism Budget – **Confidential** – *Executive Session Recommended*.

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, July 25, 2016  
1:00 p.m. – 3:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2000 L Street, N.W., Suite 200**  
**Washington, D.C. 20036**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Tuesday, April 26, 2016**

**MINUTES**

The quarterly meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Tuesday, April 26, 2016. Dr. Dan Domenech, Committee Chair, called the meeting to order at 8:29 a.m. Eastern Time, with six of the seven Committee members present:

Bocher, Bob  
Domenech, Dr. Dan – Chair  
Henderson, Chris – Chief Executive Officer  
Hernandez, Dr. Mike  
Mason, Ken  
Talbot, Dr. Brian

Members of the Committee not present:

Buzacott, Alan

Other Board members and officers of the corporation present:

Belden, Richard – Chief Operating Officer  
Blackwell, Mel – Vice President, Schools & Libraries Division  
Brisé, Ronald – Member of the Board  
Case, David – Vice President of Finance, Chief Financial Officer and Assistant Treasurer  
Davis, Craig, – Vice President, Rural Health Care Division  
Feiss, Geoff – Member of the Board  
Fontana, Brent – Member of the Board  
Garber, Michelle – Vice President, Lifeline Division  
Gerst, Matthew Member of the Board  
Gillan, Joe – Member of the Board  
Hays, Kate – Vice President, Stakeholder Engagement  
Jacobs, Ellis – Member of the Board  
Jortner, Wayne – Member of the Board  
King, Sola – Vice President of Human Resource and Chief Human Capital Officer  
Lubin, Joel – Member of the Board  
Robinson, Vickie - Vice President and General Counsel  
Scott, Wayne – Vice President of Internal Audit

To expedite navigation, please use the bookmarks located in the Navigation Pane.

Shah, Hemang – Vice President of Strategy and Change  
Sweeney, Mark – Vice President, High Cost Division  
Taylor, Peter – Vice President and Chief Information Officer  
Tinic, Atilla – Member of the Board  
Wein, Olivia – Member of the Board  
Wibberly, Dr. Kathy – Member of the Board

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Ayer Catriona	USAC
Barua, Anurag	USAC
Beard, Jay	USAC
Bechtell, James	FCC
Benedict, Jeb	CenturyLink
Bethel, Tameca	USAC
Buchanan, Elena	USAC
Chidiac, JC	ITG
Delmar, Teleshia	USAC
Duvall, Rashann	USAC
Faunce, Donna	USAC
Frelow, Leslie	USAC
Guinan, Gabriel Gross	USAC
Headen, Sean	USAC
Hudson, Bo	USAC
Jacob, Ludovick	USAC
Kaplan, Peter	Funds for Learning
King, Lauren	USAC
Kraft, Mick	USAC
Kriete, Debra	SD DOE
Lee, Brandon	USAC
Miller, Jack	Solix
Nelbach, Nick	USAC
Ngugi, Kevin	USAC
Noriega, Raquel	AT&T
Nuzzo, Patsy	USAC
Rasmussen, Mary	USAC
Salvator, Charles	USAC
Saxena, Paurush	ITG
Sequin, Eric	Solix
Smith, Chris	USAC
Theobald, Fred	USAC
Wilson, Reggie	USAC



## **OPEN SESSION**

### **a1. Consent Items.**

- A. Approval of Committee meeting minutes of January 26, 2016, March 24, 2016, and April 13, 2016.
- B. Approval for discussing in *Executive Session* agenda items:
  - (1) i2 – Solix – Review Process Update. USAC management recommends that discussion of this item be conducted in *Executive Session* because the item relates to USAC's *procurement strategy and contract administration*.
  - (2) a3 – Consideration of E-Rate Productivity Center (EPC) Path Forward. USAC management recommends that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*. In addition, this matter is subject to the *attorney-client privilege*.
  - (3) a4 – Approval of 2016 Annual Schools and Libraries Support Mechanism Budget. USAC management recommends that discussion of this item be conducted in *Executive Session* because this item relates to *procurement strategy and contract administration*.
- C. Routine procurements, deemed consideration and approval of in *Executive Session*: None.
- D. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2016 Programmatic Budget and Demand Projection for the May 2, 2016 FCC Filing.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the USAC Schools & Libraries Committee hereby approves the Committee meeting minutes of January 26, 2016, March 24, 2016, and April 13, 2016 and discussion in *Executive Session* of the items noted above; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 3rd Quarter 2016 programmatic operating budget for the Schools and Libraries Support Mechanism of \$14.4 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 3rd Quarter 2016 programmatic capital budget for the Schools and Libraries Support Mechanism of \$4.6 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$29.2 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2016 filing to the FCC on behalf of the Committee; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee, having reviewed at its meeting on April 26, 2016 a summary of the 3rd Quarter 2016 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required May 2, 2016 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the variance is equal to or less than \$10 million, or may seek approval from the Schools and Libraries Committee Chair to make adjustments if the variance is greater than \$10 million, but not more than \$15 million.

- a2. Action on Two USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Mr. Scott presented this item for consideration.

On a motion duly made and seconded and after discussion, with Mr. Buzacott abstaining from Attachment A, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee, having reviewed the USAC Internal Audit Division Schools and Libraries Support Mechanism beneficiary audit reports listed in Exhibit I to this briefing paper together with management's responses thereto, accepts the recommendation of USAC management and hereby deems such reports final.

- i1. Business Update.** Mr. Blackwell presented this item for discussion.

- General Business Update.
- Key Measurements.
- Strategic Initiatives.

- i2. Solix - Review Process Update.** Mr. Blackwell presented this item for consideration.

At 9:28 a.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above. The Committee then recessed and reconvened at 9:36 a.m. Eastern Time.

### **EXECUTIVE SESSION**

- a3. Consideration of E-Rate Productivity Center (EPC) Path Forward.** Mr. Belden presented this item for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools and Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes management to award a contract to Incentive Technology Group for EPC O&M support, to conduct a sprint 0 scoping exercise, to complete the development of EPC for FY16, provide development support for FY17 improvements, and provide architecture and design support for the major upgrade to EPC in FY18 in an aggregate amount not to exceed \$8.8 million.

- a4. Approval of 2016 Annual Schools and Libraries Support Mechanism Budget.** Mr. Belden presented this time for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the USAC Schools and Libraries Committee approves a revised 2016 annual Schools and Libraries programmatic operating budget of \$61.9 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a revised 2016 annual Schools and Libraries programmatic capital budget of \$12.0 million.

At 10:44 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed and took action on items a3 and a4. On a motion duly made and seconded, the Committee adjourned at 10:45 a.m. Eastern Time.

/s/ Ellis Jacobs  
Secretary

**Universal Service Administrative Company  
Schools & Libraries Committee Meeting  
Agenda**

**Tuesday, June 21, 2016  
2:30 p.m. – 3:00 p.m. Eastern Time  
USAC Offices  
2000 L Street, N.W., Suite 200  
Washington, D.C. 20036**

**ACTION ITEMS**

- a1.** Action on 17 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports – *Executive Session Option.*

**INFORMATION ITEMS**

- i1.** Discussion of 2016 Funding Requests – **Confidential** – *Executive Session Recommended.*
- i2.** Personnel Matter – **Confidential** – *Executive Session Recommended.*

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, July 25, 2016  
10:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2000 L Street, N.W., Suite 200**  
**Washington, D.C. 20036**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Tuesday, June 21, 2016**

**MINUTES**

A meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Tuesday, June 21, 2016. Mr. Chris Henderson, Acting Chair, called the meeting to order at 2:41 p.m. Eastern Time, with six of the seven Committee members present:

Bocher, Bob – *by telephone*  
Buzacott, Alan – *by telephone*  
Henderson, Chris – Chief Executive Officer  
Hernandez, Dr. Mike – *by telephone*  
Mason, Ken – *by telephone*  
Talbot, Dr. Brian – *by telephone*

At 3:14 p.m. Eastern Time, Dr. Dan Domenech, Committee Chair, joined the meeting by telephone. He was unable to join earlier due to technical difficulties with the conference bridge. Dr. Domenech did not participate in the discussion of or vote on items a1 and i1.

Other Board members and officers of the corporation present:

Belden, Richard – Chief Operating Officer  
Robinson, Vickie – Vice President and General Counsel  
Scott, Wayne – Vice President of Internal Audit

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Delmar, Teleshia	USAC
Guinan, Gabriela Gross	USAC
Gelman, Sheryl	USAC
Nuzzo, Patsy	USAC
Smith, Chris – <i>by telephone</i>	USAC

**ACTION ITEMS**

- a1. Action on 17 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Mr. Wayne Scott presented this item for consideration.

To expedite navigation, please use the bookmarks located in the Navigation Pane.

On a motion duly made and seconded and after discussion with Mr. Buzacott and Mr. Mason abstaining from Attachment C, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee, having reviewed the USAC Internal Audit Division Schools and Libraries Support Mechanism beneficiary audit reports listed in Exhibit I to this briefing paper together with management's responses thereto, accepts the recommendation of USAC management and hereby deems such reports final.

### **INFORMATION ITEMS**

- i1. Discussion of 2016 Funding Requests.** Mr. Belden presented this item for discussion. He updated the Committee on a letter submitted to the FCC on June 6, 2016 regarding the estimated demand for Funding Year 2016 and also discussed the Public Notice released by the FCC on June 8, 2016.
- i2. Personnel Matter.** Ms. Robinson recommended that discussion of this personnel matter occur in *Executive Session* consistent with USAC's long-standing practice and to preserve privacy.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the Executive Committee of the USAC Board of Directors approves the discussion of this personnel matter in *Executive Session*.

At 3:04 p.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

### **EXECUTIVE SESSION**

- i2. Personnel Matter.** Mr. Henderson presented this item for discussion.

At 3:24 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed item i2. On a motion duly made and seconded, the Committee adjourned at 3:24 p.m. Eastern Time.

/s/ Ellis Jacobs  
Secretary

To expedite navigation, please use the bookmarks located in the Navigation Pane.

**Universal Service Administrative Company  
Schools & Libraries Committee Meeting  
Agenda**

**Friday, July 1, 2016  
1:00 p.m. – 2:00 p.m. Eastern Time  
USAC Offices  
2000 L Street, N.W., Suite 200  
Washington, D.C. 20036**

**INFORMATION ITEMS**

- i1.** Discussion of 2016 Funding Year Process and EPC Update – **Confidential** – *Attorney Client Privilege; Executive Session Recommended.*

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, July 25, 2016  
10:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2000 L Street, N.W., Suite 200**  
**Washington, D.C. 20036**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Friday, July 1, 2016**

**MINUTES**

A meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Friday, July 1, 2016. Dr. Dan Domenech, Committee Chair, called the meeting to order at 1:03 p.m. Eastern Time, with all seven Committee members present:

Bocher, Bob – *by telephone*  
Buzacott, Alan – *by telephone*  
Domenech, Dr. Dan – Chair – *by telephone*  
Henderson, Chris – Chief Executive Officer  
Talbott, Dr. Brian – *by telephone*  
Hernandez, Dr. Mike – *by telephone*  
Mason, Ken – *by telephone*

Other Board members and officers of the corporation present:

Belden, Richard – Chief Operating Officer  
Blackwell, Mel – Vice President, Schools & Libraries Division – *by telephone*  
Jimenez, Jose – Member of the Board – *by telephone*  
Lubin, Joel – Member of the Board – *by telephone*  
Robinson, Vickie – Vice President and General Counsel  
Taylor, Peter – Vice President and Chief Information Officer – *by telephone*

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
Guinan, Gabriela Gross	USAC
Nuzzo, Patsy	USAC

**INFORMATION ITEMS**

- i1. **Discussion of 2016 Funding Year Process and E-rate Productivity Center (EPC) Update.** Ms. Robinson recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*. In addition, this matter is subject to *attorney-client privilege*.



To expedite navigation, please use the bookmarks located in the Navigation Pane.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the Schools and Libraries Committee of the USAC Board of Directors determines that the discussion of 2016 Funding Year process and EPC update shall be conducted in *Executive Session*.

At 1:04 p.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

### **EXECUTIVE SESSION**

**i1. Discussion of 2016 Funding Year Process and EPC Update.** Ms. Ayer, Senior Director of the Schools & Libraries Division and Mr. Henderson presented this item for discussion.

At 1:54 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed item i1. On a motion duly made and seconded, the Committee adjourned at 1:54 p.m. Eastern Time.

/s/ Ellis Jacobs  
Secretary

**Universal Service Administrative Company  
Schools & Libraries Committee Quarterly Meeting  
Agenda**

**Monday, July 25, 2016  
10:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

**OPEN SESSION**

- a1.** Consent Items (each available for discussion upon request):
- A. Approval of Schools and Libraries Committee Meeting Minutes of April 26, 2016, June 21, 2016, and July 1, 2016.
  - B. Approval of moving all *Executive Session* items into *Executive Session*.
  - C. Routine Procurements: Deemed consideration and approval in *Executive Session*.  
*None*.
  - D. Approval of Schools and Libraries Support Mechanism 4th Quarter 2016 Programmatic Budget and Demand Projection for the August 2, 2016 FCC Filing.
  - E. Approval of Ten USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports With No Material Findings.
- a2.** Recommendation for Election of Committee Chair and Vice Chair.
- i1.** Support Mechanism Business Update:
- General Business Update.
  - Key Measurements.
  - Strategic Initiatives.

**EXECUTIVE SESSION**

- i2.** Update of E-Rate Productivity Center (EPC) – **Confidential** – *Executive Session Recommended*.
- a3.** Approval of Revised 2016 Annual Schools and Libraries Support Mechanism Budget – **Confidential** – *Executive Session Recommended*.

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, October 24, 2016  
1:00 p.m. – 3:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**700 12th Street, N.W., Suite 900**  
**Washington, D.C. 20005**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Monday, July 25, 2016**

**MINUTES**

The quarterly meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Monday, July 25, 2016. Dr. Dan Domenech, Acting Committee Chair, called the meeting to order at 10:01 a.m. Eastern Time, with all seven Committee members present:

Bocher, Bob  
Buzacott, Alan  
Domenech, Dr. Dan – Acting Chair  
Henderson, Chris – Chief Executive Officer  
Hernandez, Dr. Mike  
Mason, Ken  
Talbot, Dr. Brian

Other Board members and officers of the corporation present:

Blackwell, Mel – Vice President of Schools & Libraries Division  
Case, David – Vice President of Finance, Chief Financial Officer  
Davis, Craig – Vice President, Rural Health Care Division  
Feiss, Geoff – Member of the Board  
Fontana, Brent – Member of the Board  
Garber, Michelle – Vice President of Lifeline Division  
Gerst, Matthew – Member of the Board  
Jortner, Wayne – Member of the Board  
Lubin, Joel – Member of the Board  
Robinson, Vickie - Vice President and General Counsel  
Scott, Wayne – Vice President of Internal Audit  
Shah, Hemang – Vice President of Strategy and Change Management  
Sweeney, Mark – Chief Operating Officer; Acting Vice President of High Cost Program  
Taylor, Peter – Vice President of Information Technology and Chief Information Officer  
Tinic, Atilla – Member of the Board  
Wein, Olivia – Member of the Board

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Ayer Catriona	USAC
Beard, Jay	USAC
Beaver, Tracey	USAC
Benedict, Jeb	Century Link
Bethel, Tameca	USAC
Davis, Rebecca	Ovington
Delmar, Teleshia	USAC
Duvall, Rashann	USAC
Frelow, Leslie	USAC
Gelman, Sheryl	USAC
Guinan, Gabriel Gross	USAC
Harrington, John	Funds for Learning
Hutchinson, Kyle	USAC
Kaplan, Peter	Funds for Learning
King, Lauren	USAC
Kraft, Mick	USAC
Lee, Brandon	USAC
Lutz, Corey	USAC
Miller, Jack	Solix
Noriega, Raquel	AT&T
Nuzzo, Patsy	USAC
Ordon, Bob	Knight Nets, Inc.
Rasmussen, Mary	USAC
Salvator, Charles	USAC
Salway, David	USAC
Schrieber, Johnnay	USAC
Smith, Chris	USAC
Stenger, Douglas	USAC
Trew, Anne Marie	USAC
Wilson, Reggie	USAC

## OPEN SESSION

### **a1. Consent Items.**

- A. Committee meeting minutes of April 26, 2016, June 21, 2016, and July 1, 2016.
- B. Approval for discussing in *Executive Session* agenda items:
  - (1) i2. – Update of E-Rate Productivity Center (EPC). USAC management recommends that discussion of this item be conducted in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*. In addition, this matter is subject to the *attorney-client privilege*.

- (2) a3. – Approval of Revised 2016 Annual Schools and Libraries Support Mechanism Budget. USAC management recommends that discussion of this item be conducted in *Executive Session* because this item relates to *procurement strategy and contract administration*.
- C. Routine procurements, deemed consideration and approval of in *Executive Session*: None.
- D. Approval of Schools and Libraries Support Mechanism 4th Quarter 2016 Programmatic Budget and Demand Projection for the August 2, 2016 FCC Filing.
- E. Approval of Ten USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports With No Material Findings.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the USAC Schools & Libraries Committee hereby approves the Committee meeting minutes of April 26, 2016, June 21, 2016, and July 1, 2016 and discussion in *Executive Session* of the items noted above; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 4th Quarter 2016 programmatic operating budget for the Schools and Libraries Support Mechanism of \$23.47 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 4th Quarter 2016 programmatic capital budget for the Schools and Libraries Support Mechanism of \$0.30 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$31.61 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2016 filing to the FCC on behalf of the Committee; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee, having reviewed at its meeting on July 25, 2016 a summary of the 4th Quarter 2016 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required August 2, 2016 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the variance is equal to or less than \$10 million, or may seek approval from the Schools and Libraries Committee Chair to make adjustments if the variance is greater than \$10 million, but not more than \$15 million; and

**RESOLVED FURTHER**, that the USAC Schools & Libraries Committee, having reviewed the Schools and Libraries Support Mechanism beneficiary audit reports listed in **Exhibit I** to this briefing paper together with management's responses thereto, accepts the recommendation of USAC management and hereby deems such reports final.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Feiss, Chair of the Nominating Committee, presented this item for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee recommends that the USAC Board of Directors elect **Dr. Daniel Domenech** as Chair and **Mr. Ken Mason** as Vice Chair of the Committee for a term that begins immediately upon the adoption of this resolution by the Board and ends when a successor to the Chair and/or Vice Chair has been elected, when the Chair or Vice Chair resigns from the Committee or the Board, is removed by resolution of the Board, or is no longer a member of the Board.

- i1. Business Update.** Mr. Blackwell presented this item for discussion.

- General Business Update.
- Key Measurements.
- Strategic Initiatives.

At 11:12 a.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

### **EXECUTIVE SESSION**

- i2. Update of E-Rate Productivity Center (EPC).** Ms. Catriona Ayer, Senior Director of Schools and Libraries Division, presented this item for discussion.
- a3. Approval of Revised 2016 Annual Schools and Libraries Support Mechanism Budget.** Mr. Case presented this time for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools and Libraries Committee approves a revised 2016 annual Schools and Libraries programmatic operating budget of \$62.4 million.

- i3. Miscellaneous - Litigation Update/Contract Issue.** Ms. Vickie Robinson presented this item for discussion.

To expedite navigation, please use the bookmarks located in the Navigation Pane.

At 11:57 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee discussed and took action on item a3 and discussed items i2 and i3. On a motion duly made and seconded, the Committee adjourned at 11:58 a.m. Eastern Time.

/s/ Vickie Robinson  
Assistant Secretary

To expedite navigation, please use the bookmarks located in the Navigation Pane.

**Universal Service Administrative Company  
Schools & Libraries Committee Meeting  
Agenda**

**Wednesday, October 12, 2016  
5:30 p.m. – 6:00 p.m. Eastern Time  
USAC Offices  
700 12th Street N.W., Suite 900  
Washington, D.C. 20005**

**ACTION ITEMS**

- a1.** Consideration of Acquisition of Performance Testing Professional Services –  
**Confidential – *Executive Session Recommended.***

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, October 24, 2016  
1:00 p.m. – 3:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**



**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**2700 12th Street N.W, Suite 900**  
**Washington, D.C. 20005**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Wednesday, October 12, 2016**

**MINUTES**

A meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Wednesday, October 12, 2016. Mr. Ken Mason, Vice Chair, called the meeting to order at 5:31 p.m. Eastern Time, with five of the nine Committee members present:

Bocher, Bob – *by telephone*  
Buzacott, Alan – *by telephone*  
Henderson, Chris – Chief Executive Officer  
Jimenez, Jose – *by telephone*  
Mason, Ken, Vice Chair – *by telephone*

At 5:35 p.m. Eastern Time, Dr. Mike Hernandez, joined the meeting by telephone. Dr. Hernandez participated in the discussion of and voted on item a1.

Committee members not present:

Domenech, Dr. Dan, Chair  
Fontana, Brent  
Talbott, Dr. Brian

Other Board members and officers of the corporation present:

Case, Dave – Vice President of Finance, Chief Financial Officer  
Davis, Craig, Vice President of Schools and Libraries Division, Acting Vice President of Rural Health Care Division  
Robinson, Vickie – Vice President and General Counsel  
Sweeney, Mark – Chief Operating Officer; Acting Vice President of High Cost Division  
Taylor, Peter – Vice President of Information Technology and Chief Information Officer

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
King, Lauren	USAC
McNeff, Kristin	USAC

NAME  
Nuzzo, Patsy

COMPANY  
USAC

**ACTION ITEMS**

- a1. Consideration of Acquisition of Performance Testing Professional Services.**  
Ms. Robinson recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

At 5:32 p.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

**EXECUTIVE SESSION**

- a1. Consideration of Acquisition of Performance Testing Professional Services.**  
Mr. Davis and Mr. Taylor presented this item for discussion.

On a motion duly made and seconded the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools and Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes management to make a noncompetitive contract award to Vision Point Systems, Inc. at a Not-To-Exceed labor hour price of \$646,000, plus applicable sales taxes, subject to approval by the FCC.

At 5:51 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Mason reported that in *Executive Session*, the Committee discussed and took action on item a1. On a motion duly made and seconded, the Committee adjourned at 5:52 p.m. Eastern Time.

/s/ Vickie Robinson  
Assistant Secretary

**Universal Service Administrative Company  
Schools & Libraries Committee Quarterly Meeting  
Agenda**

**Monday, October 24, 2016  
1:00 p.m. – 3:00 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

**OPEN SESSION**

- a1.** Consent Items (each available for discussion upon request):
- A. Approval of Schools and Libraries Committee Meeting Minutes of July 25, 2016 and October 12, 2016.
  - B. Approval of moving all *Executive Session* items into *Executive Session*.
  - C. Routine Procurements: Deemed consideration and approval in *Executive Session*.
- a2.** Action on 21 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports – *Executive Session Option*.
- a3.** Consideration of Funding Year 2017 Filing Window Dates.
- i1.** Support Mechanism Business Update:
- General Business Update.
  - Key Measurements.
  - Strategic Initiatives.

**EXECUTIVE SESSION**

- a4.** EPC Update – **Confidential** – *Executive Session Recommended*.
- Current Status.
  - EPC Planning and Costs.
  - Contract Action.
- i2.** Information on Estimated 2017 Annual Support Mechanism Budget – **Confidential** – *Executive Session Recommended*.
- a5.** Approval of Schools and Libraries Support Mechanism 1st Quarter 2017 Programmatic Budget and Demand Projection for the November 2, 2016 FCC Filing.

**Next Scheduled USAC Schools & Libraries Committee Meeting**

**Monday, January 30, 2017  
1:00 p.m. – 3:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.**

**UNIVERSAL SERVICE ADMINISTRATIVE COMPANY**  
**700 12th Street, N.W., Suite 900**  
**Washington, D.C. 20005**

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Monday, October 24, 2016**

**MINUTES**

The quarterly meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Monday, October 24, 2016. Mr. Ken Mason, Acting Committee Chair, called the meeting to order at 1:08 p.m. Eastern Time, with eight of the nine Committee members present:

Bocher, Bob  
Buzacott, Alan  
Fontana, Brent  
Henderson, Chris – Chief Executive Officer  
Hernandez, Dr. Mike  
Jimenez, Jose  
Mason, Ken – Vice Chair  
Talbott, Dr. Brian

Members of the Committee not present:

Domenech, Dr. Dan – Chair

Other Board members and officers of the corporation present:

Brisé, Ronald – Member of the Board  
Case, David – Vice President of Finance and Chief Financial Officer  
Davis, Craig – Vice President of Schools & Libraries Division; Acting Vice  
President of Rural Health Care Division  
Feiss, Geoff – Member of the Board  
Garber, Michelle – Vice President of Lifeline Division  
Hays, Kate – Vice President of Stakeholder Engagement  
Jortner, Wayne – Member of the Board  
Lubin, Joel – Member of the Board  
Robinson, Vickie – Vice President and General Counsel  
Scott, Wayne – Vice President of Internal Audit  
Shah, Hemang – Vice President of Strategy and Change Management  
Sweeney, Mark – Chief Operating Officer; Acting Vice President of High Cost  
Division Program  
Taylor, Peter – Vice President of Information Technology and Chief Information  
Officer

Wein, Olivia – Member of the Board

Others present for the meeting:

<u>NAME</u>	<u>COMPANY</u>
Ayer Catriona	USAC
Barua, Anurag	USAC
Beaver, Tracey	USAC
Bethel, Tameca	USAC
Chidiac, Jean-claude	ITG
Delmar, Teleshia	USAC
Frelow, Leslie	USAC
Gelman, Sheryl	USAC
Gerensky, Dimeter	USAC
Hardie, Macey	USAC
Hutchinson, Kyle	USAC
Kaplan, Peter	Funds for Learning
King, Lauren	USAC
Kraft, Mick	USAC
Lee, Brandon	USAC
McCormick, Brian	ITG
McNeff, Kristina	USAC
Miller, Jack	Solix
Mitchell, Jeff	Lukas, Nace, Gutierrez & Sachs
Mondenge, Yvie	USAC
Murphy, Tom	USAC
Nuzzo, Patsy	USAC
Rasmussen, Mary	USAC
Rovetto, Ed	USAC
Salvator, Charles	USAC
Saxena, Paurush	ITG
Schrieber, Johnnay	USAC
Sequin, Eric	Solix
Smith, Chris	USAC
Stankhus, Paul	CSM
Trew, Anne Marie	USAC
Wilson, Reggie	USAC

### OPEN SESSION

- a1. Consent Items.** Mr. Mason introduced this item to the Committee.
- A. Committee meeting minutes of July 25, 2016 and October 12, 2016.
  - B. Approval for discussing in *Executive Session* agenda items:

- (1) **a4** – Update of E-Rate Productivity Center (EPC). USAC management recommends that discussion of this item be conducted in *Executive Session* because this matter relates to USAC’s *procurement strategy and contract administration*. In addition, this matter is subject to the *attorney-client privilege*.
- (2) **i2** – Information on the Estimated 2017 Annual Schools and Libraries Support Mechanism Budget. USAC management recommends that discussion of this item be conducted in *Executive Session* because this item relates to *procurement strategy and contract administration*.
- (3) **a5** – Approval of the Schools and Libraries Support Mechanism 1st Quarter 2017 Programmatic Budget and Demand Projection for the November 2, 2016 FCC Filing. USAC management recommends that discussion of this item includes personnel matters and therefore should occur in *Executive Session* consistent with USAC’s long-standing practice and to preserve privacy.

C. Routine procurements, deemed consideration and approval of in *Executive Session*: None.

On a motion duly made and seconded and after discussion, the Board adopted the following resolutions:

**RESOLVED**, that the USAC Schools & Libraries Committee hereby approves the Committee meeting minutes of July 25, 2016 and October 12, 2016, and discussion in *Executive Session* of the items noted above.

**a2. Action on 21 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Mr. Chris Smith, Manager of Internal Audit, presented this item for consideration.

On a motion duly made and seconded and after discussion, with Mr. Buzacott recusing himself on Attachments O and T, the Committee adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee, having reviewed the USAC Internal Audit Division Schools and Libraries Support Mechanism beneficiary audit reports listed in **Exhibit I** to this briefing paper together with management’s responses thereto, accepts the recommendation of USAC management and hereby deems such reports final.

**a3. Consideration of Funding Year 2017 Filing Window Dates.** Mr. Davis presented this item to the Committee for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools & Libraries Committee accepts the recommendation of USAC management to open the Funding Year 2017 filing window no earlier than February 2, 2017 and to close the Funding Year 2017 filing window on or after March 31, 2017, subject to the requirements of Section 54.502 of the Commission's rules; and

**RESOLVED FURTHER**, that upon consultation with the Committee Chair, USAC management is authorized to adjust the opening and closing dates, as circumstances may warrant.

- i1. Support Mechanism Business Update.** Mr. Davis presented this item for discussion.
- General Business Update.
  - Key Measurements.
  - Strategic Initiatives.

At 2:15 p.m. Eastern Time the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above and recessed, reconvening at 2:22 p.m. Eastern Time.

### **EXECUTIVE SESSION**

- a4. EPC Update.** Mr. Davis and Mr. Taylor presented this item to the Committee for consideration.
- A.** EPC Roadmap.
  - B.** Consideration of EPC-Related Contract Action.

On a motion duly made and seconded and after discussion, the Board adopted the following resolution:

**RESOLVED**, that the USAC Schools and Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to execute contract amendments with ITG to support FY17 operations and maintenance, FY17 post-commitment software development, and business and technical architecture development in an aggregate amount not to exceed \$15.9 million.

- i2. Information on Estimate 2017 Annual Support Mechanism Budget.** Mr. Davis presented this time for discussion.
- a5. Approval of Schools and Libraries Support Mechanisms 1<sup>st</sup> Quarter 2017 Programmatic Budget and Demand Projection for the November 2, 2016 FCC Filing.** Mr. Davis presented this time to the Committee for consideration.

On a motion duly made and seconded and after discussion, the Board adopted the

following resolutions:

**RESOLVED**, that the USAC Schools and Libraries Committee approves a 1st Quarter 2017 programmatic operating budget for the Schools and Libraries Support Mechanism of \$18.45 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee approves a 1st Quarter 2017 programmatic capital budget for the Schools and Libraries Support Mechanism of \$10.07 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$28.52 million for Schools and Libraries Support Mechanism administrative costs in the required November 2, 2016 filing to the FCC on behalf of the Committee; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee, having reviewed at its meeting on October 24, 2016 a summary of the 1st Quarter 2017 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required November 2, 2016 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the variance is equal to or less than \$10 million, or may seek approval from the Schools and Libraries Committee Chair to make adjustments if the variance is greater than \$10 million, but not more than \$15 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee hereby authorizes USAC, in its discretion, to hire any persons prior to the commencement of the 1st Quarter 2017 to fill the additional positions approved by the Committee pursuant to the above resolutions, provided that USAC has budget funds then available to finance such engagement.

At 3:39 a.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Mason reported that in *Executive Session*, the Committee discussed and took action on item a4 and a5 and discussed item i2. On a motion duly made and seconded, the Committee adjourned at 3:42 p.m. Eastern Time.

/s/ Vickie Robinson  
Assistant Secretary