

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

<p>Monday, January 29, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of October 23, 2017. B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i> .	5
Catriona	a2. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2018 Programmatic Budget and Demand Projection for the January 31, 2018 FCC Filing.	10
Chair	a3. Recommendation for Election of Committee Chair and Vice Chair.	10
Teleshia Delmar	i1. Information on Ten USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports – <i>Executive Session Option</i> .	10
Catriona	i2. Schools & Libraries Support Mechanism Business Update.	20

<u>EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Catriona	i3. Schools & Libraries Support Mechanism Business Update Continued – Confidential – <i>Executive Session Recommended</i> .	10
Kyle	a4. Consideration of a Contract Award for Appian Cloud Licenses. – Confidential – <i>Executive Session Recommended</i> .	10
Catriona	a5. Approval of 2018 Annual Schools and Libraries Support Mechanism Programmatic Budgets. – Confidential – <i>Executive Session Recommended</i> .	10
Craig	i4. Update on Request for Proposal for IT Services Contract for E-rate Productivity Center (EPC) – Confidential – <i>Executive Session Recommended</i> .	10
Craig/ Catriona	i5. Update on Request for Proposal for Business Process Outsourcing Services – Confidential – <i>Executive Session Recommended</i> .	25

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, April 23, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, January 29, 2018

MINUTES¹

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, January 29, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:00 a.m. Eastern Time, with all nine Committee members present:

Bocher, Bob	Hernandez, Dr. Mike
Buzacott, Alan	Mason, Ken – Vice Chair
Choroser, Beth	Sekar, Radha – Chief Executive
Domenech, Dr. Dan – Chair	Wade, Dr. Joan
Fontana, Brent	

Mr. Fontana left the meeting at 11:30 a.m. Eastern Time. He did not vote on item a4.

Other Board members and officers of the corporation present:

Brisé, Ronald – Member of the Board
Davis, Craig – Vice President of Procurement and Sourcing Strategy
Feiss, Geoff – Member of the Board
Gillan, Joe – Member of the Board
Kinser, Cynthia – Member of the Board
Lee, Karen – Vice President of Rural Health Care
Lubin, Joel – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Scott, Wayne – Vice President of Internal Audit
Sweeney, Mark – Chief Operating Officer
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Jarnice	USAC
Anderson, Latoya	USAC
Augustino, Steve	Kelly, Drye & Warren LLP
Ayer, Catriona	USAC
Beach, Cyndi	USAC
Beaver, Tracey	USAC
Beckford, Ernesto	USAC
Bethel, Tameca	USAC
Butler, Stephen	USAC
Calhoun, Mitch	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Delmar, Teleshia	USAC
Ejaz, EJ	USAC
Frelow, Leslie	USAC
Goode, Vernell	USAC
Gerensky, Mitko	USAC
Gross Guinan, Gabriella	USAC
Holloway, Chanelle	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
Jones, Frank	Solix, Inc.
Kaplan, Peter	Funds for Learning, LLC
Lear, Kathleen	Maximus Federal Services, LLC
Lee, Brandon	USAC
LeNard, David	E-rate Elite Services, Inc.
McCornac, Carolyn	USAC
Miller, Jack	Solix, Inc.
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Schell, Julie	Pennsylvania Department of Education
Schrieber, Johnnay	USAC
Sequin, Eric	Solix, Inc.
Smith, Chris	USAC
Talbott, Dr. Brian	Dimensional Learning Solutions, LLC
Veith, Lisa	Maximus Federal Services, LLC
Voth, Cara	FCC
Wolf, Alex	USAC

OPEN SESSION

a1. Consent Items. Dr. Domenech introduced this item to the Committee.

A. Committee meeting minutes of October 23, 2017.

B. Approval for discussing in *Executive Session* agenda items:

- (1) **i3** - Schools & Libraries Support Mechanism Business Update Continued. USAC management recommends that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *processing procedures and Information Systems development*.
- (2) **a4** - Consideration of a Contract Award for Appian Cloud Licenses. 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*. This matter is also subject to *attorney/client privilege*.
- (3) **a5** - Approval of 2018 Annual Schools and Libraries Support Mechanism Programmatic Budgets. 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*.
- (4) **i4** - Update on Request for Proposal for IT Services Contract for 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*.
- (5) **i5** - Update on Request for Proposal for Business Process Outsourcing Services. 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*.

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

RESOLVED, that the USAC Schools & Libraries Committee hereby approves: (1) the Committee meeting minutes of October 23, 2017, and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2018 Programmatic Budget and Demand Projection for the January 31, 2018 FCC Filing.** Ms. Ayer, Acting Vice President of Schools and Libraries, presented this item for consideration.

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

RESOLVED, that the USAC Schools and Libraries Committee approves a 2nd Quarter 2018 Schools and Libraries Support Mechanism operating budget of \$17.66 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$17.66 million for the Schools and Libraries Support Mechanism administrative costs in the required January 31, 2018 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 29, 2018, a summary of the 2nd Quarter 2018 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required January 31, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Schools & Libraries Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- a3. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Mason, Chair of the Nominating Committee, provide the Nominating Committee's recommendations for Chair and Vice Chair of the Schools and Libraries Committee.

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

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. The term for each position begins immediately upon the election to such position by the Board and ends at such time as the Chair or Vice Chair (as the case may be):

(i) is replaced by a successor selected by the Board, (ii) resigns from the Committee or the Board, (iii) is removed by resolution of the Board, or (iv) is no longer a member of the Board (whichever comes first).

- i1. Information on Ten USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Ms. Delmar, Senior Director of Internal Audit, presented this item for discussion.

- i2. Schools and Libraries Support Mechanism Business Update.** Ms. Ayer and Ms. Frelow, Director of Program Management, presented this item for discussion. Ms. Ayer reported that for Funding Year (FY) 2017, 97.6% of applications have been reviewed and \$2.03 billion committed through 4Q2017, which is a 25% increase in dollars obligated compared to the same period for FY 2016. Ms. Frelow reported that USAC Information Technology (IT) staff delivered capabilities to conduct a second FY 2017 application window for applicants affected by the 2017 hurricanes and to identify and review applications submitted by affected entities in this window. A total of 103 applications were received during the FY 2017 hurricane window, requesting \$10 million in support after program discounts are applied. She also noted that special news briefs and trainings were offered in Spanish to keep applicants current with updates and next steps. Ms. Ayer also reported that the E-rate Productivity Center (EPC) development was complete for all EPC functionality including post-commitment processing. She stated that the division is focused on planning in-person and online training opportunities for program participants, implementing EPC enhancements, and reducing the post-commitment backlogs created while post-commitment processing functionality was being completed.

Mr. Bocher and Mr. Fontana noted that there are problems with fiber applications that are requesting special construction and requested a more formal response on special construction and fiber. Ms. Choroser noted that the questionnaire is difficult to complete even for someone who understands the process and suggested that a pre-check list would be helpful.

At 11:01 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

i3. Schools & Libraries Support Mechanism Business Update Continued. Ms. Ayer continued this discussion with the Committee.

a5. Approval of 2018 Annual Schools and Libraries Support Mechanism Programmatic Budgets. Ms. Ayer presented this item for consideration.

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

RESOLVED, that the USAC Schools and Libraries Committee approves a 2018 annual Schools and Libraries Support Mechanism operating budget of \$67.27 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee approves a 2018 annual Schools and Libraries Support Mechanism capital budget of \$0.21 million.

i4. Update on Request for Proposal for IT Services Contract for E-rate Productivity Center (EPC). Mr. Davis presented this item to the Committee for discussion, noting that a Committee meeting would be scheduled in the next few weeks for the purpose of requesting approval for this item.

i5. Update on Request for Proposal for Business Process Outsourcing Services. Mr. Davis presented this item to the Committee for discussion.

At 11:56 a.m. Eastern Time, the meeting continued in *Executive Session* with members of the Board and Leadership present.

a4. Consideration of a Contract Award for Appian Cloud Licenses. Mr. Joel Daniels, Senior Director, Software Development, presented this item for discussion. Mr. Daniels explained that this related to the exercise of a renewal option for Appian cloud services.

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 FCC approval, to renew the Appian Cloud Licenses in an amount not to exceed \$1,715,435 for continued use of the EPC system.

At 12:08 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time

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

Dr. Domenech reported that in *Executive Session*, the Committee took action on items a4 and a5 and discussed items i3, i4 and i5. On a motion duly made and seconded, the Committee adjourned at 12:09 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 and Libraries Committee Meeting
Agenda**

**Monday, March 12, 2018
1:30 p.m. – 2:00 p.m. Eastern Time
(Immediately Following Board of Directors Meeting)
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>Executive Session</u>		<i>Estimated Duration in Minutes</i>
Craig	a1. Consideration of Contract Award for E-rate Productivity Center Systems Integrator Services – Confidential – <i>Executive Session Recommended.</i>	15

Next Scheduled USAC Schools and Libraries Committee Meeting

**Monday, April 23, 2018
10:00 a.m. – 12:00 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, March 12, 2018

MINUTES¹

A meeting of the USAC Board of Directors (Board) Schools & Libraries Committee (Committee) was held at USAC's offices in Washington, D.C. on Monday, March 12, 2018. Mr. Ken Mason, Committee Vice Chair, called the meeting to order at 1:41 p.m. Eastern Time, with a quorum of six of the nine Committee members present:

Bocher, Bob – <i>by telephone</i>	Mason, Ken – Vice Chair – <i>by telephone</i>
Buzacott, Alan – <i>by telephone</i>	Sekar, Radha – CEO
Choroser, Beth – <i>by telephone</i>	Wade, Joan – <i>by telephone</i>

Members of the Committee not present:

Domenech, Dr. Dan
Fontana, Brent
Hernandez, Dr. Mike

Other Board members and officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management, Strategy
Davis, Craig – Vice President, Procurement and Strategic Sourcing
Feiss, Geoff – Member of the Board
Gerst Matthew – Member of the Board
Kinser, Cynthia – Member of the Board
Lubin, Joel – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Sweeney, Mark – Chief Operating Officer

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
Hutchinson, Kyle	USAC

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

<u>NAME</u>	<u>COMPANY</u>
King, Lauren	USAC
Nuzzo, Patsy	USAC

OPEN SESSION

- a1. **Consideration of Contract Award for E-rate Productivity Center Systems Integrator Services.** Mr. Beckford 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 Committee adopted the following resolution:

RESOLVED, that the USAC Schools & Libraries Committee hereby approves the Committee discussing this item in *Executive Session*.

At 1:42 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

- a1. **Consideration of Contract Award for E-rate Productivity Center Systems Integrator Services.** Mr. Davis presented this item to the Committee for consideration. Mr. Davis explained that the contract presented for approval was posted by USAC for competitive award pursuant to an RFP.

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 USAC management to award a single award Indefinite Delivery Indefinite Quantity (IDIQ) task order based firm fixed price (FFP) and time and materials (T&M) contract for systems development and technical services supporting the E-rate Productivity Center (EPC) in the not to exceed amount of \$9,382,837 to Incentive Technology Group, LLC (ITG), subject to required FCC approvals. The contract award is for a one year period. Exercise of options contained in the contract are subject to future Board approval.

At 1:47 p.m. Eastern Time, on a motion duly made and seconded, 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 took action on item a1.

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

On a motion duly made and seconded, the Committee adjourned at 1:47 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>Monday, April 23, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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OPEN SESSION	Presenter	<i>Estimated Duration in Minutes</i>
1. Schools & Libraries Business Update A. Update on Funding Year (FY) 2018 Application Filing Window B. Update on Funding Year (FY) 2018 Fiber Application Reviews	Catriona	40
2. Information on Three USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	Latoya Anderson	10
3. Committee Approvals		
A. Consent Items 1. Approval of Schools and Libraries Committee Minutes of January 29, 2018 and March 12, 2018	Chair	10
2. Approval of Moving all Executive Session Items to Executive Session	Ernesto	
B. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2018 Programmatic Budget and Demand Projection for the May 2, 2018 FCC Filing	Catriona	15

EXECUTIVE SESSION <i>Confidential – Executive Session Recommended</i>	Presenter	<i>Estimated Duration in Minutes</i>
4. Schools & Libraries Business Update (<i>Continued</i>) A. Challenges/Risk and Mitigation	Catriona	10

Next USAC Schools & Libraries Committee Meeting

<p>Monday, July 23, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices, Washington, DC</p>

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, April 23, 2018

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, April 23, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:01 a.m. Eastern Time, with eight of the nine Committee members present:

Bocher, Bob	Hernandez, Dr. Mike – <i>by telephone</i>
Buzacott, Alan	Mason, Ken – Vice Chair
Choroser, Beth	Sekar, Radha – Chief Executive Officer
Domenech, Dr. Dan – Chair	Wade, Dr. Joan

Members of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Davis, Craig – Vice President of Procurement and Sourcing Strategy
Beckford, Ernesto – Vice President, General Counsel and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Choroser, Beth – Member of the Board
Feiss, Geoff – Member of the Board
Garber, Michelle – Vice President of Lifeline
Gillan, Joe – Member of the Board
Holstein, Bob – Vice President and Chief Information Officer
Kinser, Cynthia – Member of the Board
Lee, Karen – Vice President of Rural Health Care
Lubin, Joel – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Scott, Wayne – Vice President of Internal Audit
Sweeney, Mark – Chief Administrative Officer

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

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

Wein, Olivia – Member of the Board

Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Jarnice	USAC
Anderson, Latoya	USAC
Augustino, Steve	Kelly, Drye & Warren LLP
Ayer, Catriona	USAC
Bethel, Tameca	USAC
Braxton- Johnson, Kianna	USAC
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Frelow, Leslie	USAC
Gustafson, Jaymie	USAC
Hughet, Pamela	USAC
Jones, Frank	Solix, Inc.
Kaplan, Peter	Funds for Learning, LLC
King, Lauren	USAC
Kriete, Debra	South Dakota Department of Education
Lear, Kathleen	Maximus Federal Services, LLC
Lutz, Kevin	USAC
Manns, Bernie	USAC
Marjani, Regina	USAC
McCornac, Carolyn	USAC
Miller, Jack	Solix, Inc.
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Santana-Gonzalez, Jeanette	USAC
Schrieber, Johnnay	USAC
Sequin, Eric	Solix, Inc.
Tawes, Pauline	USAC
Tomlin, Nicole	USAC
Voth, Cara – <i>by telephone</i>	FCC
Wolff, Alex	USAC

OPEN SESSION

All materials from Open Session can be found on the [USAC website](#).

- 1. Schools & Libraries Business Update.** Ms. Ayer presented this item to the Committee providing an update on the Funding Year 2018 Applications Filing

Window and an update on the FY208 Fiber Application Reviews. Mr. Bocher commented that this was the best application processing since the inception of EPC.

2. **Information on Three USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was presented for information purposes. No discussion was held.
3. **Committee Approvals.** Dr. Domenech introduced these items to the Committee for consideration.
 - A. Consent Items.
 - A1. Approval of Committee meeting minutes of January 29, 2018 and March 12, 2018.
 - A2. Approval for discussing in *Executive Session* agenda items:
 - (1) **4A** – Business Update (*Continued*). USAC management recommends that discussion of this item be conducted in *Executive Session* because this matter relates to *specific internal controls*.

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

RESOLVED, that the USAC Schools & Libraries Committee hereby approves: (1) the Committee meeting minutes of January 29, 2018 and March 12, 2018; and (2) discussion in *Executive Session* of the items noted above.

- B. **Approval of Schools and Libraries Support Mechanism 3rd Quarter 2018 Programmatic Budget and Demand Projection for the May 2, 2018 FCC Filing.** Ms. Ayer presented this item for consideration.

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

RESOLVED, that the USAC Schools and Libraries Committee approves a 3rd Quarter 2018 Schools and Libraries Support Mechanism direct program budget of \$15.63 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$15.63 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2018 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 23, 2018, a summary of the 3rd Quarter 2018 Schools and Libraries Support Mechanism demand estimate hereby directs USAC staff to proceed with the required May 2, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

At 11:18 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

- 4. Schools & Libraries Support Mechanism Business Update (Continued).** Ms. Ayer continued this discussion with the Committee providing in depth update on the training plan and fiber.

At 11:30 a.m. Eastern Time, on a motion duly made and seconded, 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 4. On a motion duly made and seconded, the Committee adjourned at 11:31 a.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>Monday, July 23, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

OPEN SESSION	Presenter	<i>Estimated Duration in Minutes</i>
1. Schools & Libraries Committee Approvals		
A. Consent Items <ol style="list-style-type: none"> 1. Approval of Schools and Libraries Committee Minutes of April 23, 2018 2. Approval of Moving all Executive Session Items to Executive Session B. Approval of Schools and Libraries Support Mechanism 4th Quarter 2018 Programmatic Budget and Demand Projection for the August 2, 2018 FCC Filing	Chair Ernesto Catriona	15
2. Information on Four USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	Chris Smith	10
3. Schools & Libraries Business Update <ol style="list-style-type: none"> A. Implementing a Standard Calendar for Key E-rate Program Activities B. Update on Calendar Year (CY) 2018 Schools and Libraries Training 	Catriona	40

EXECUTIVE SESSION <i>Confidential – Executive Session Recommended</i>	Presenter	<i>Estimated Duration in Minutes</i>
4. Schools & Libraries Business Update (<i>If needed</i>)	Catriona	15

Next USAC Schools & Libraries Committee Meeting

<p>Monday, October 29, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices, Washington, DC</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, July 23, 2018

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, July 23, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:00 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Bocher, Bob	Hernandez, Dr. Mike – <i>by telephone</i>
Buzacott, Alan	Mason, Ken – Vice Chair
Choroser, Beth	Sekar, Radha – Chief Executive Officer
Domenech, Dr. Dan – Chair	Wade, Dr. Joan

Mr. Brent Fontana join the meeting by telephone at 11:05 a.m. Eastern Time and participated in in the discussion of item 3A, 3B and 4.

Other Board members and officers of the corporation present:

Davis, Craig – Vice President of Procurement and Sourcing Strategy
Beckford, Ernesto – Vice President, General Counsel and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Choroser, Beth – Member of the Board
Feiss, Geoff – Member of the Board
Garber, Michelle – Vice President of Lifeline
Gillan, Joe – Member of the Board
Holstein, Bob – Vice President and Chief Information Officer
Kinser, Cynthia – Member of the Board
Lubin, Joel – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer
Scott, Wayne – Vice President of Internal Audit
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Jarnice	USAC
Anderson, Latoya	USAC
Ayer, Catriona	USAC
Bethel, Tameca	USAC
Burgess, Melody	USAC
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Delmar, Teleshia	USAC
Frelow, Leslie	USAC
Holloway, Chanelle	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
Jones, April	FCC
Jones, Frank	Solix, Inc.
King, Lauren	USAC
Lee, Brandon	USAC
Miller, Jack	Solix, Inc.
Nuzzo, Patsy	USAC
Richardson, Rashonda	USAC
Schrieber, Johnnay	USAC
Sequin, Eric	Solix, Inc.
Smith, Chris	USAC
Tawes, Pauline	USAC
Tomlin, Nicole	USAC
Willis, Catherine	USAC

OPEN SESSION

All materials from Open Session can be found on the [USAC website](#).

1. Schools and Libraries Committee Approvals. Dr. Dan Domenech presented these items for consideration.

A. Consent Items.

1. Approval of Schools and Libraries Committee Minutes of April 23, 2018
2. Approval for discussing in *Executive Session* agenda items: Schools & Libraries Business Update (*If needed*). Mr. Beckford recommended that discussion of this item be conducted in *Executive Session* because this matter relates to *internal rules and procedures* concerning the

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administration of the universal service support mechanisms where discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

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

RESOLVED, that the USAC Schools & Libraries Committee hereby approves: (1) the Committee meeting minutes of April 23, 2018; and (2) discussion in *Executive Session* of the item noted above.

- B.** Approval of Schools and Libraries Support Mechanism 4th Quarter 2018 Programmatic Budget and Demand Projections for the August 2, 2018 FCC Filing. Ms. Ayer 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 and Libraries Committee approves a 4th Quarter 2018 Schools and Libraries Support Mechanism direct program budget of \$15.97 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$15.97 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2018 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 23, 2018, a summary of the 4th Quarter 2018 Schools and Libraries Support Mechanism demand estimate hereby directs USAC staff to proceed with the required August 2, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

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

2. **Information on Four USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was presented for information purposes. No discussion was held.
3. **Schools & Libraries Business Update.** Ms. Ayer presented this item to the Committee:
 - Open Items from the April Committee Meeting.
 - Overview of significant program activities.
 - Review of recent accomplishments.
 - Operational metrics.
 - Proposed FY 2019 E-rate calendar cycle.
 - Information on CY 2018 training for applicants and service providers.

At 11:12 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

4. **Schools & Libraries Business Update (*Continued*).** Ms. Ayer continued this discussion with the Committee, providing an overview of recent FCC orders and significant public notices.

At 11:38 a.m. Eastern Time, on a motion duly made and seconded, 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 4. On a motion duly made and seconded, the Committee adjourned at 11:39 a.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

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

**Thursday, August 16, 2108
4:00 p.m. – 5:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

Executive Session

Craig	a1. Consideration of Contract Award for Schools and Libraries Business Process Outsourcing (BPO) Services – Confidential – Executive Session Recommended.
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Because of the high sensitivity and importance of this contract award, we wish to remind Board members that, as with all procurements, this matter is subject to the terms of the non-disclosure agreement that all USAC Board Members and employees have signed. A sample of the non-disclosure agreement is attached. The contract award is subject to both Board approval, and FCC approval which will be obtained after the Board votes on this matter. We therefore request that there be no discussion of this award outside of the Board until after the award has been announced by USAC.

Next Scheduled USAC Schools and Libraries Committee Meeting

**Monday, October 29, 2018
10:00 a.m. – 12:00 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
Thursday, August 16, 2018

MINUTES¹

A meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Thursday, August 16, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 4:05 p.m. Eastern Time, with a quorum of seven of the nine Committee members present:

Buzacott, Alan – <i>by telephone</i>	Hernandez, Dr. Mike – <i>by telephone</i>
Choroser, Beth – <i>by telephone</i>	Mason, Ken – Vice Chair – <i>by telephone</i>
Domenech, Dr. Dan – Chair – <i>by telephone</i>	Sekar, Radha – Chief Executive Officer
Fontana, Brent – <i>by telephone</i>	

Members of the Committee not present:

Bocher, Bob
Wade, Dr. Joan

Officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel and Assistant Treasurer
Davis, Craig – Vice President of Procurement and Sourcing Strategy – *by telephone*
Salvator, Charles – Vice President of Finance, Chief Financial Officer and
Assistant Treasurer

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
Frelow, Leslie – <i>by telephone</i>	USAC
King, Lauren	USAC
Nuzzo, Patsy – <i>by telephone</i>	USAC
Tomlin, Nicole	USAC
Willis, Catherine – <i>by telephone</i>	USAC

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

OPEN SESSION

- a1. Consideration of Contract Award for Schools and Libraries Business Process Outsourcing (BPO) Services.** Mr. Beckford 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, the Committee adopted the following resolution:

RESOLVED, that the USAC Board of Directors determines that the discussion of this item be conducted in *Executive Session*.

At 4:06 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

- a1. Consideration of Contract Award for Schools and Libraries Business Process Outsourcing (BPO) Services.** Mr. Davis provided the Committee with an overview for consideration.

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

RESOLVED, that the USAC Schools & Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes management to award a contract for Schools and Libraries BPO services to Maximus Federal Services, Inc. for a base period of sixteen (16) months for approximately \$24,638,000 (plus applicable taxes), with the ability to exercise four additional one-year terms, subject to required FCC and Schools and Libraries Committee approvals, for a five year total price of \$91,749,020 (plus applicable taxes), plus an additional 10 percent contingency reserve of \$9,175,000 over the base period and four one-year options (plus applicable taxes), for a total not-to-exceed amount of \$100,924,020 (plus applicable taxes).

At 4:40 p.m. Eastern Time, on a motion duly made and seconded, 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 4:41 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

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

**Monday, August 27, 2108
4:00 p.m. – 4:30 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

Executive Session

	a1. Consideration of Contract Award for Consulting Services to Support Schools and Libraries Project Management Office (PMO) and Business Process Outsourcing (BPO) Change Management – Confidential – <i>Executive Session Recommended.</i>
Craig	

Next Scheduled USAC Schools and Libraries Committee Meeting

**Monday, October 29, 2018
10:00 a.m. – 12:00 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, August 27, 2018

MINUTES¹

A meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, August 27, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 4:02 p.m. Eastern Time, with a quorum of six of the nine Committee members present:

Bocher, Bob – <i>by telephone</i>	Hernandez, Dr. Mike – <i>by telephone</i>
Buzacott, Alan – <i>by telephone</i>	Mason, Ken – Vice Chair – <i>by telephone</i>
Domenech, Dr. Dan – Chair – <i>by telephone</i>	Sekar, Radha – Chief Executive Officer

Mr. Brent Fontana joined the call by telephone at 4:03 p.m. Eastern Time. He participated in the discussion and voted on item a1.

Members of the Committee not present:

Choroser, Beth
Wade, Dr. Joan

Officers of the corporation present:

Davis, Craig – Vice President of Procurement and Sourcing Strategy

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
Hughet, Pamela	USAC
Myers, Erica	USAC
Tiwari, Tanya	USAC
Tomlin, Nicole	USAC
Willis, Catherine – <i>by telephone</i>	USAC

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

OPEN SESSION

- a1. Consideration of Contract Award for Consulting Services to Support the Schools and Libraries Project Management Office (PMO) and Business Process Outsourcing (BPO) Change Management.** Ms. Myers 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, the Committee adopted the following resolution:

RESOLVED, that the USAC Board of Directors determines that the discussion of this item be conducted in *Executive Session*.

At 4:03 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

- a1. Consideration of Contract Award for Consulting Services to Support the Schools and Libraries Project Management Office (PMO) and Business Process Outsourcing (BPO) Change Management.** Mr. Davis provided the Committee with an overview for consideration.

On a motion duly made and seconded, 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 FCC approval, to award a time & materials contract for a period of eighteen (18) months for approximately \$2.68 million (plus applicable taxes), to Deloitte Consulting, LLP for Schools and Libraries PMO and BPO change management services with a contingency reserve of \$536,000, for a total not-to-exceed amount of \$3.22 million (plus applicable taxes).

At 4.15 p.m. Eastern Time, on a motion duly made and seconded, 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 4.15 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>Monday, October 29, 2018 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	<p>a1. Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Schools and Libraries Committee Meeting Minutes of July 23, 2018, August 16, 2018 and August 27, 2018.</p> <p style="padding-left: 20px;">B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i></p>	5
Catriona	<p>a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2019 Programmatic Budget and Demand Projection for the November 2, 2018 FCC Filing</p>	10
Catriona	<p>a3. Consideration of Funding Year 2019 Filing Window Dates</p>	10
Chris Smith	<p>i1. Information on 13 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports</p>	5
Catriona	<p>i2. Schools & Libraries Support Mechanism Business Update</p>	30

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Catriona	<p>i3. Schools & Libraries Support Mechanism Business Update <i>(Continued)</i></p>	30
Catriona	<p>i4. Information on Preliminary 2019 Annual Schools and Libraries Support Mechanism Budget</p>	10

12:00	Lunch – Knowledge Management Presentation	60
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Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, January 28, 2019 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, October 29, 2018

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, October 29, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:08 a.m. Eastern Time, with all nine Committee members present:

Bocher, Bob	Hernandez, Dr. Mike
Buzacott, Alan	Mason, Ken – Vice Chair
Choroser, Beth	Sekar, Radha – Chief Executive Officer
Domenech, Dr. Dan – Chair	Wade, Dr. Joan
Fontana, Brent	

Other Board members and officers of the corporation present:

Davis, Craig – Vice President of Procurement and Sourcing Strategy
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Lifeline
Gillan, Joe – Member of the Board
Holstein, Bob – Vice President and Chief Information Officer
Kinser, Cynthia – Member of the Board – *by telephone*
Lubin, Joel – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Sweeney, Mark – Vice President of Rural Health Care
Wibberly, Dr. Kathy – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
Beaver, Tracey	USAC
Bethel, Tameca	USAC
Bonuccelli, Marge	Maximus
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Frelow, Leslie	USAC
Holloway, Chanelle	USAC
Howard, Mackenzie	USAC
Hudson, Bo	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
Imbt, Claude	Deliotte
Jaruboon, Jetshada	Maximus
King, Lauren	USAC
Kriete, Debra	SD Department of Education
Lee, Brandon	USAC
LeNard, David	E-rate Elite
Little, Chris	USAC
Nuzzo, Patsy	USAC
Richardson, Rashonda	USAC
Rovetto, Ed	USAC
Schell, Julie	PA Department of Education
Simab, Habib	USAC
Slaughter, Lisa	Maximus
Smith Chris	USAC
Stankus, Paul	CSM
Tiwari Tanya	USAC
Tomlin, Nicole	USAC
Voth, Cara	FCC
Willis, Catherine	USAC

OPEN SESSION

All materials from Open Session can be found on the [USAC website](#).

a1. Consent Items. Dr. Dan Domenech presented these items for consideration.

A. Approval of Schools and Libraries Committee Minutes of July 23, 2018, August 16, 2018, and August 27, 2018.

B. Approval for Moving all *Executive Session* Items to *Executive Session*:

- i3** – Business Update (*Continued*) - Information on Transition Update. USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *internal rules and procedures* concerning the administration of the universal service support mechanisms where discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity. In addition, this matter relates to USAC's *procurement strategy and contract administration*.
- i4.** – Information on the Preliminary 2019 Annual Schools and Library Support Mechanism Budget. USAC management 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 Committee adopted the following resolutions:

RESOLVED, that the USAC Schools & Libraries Committee hereby approves: (1) the Committee meeting minutes of July 23, 2018, August 16, 2018, and August 27, 2018; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2019 Programmatic Budget and Demand Projection for the November 2, 2018 FCC Filing.** Ms. Ayer presented this item for consideration.

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

RESOLVED, that the USAC Schools and Libraries Committee approve a 1st Quarter 2019 Schools and Libraries Mechanism direct program budget of \$13.33 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$13.33 million for Schools and Libraries Mechanism administrative costs in the required November 2, 2018 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 29, 2018 a summary of the 1st Quarter 2019 Schools and Libraries Mechanism demand

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estimate, hereby directs USAC staff to proceed with the required November 2, 2018 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Mechanism is equal to or less than \$10 million, or may seek approval from the Schools and Libraries Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- a3. Consideration of Funding Year 2019 Filing Window Dates.** Ms. Ayer presented this item to the Committee for consideration.

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

RESOLVED, that the USAC Schools & Libraries Committee accepts the recommendation of USAC management to open the Funding Year 2019 filing window no earlier than January 10, 2019 and to close the Funding Year 2019 filing window on or after March 20, 2019, subject to the requirements of 47 C.F.R. § 54.502 of the Commission's rules; and

RESOLVED FURTHER, that upon consultation with the Committee Chair, USAC management is authorized to adjust the Funding Year 2019 filing window opening and closing dates, as circumstances may warrant.

- i1. Information on 13 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This report was provided for informational purposes; no discussion was held on this item.
- i2. Schools & Libraries Support Mechanism Business Update.** Ms. Ayer presented the following:
1. E-rate Program at a Glance
 2. Accomplishments
 3. Current Topics
 - a. Program Participant Training Update
 - b. Update on Fiber Applications
 - c. Schools and Libraries 18-Month Plan
 - d. Newest Dataset on Open Data
 4. Operational Performance Metrics Overview
 5. Upcoming Milestones
 6. FY2020 Forms Readiness Plan

At 11:23 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

i3. Schools & Libraries Support Mechanism Business Update. (Continued). Ms. Ayer continued this discussion with the Committee, providing an update on the BPO transition.

i4. Information on the Preliminary 2019 Annual Schools and Libraries Support Mechanism Budget. Ms. Ayer presented this item for discussion, noting that the final 2019 annual budget would be presented at the January Committee meetings.

At 12:12 p.m. Eastern Time, on a motion duly made and seconded, 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 items i3 and i4. On a motion duly made and seconded, the Committee adjourned at 12:12 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

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

Monday, December 10, 2108
(Immediately Following Board of Directors Call at 3:00 p.m. Eastern Time)
4:00 p.m. – 4:30 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

<u>Executive Session</u>	
Craig	a1. Consideration of Contract Amendment for Schools and Libraries Business Process Outsourcing Services – Confidential – <i>Executive Session Recommended.</i>

Next Scheduled USAC Schools and Libraries Committee Meeting

Monday, January 29, 2018
10:00 a.m. – 12:00 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 December 10, 2018

MINUTES¹

A meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, December 10, 2018. Dr. Dan Domenech, Committee Chair, called the meeting to order at 3:43 p.m. Eastern Time, with a quorum of seven of the nine Committee members present:

Bocher, Bob – *by telephone*

Buzacott, Alan – *by telephone*

Choroser, Beth – *by telephone*

Domenech, Dr. Dan – Chair – *by telephone*

Fontana, Brent – *by telephone*

Mason, Ken – Vice Chair – *by telephone*

Sekar, Radha – Chief Executive Officer

Members of the Committee not present:

Hernandez, Dr. Mike – Vice Chair

Wade, Dr. Joan

Officers of the corporation present:

Beckford, Ernesto – Vice President, General Counsel and Assistant Treasurer

Davis, Craig – Vice President of Procurement and Sourcing Strategy – *by telephone*

Others present:

<u>NAME</u>	<u>COMPANY</u>
Hughet, Pam	USAC
Mihalsky, Anna	USAC
Nuzzo, Patsy	USAC
Tomlin, Nicole	USAC

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language where necessary or to correct grammatical or spelling errors.

OPEN SESSION

- a1. Consideration of Contract Amendment for Schools and Libraries Business Process Outsourcing Services.** USAC management 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, the Committee adopted the following resolution:

RESOLVED, that the USAC Board of Directors determines that the discussion of this item be conducted in *Executive Session*.

At 4:04 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential items listed above.

EXECUTIVE SESSION

- a1. Consideration of Contract Amendment for Schools and Libraries Business Process Outsourcing Services.** Mr. Davis provided the Committee with an overview for consideration.

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

RESOLVED, that the USAC Schools & Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC to amend the contract with Maximus Federal Services, Inc. for business processing outsourcing (BPO) services for the E-rate Program by increasing the base period not-to-exceed amount by \$1,934,030 from \$24,638,000 (plus applicable taxes) to \$26,572,030 (plus applicable taxes).

At 4:06 p.m. Eastern Time, on a motion duly made and seconded, 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 4:06 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary