

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

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

<u><b>OPEN SESSION</b></u>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of October 29, 2018 and December 10, 2018 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Chair	<b>a2.</b> Recommendation for Election of Committee Chair and Vice Chair	5
Catriona	<b>a3.</b> Approval of Schools and Libraries Support Mechanism 2nd Quarter 2019 Programmatic Budget and Demand Projection for the January 31, 2019 FCC Filing	10
Chris Smith	<b>i1.</b> Information on 17 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	5
Catriona  Leslie/ Catherine	<b>i2.</b> Schools & Libraries Support Mechanism Business Update <ul style="list-style-type: none"> <li>• 2018 Accomplishments</li> <li>• 2019 Goals</li> <li>• BPO Transition</li> </ul>	30

<u><b>EXECUTIVE SESSION</b></u> <b>Confidential – Executive Session Recommended</b>		<i>Estimated Duration in Minutes</i>
Catriona	<b>i2.</b> Schools & Libraries Support Mechanism Business Update <i>(Continued)</i>	30
Craig	<b>a4.</b> Consideration of a One Year Contract Option for Appian Cloud Services and Software Licenses	10
Catriona	<b>a5.</b> Approval of Schools and Libraries Support Mechanism 2019 Annual Programmatic Budget	10

<b>12:00</b>	<b>Lunch – Demonstration of Schools and Libraries On-line Training</b>	60
--------------	--	----

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

<p><b>Monday, April 29, 2019</b>  <b>10:00 a.m. – 12:00 p.m. Eastern Time</b>  <b>USAC Offices, Washington, D.C.</b></p>
--

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

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Monday, January 28, 2019**

**MINUTES<sup>1</sup>**

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, January 28, 2019. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:04 a.m. Eastern Time, with all nine Committee members present:

Bocher, Bob	Mason, Ken – Vice Chair
Buzacott, Alan	Schell, Julie Tritt
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  
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management  
Delmar, Teleshia – Vice President of Audit and Assurance  
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 – *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  
Wein, Olivia – Member of the Board  
Wibberly, Dr. Kathy – Member of the Board

<sup>1</sup> 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
Faunce, Donna	USAC
Frelow, Leslie	USAC
Holloway, Chanelle	USAC
Hudson, Bo	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
Jaruboon, Jetshada	Maximus
Kaplan, Peter	Funds for Learning
Lee, Brandon	USAC
LeNard, David	E-rate Elite
Little, Chris	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Smith Chris	USAC
Stankus, Paul	CSM
Tawes, Pauline	USAC
Tiwari Tanya	USAC
Tomlin, Nicole	USAC
Willis, Catherine	USAC

### OPEN SESSION

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

- a1. Consent Items.** Dr. Domenech presented these items for consideration.
- A.** Approval of Schools and Libraries Committee Minutes of October 29, 2018 and December 10, 2018.
  - B.** Approval of Moving all *Executive Session* Items into *Executive Session*:
    - (1) **i2** – 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 *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*.

- (2) **a4.** – Consideration of a One Year Contract Option for Appian Cloud Services and Software 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*.
- (3) **a5.** – Approval of Schools and Libraries Support 2019 Annual Programmatic Mechanism Budget. 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 29, 2018 and December 10, 2018; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Domenech introduced this item and Mr. Mason, Chair of the Nominating Committee, shared the Nominating Committee recommendations for the leadership positions.

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

**RESOLVED**, that the USAC Schools & Libraries Committee recommends that the USAC Board of Directors elect **Dr. Dan Domenech** as Chair and **Julie Tritt Schell** 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).

- a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2019 Programmatic Budget and Demand Projection for the January 31, 2019 FCC Filing.** Ms. Ayer presented this item for consideration. The presentation included a written report on USAC management's recommendations for the

Schools and Libraries Support Mechanism 2nd Quarter 2019 programmatic budget and demand projection for the January 31, 2019 FCC filing.

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 2019 Schools and Libraries Support Mechanism direct program budget of \$14.72 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$14.72 million for Schools and Libraries Support Mechanism administrative costs in the required January 31, 2019 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 28, 2019 a summary of the 2nd Quarter 2019 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required January 31, 2019 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.

- i1. **Information on 17 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on 17 USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. The reports were provided for informational purposes; no discussion was held on this item.
- i2. **Schools & Libraries Support Mechanism Business Update.** Ms. Ayer, Ms. Frelow and Ms. Willis presented PowerPoint slides covering the following:
  1. Review of open items from the October 2018 Committee meeting
  2. 2018 Accomplishments
  3. 2018 Operational Performance Metrics
  4. 2019 Goals and Objectives
  5. 2019 Look Ahead
  6. Discussion Topic: Business Process Outsourcing:
    - a. Operations
    - b. Transition Activities
  7. Schools and Libraries View At-a-Glance

At 11:32 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**

**i2. Schools & Libraries Support Mechanism Business Update. (Continued).**  
Continuation of this item was not needed and no discussion was held in Executive Session.

**a4. Consideration of a One Year Contract Option for Appian Cloud Services and Software Licenses.** Mr. Davis presented this item to the Committee for consideration. The presentation included a summary slide and written report with information on USAC's proposed contract option for cloud services and software licenses.

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 services and software licenses in an amount not to exceed \$1,854,817 for continued use of the EPC system.

**a5. Approval of Schools and Libraries Support Mechanism 2019 Annual Programmatic Budget.** Ms. Ayer presented this item to the Committee for consideration. The presentation included a written summary and report detailing USAC management's recommendations for the Schools and Libraries Support Mechanism 2019 programmatic budget.

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

**RESOLVED**, that the Schools and Libraries Committee approves a 2019 annual programmatic budget for the Schools and Libraries Support Mechanism of \$55.1 million.

At 12:05 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 items a4 and a5.

On a motion duly made and seconded, the Committee adjourned at 12:05 p.m. Eastern Time.

/s/ Ernesto Beckford  
Assistant Secretary

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

<p><b>Monday April 29, 2019</b>  <b>10:00 a.m. – 12:00 p.m. Eastern Time</b>  <b>USAC Offices</b>  <b>700 12th Street, N.W., Suite 900</b>  <b>Washington, D.C. 20005</b></p>
---

<b><u>OPEN SESSION</u></b>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of January 28, 2019 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Catriona	<b>a2.</b> Approval of Schools and Libraries Support Mechanism 3 <sup>rd</sup> Quarter 2019 Programmatic Budget and Demand Projection for the May 2, 2019 FCC Filing	15
Chris Smith	<b>i1.</b> Information on Six USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	5
Catriona	<b>i2.</b> Schools & Libraries Support Mechanism Business Update <ul style="list-style-type: none"> <li>• At a Glance</li> <li>• Fund Year 2019 Window Update</li> </ul>	15

<b><u>EXECUTIVE SESSION</u></b> <b>Confidential – <i>Executive Session Recommended</i></b>		<i>Estimated Duration in Minutes</i>
Catriona	<b>i2.</b> Schools & Libraries Support Mechanism Business Update ( <i>continued</i> ) <ul style="list-style-type: none"> <li>• Stakeholder Requested Enhancements</li> <li>• 2019 IT Roadmap &amp; Enhancements</li> <li>• BPO Update</li> </ul>	30
Craig	<b>a3.</b> Consideration of Increased Contract Value for Consulting Services to Support Schools and Libraries Project Management Office	15
Craig	<b>a4.</b> Consideration of a One Year Contract Option for E-rate Productivity Center Systems Integrator Services	15

<b>12:00</b>	<b><i>Executive Session</i></b> – Board of Directors Discussion (Lunch)	60
--------------	---	----

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

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

**Monday, July 29, 2019**

**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, April 29, 2019**

**MINUTES<sup>1</sup>**

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 29, 2019. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:14 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Bocher, Bob	Mason, Ken
Buzacott, Alan	Schell, Julie Tritt – 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 10:25 a.m. Eastern Time. He did not participate in the discussion or vote on item a1.

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Schools and Libraries  
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  
Delmar, Teleshia – Vice President of Audit and Assurance  
Freeman, Sarah – Member of the Board  
Garber, Michelle – Vice President of Lifeline  
Gillan, Joe – Member of the Board  
Kinsler, 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 – Vice President of Rural Health Care  
Wein, Olivia – Member of the Board  
Tinic, Atilla – Member of the Board

<sup>1</sup> 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>
Barrett, Henry	USAC
Beaver, Tracey	USAC
Bethel, Tameca	USAC
Boden, Jerry	USAC
Bonuccelli, Marge	Maximus
Braxton – Johnson, Kianna	USAC
Butler, Stephen	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Frelow, Leslie	USAC
Holloway, Chanelle	USAC
Hudson, Bo	USAC
Hughet, Pamela	USAC
Hutchinson, Kyle	USAC
Kaplan, Peter	Funds for Learning
King, Lauren	USAC
Kriete, Debra	South Dakota Department of Education
Lawson, Suzanne	USAC
Little, Chris	USAC
Luton, Smith	Avitecture
Lutz, Cory	USAC
Lutz, Kevin	USAC
Nesbit, Thomas	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Slaughter, Lisa	Maximus
Smith Chris	USAC
Stankus, Paul	CSM
Tiwari Tanya	USAC
Willis, Catherine	USAC

### OPEN SESSION

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

**a1. Consent Items.** Dr. Domenech presented this item for consideration.

**A.** Approval of Schools and Libraries Committee Minutes of January 28, 2019.

**B.** Approval of Moving all *Executive Session* Items into *Executive Session*:

- (1) **i2** – 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 *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*.
- (2) **a3** – Consideration of Increased Contract Value for Consulting Services to Support Schools and Libraries Project Management Office. 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*.
- (3) **a4** – Consideration of One Year Contract Option for E-rate Productivity Center Systems Integrator 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 January 28, 2019; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2019 Programmatic Budget and Demand Projection for the May 2, 2019 FCC Filing.** Ms. Ayer presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 3<sup>rd</sup> Quarter 2019 programmatic budget and demand projection for the May 2, 2019 FCC filing. Ms. Sekar noted that the projections included a line item for denials and cancellations of funding requests this year, and indicated that USAC would get back to the Board on how this was handled historically.

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 2019 Schools and Libraries Support Mechanism direct program budget of \$13.67 million; and

**RESOLVED FURTHER**, that the USAC Schools and

Libraries Committee directs USAC staff to submit a collection requirement of \$13.67 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2019 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 29, 2019 a summary of the 3rd Quarter 2019 Schools and Libraries Support Mechanism demand estimate, hereby directs USAC staff to proceed with the required May 2, 2019 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.

- i1. Information on Six USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on six USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. The reports were provided for informational purposes; no discussion was held on this item.
- i2. Schools & Libraries Support Mechanism Business Update.** Ms. Ayer presented PowerPoint slides covering the following:
  1. Overview of Schools and Libraries activities for 2019
  2. Discussion Topics:
    - a. FY 2019 Window Overview
    - b. FY 2019 Wave 1 Results

Ms. Sekar noted that the first FY2019 wave exceeded FY2018 by 20% and exceeded the stretch goal set by the FCC. Dr. Wade commented that she was receiving positive feedback from schools.

At 11:07 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**

- i2. Schools & Libraries Support Mechanism Business Update** (*Continued*). Ms. Ayer continued with discussion topics that included the following:
1. Stakeholder Requested Enhancements
  2. 2019 IT Roadmap and Enhancements
  3. BPO Update
- a3. Consideration of Increased Contract Value for Consulting Services to Support Schools and Libraries Project Management Office.** Mr. Davis presented this item to the Committee for consideration. The presentation included a summary slide and written report with information on USAC management's proposed increase of the contract value for consulting services to support the Schools and Libraries Project Management Office.

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 required FCC approval, to amend the time & materials contract with Deloitte Consulting, LLP for Schools and Libraries PMO and BPO change management services to increase the contract's not-to-exceed amount of \$3.22 million by \$1.5 million, for a total not-to-exceed amount of \$4.72 million (plus applicable taxes).

- a4. Consideration of a One Year Contract Option for E-rate Productivity Center Systems Integrator Services.** Mr. Davis presented this item to the Committee for consideration. The presentation included a summary slide and written report detailing USAC management's recommendations for consideration of a one year contract option for systems development and technical services supporting the E-rate Productivity Center.

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

**RESOLVED**, that the Schools & Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to exercise a one-year option for the IDIQ task order-based contract with Incentive Technology Group, LLC (ITG) for systems development and technical services supporting the E-rate Productivity Center (EPC) for a total not to exceed amount of \$8.7 million, subject to required FCC approvals.

### **OPEN SESSION**

At 11:51 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 a3 and a4 and discussed item i2.

On a motion duly made and seconded, the Committee adjourned at 11:52 p.m. Eastern Time.

/s/ Ernesto Beckford  
Assistant Secretary

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

<p><b>Monday July 29, 2019</b>  <b>10:00 a.m. – 12:00 p.m. Eastern Time</b>  <b>USAC Offices</b>  <b>700 12th Street, N.W., Suite 900</b>  <b>Washington, D.C. 20005</b></p>
--

<u><b>OPEN SESSION</b></u>		<i>Estimated Duration in Minutes</i>
Chair	<p><b>a1.</b> Consent Items (each available for discussion upon request):</p> <p style="padding-left: 20px;">A. Approval of Schools and Libraries Committee Meeting Minutes of April 29, 2019</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><b>a2.</b> Approval of Schools and Libraries Support Mechanism 4<sup>th</sup> Quarter 2019 Programmatic Budget and Demand Projection for the August 2, 2019 FCC Filing</p>	15
Chris Smith	<p><b>i1.</b> Information on Nine USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports</p>	5
Catriona	<p><b>i2.</b> Schools &amp; Libraries Support Mechanism Business Update</p> <ul style="list-style-type: none"> <li>• Broadband Requests by Fund Year</li> <li>• Fiber Application Update</li> <li>• 2019 Applicant and Service Provider Training</li> <li>• Business Processing Operations Vendor Activities</li> <li>• Program at a Glance</li> <li>• Q2 2019 Summary (<i>For Information Only</i>)</li> </ul>	45

<u><b>EXECUTIVE SESSION</b></u> <b>Confidential – Executive Session Recommended</b>		<i>Estimated Duration in Minutes</i>
Catriona	<p><b>i2.</b> Schools &amp; Libraries Support Mechanism Business Update (<i>continued</i>)</p>	30
Chris Smith	<p><b>i3.</b> Information on One USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports</p>	5

<b>12:00</b>	Board of Directors – Website Demonstration and (Lunch)	60
--------------	--	----

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

<p><b>Monday, October 28, 2019</b>  <b>10:00 a.m. – 12:00 p.m. Eastern Time</b>  <b>USAC Offices, Washington, D.C.</b></p>
--

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

**SCHOOLS & LIBRARIES COMMITTEE MEETING**  
**Monday, July 29, 2019**

**(DRAFT) MINUTES<sup>1</sup>**

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 29, 2019. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:00 a.m. Eastern Time, with a quorum of all nine Committee members present:

Bocher, Bob	Mason, Ken
Buzacott, Alan	Schell, Julie Tritt – 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:

Ayer, Catriona – Vice President of Schools and Libraries  
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  
Delmar, Teleshia – Vice President of Audit and Assurance  
Garber, Michelle – Vice President of Lifeline  
Gillan, Joe – Member of the Board  
Hutchinson, Kyle – Vice President, Chief Information Officer  
Kinser, Cynthia – Member of the Board – *by telephone*  
Lubin, Joel – Member of the Board  
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer  
Sweeney, Mark – Vice President of Rural Health Care  
Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Beaver, Tracey	USAC
Bethel, Tameca	USAC

<sup>1</sup> 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>
Bonuccelli, Marge	Maximus
Braxton-Johnson, Kianna	USAC
Carpenter, Nikki-Blair	USAC
Daniels, Joel	USAC
Frelow, Leslie	USAC
Haas, Allen	Avitecture
Harrington, John	Funds for Learning
Hudson, Bo	USAC
Hughet, Pamela	USAC
Kaplan, Peter	Funds for Learning
King, Lauren	USAC
Kriete, Debra	South Dakota Department of Education
Lawson, Suzanne	USAC
Lee, Brandon	USAC
Lenard, David	E-Rate Elite
Little, Chris	USAC
Mohammed, Rehana	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Smith Chris	USAC
Stankus, Paul	CSM
Tiwari, Tanya	USAC
Willis, Catherine	USAC

### OPEN SESSION

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

- a1. Consent Items.** Dr. Domenech presented this item for consideration.
- A.** Approval of Schools and Libraries Committee Minutes of April 29, 2019.
  - B.** Approval of Moving all *Executive Session* Items into *Executive Session*:
    - (1) **i2** – Schools & Libraries Support Mechanism Business Update (*Continued*). USAC management recommends that discussion of this item be conducted in *Executive Session* because it 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.

- (2) **i3** – Information on One USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports. USAC management recommends that discussion of this item be conducted in *Executive Session* because it relates to *specific internal controls and/or confidential company data* that would constitute a discussion of internal rules and procedures.

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 29, 2019; and (2) discussion in *Executive Session* of the items noted above.

- a2. **Approval of Schools and Libraries Support Mechanism 4th Quarter 2019 Programmatic Budget and Demand Projection for the August 2, 2019 FCC Filing.** Ms. Ayer presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 4th Quarter 2019 programmatic budget and demand projection for the August 2, 2019 FCC filing.

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 4th Quarter 2019 Schools and Libraries Support Mechanism direct program budget of \$13.37 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$13.37 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2019 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 29, 2019 the 4th Quarter 2019 Schools and Libraries Support Mechanism demand estimate of \$422.28 million, hereby directs USAC staff to proceed with the required August 2, 2019 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.

- i1. **Information on Nine USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on nine USAC Audit and Assurance Division Schools and

Libraries Support Mechanism beneficiary audit reports. The reports were provided for informational purposes; no discussion was held on this item.

**i2. Schools & Libraries Support Mechanism Business Update.** Ms. Ayer presented PowerPoint slides covering the following:

1. Recap: Broadband request by Funding Year
2. Discussion Topics:
  - a. Fiber Application Update
  - b. 2019 Service Provider Training
  - c. 2019 Applicant Training
  - d. Business Processing Operations Vendor Activities
3. E-rate Program at a Glance

At 10:43 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**

**i2. Schools & Libraries Support Mechanism Business Update** (*Continued*). Ms. Ayer continued with discussion topics that included the following:

1. Stakeholder Requested Enhancements

**i3. Information on One USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on one USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit report. The report was provided for informational purposes; no discussion was held on this item.

### **OPEN SESSION**

At 11:10 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 items i2 and i3.

On a motion duly made and seconded, the Committee adjourned at 11:11 a.m. Eastern Time.

/s/ Ernesto Beckford  
Assistant Secretary

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

**Monday October 28, 2019  
10:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices  
700 12th Street, N.W., Suite 900  
Washington, D.C. 20005**

<b><u>OPEN SESSION</u></b>		<i>Estimated Duration in Minutes</i>
Chair	<b>a1.</b> Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of July 29, 2019 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Catriona	<b>a2.</b> Approval of Schools and Libraries Support Mechanism 1st Quarter 2020 Programmatic Budget and Demand Projection for the November 1, 2019 FCC Filing	15
Catriona	<b>a3.</b> Consideration of Funding Year 2020 Filing Window Dates	5
Rashonda Ward	<b>i1.</b> Information on Five USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	5
Catriona	<b>i2.</b> Schools & Libraries Support Mechanism Business Update <ul style="list-style-type: none"> <li>• Funding Year 2019 Status Update</li> <li>• Post-Commitment Status Update</li> <li>• 2019 Applicant Training</li> <li>• 2019 Service Provider Training</li> <li>• IT Update</li> <li>• E-rate Program at a Glance</li> <li>• Q3 2019 Summary (<i>For Information Only</i>)</li> </ul>	50

<b><u>EXECUTIVE SESSION</u></b> <b>Confidential – Executive Session Recommended</b>		<i>Estimated Duration in Minutes</i>
Craig	<b>a4.</b> Consideration of a One-Year Contract Option for Schools and Libraries Business Process Outsourcing Services (Maximus)	15
Craig	<b>a5.</b> Consideration of a One-Year Contract Option for Appian Cloud Services and Software Licenses	15
Rashonda Ward	<b>i3.</b> Information on Four USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	5

<b>12:00</b>	Board of Directors Lunch	60
--------------	--------------------------	----

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

**Monday, January 27, 2020  
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, October 28, 2019**

**MINUTES<sup>1</sup>**

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 28, 2019. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:05 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Bocher, Bob  
Buzacott, Alan  
Choroser, Beth  
Domenech, Dr. Dan – Chair

Mason, Ken  
Schell, Julie Tritt – Vice Chair  
Sekar, Radha – Chief Executive Officer  
Wade, Dr. Joan

Member of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Schools and Libraries  
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management  
Davis, Craig – Vice President of Procurement and Sourcing Strategy  
Delmar, Teleshia – Vice President of Audit and Assurance  
Feiss, Geoff – Member of the Board  
Garber, Michelle – Vice President of Lifeline  
Gillan, Joe – Member of the Board  
Hutchinson, Kyle – Vice President, Chief Information Officer  
Kinser, Cynthia – Member of the Board  
Lubin, Joel – Member of the Board  
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer  
Sweeney, Mark – Vice President of Rural Health Care  
Wein, Olivia – Member of the Board  
Wibberly, Dr. Kathy – Member of the Board

<sup>1</sup> 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, Latoya	USAC
Barrett, Henry	USAC
Beaver, Tracey	USAC
Bethel, Tameca	USAC
Boakye-Gyan, Carol	USAC
Bonuccelli, Marge	Maximus
Braxton-Johnson, Kianna	USAC
Burgess, Melody	USAC
Butler, Stephen	USAC
Castle, Emile	USAC
Cruzan, Cathy	Funds for Learning
Faunce, Donna	USAC
Frelow, Leslie	USAC
Holloway, Channel	USAC
Hughet, Pamela	USAC
James, Christine	USAC
Kaplan, Peter	Funds for Learning
King, Lauren	USAC
Kriete, Debra	South Dakota Department of Education
Lenard, David	E-Rate Elite
Lloyd, Pam	USAC
Luton, Smyth	Avitecture
Mitchell, Steven	USAC
Mitchell, Tamika	USAC
Mohammed, Rehana	USAC
Morning, Kimberly	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Santana-Gonzalez, Jeanette	USAC
Slaughter, Lisa	Maximus
Stankus, Paul	CSM
Tawes, Pauline	USAC
Tiwari, Tanya	USAC
Ward, Rashonda	USAC
Willis, Catherine	USAC

### OPEN SESSION

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

**a1. Consent Items.** Dr. Domenech presented this item for consideration.

- A. Approval of Schools and Libraries Committee Minutes of July 29, 2019.
- B. Approval of Moving all *Executive Session* Items into *Executive Session*:
- (1) **a4** – Consideration of a One-Year Contract Option for Schools and Libraries 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*.
  - (2) **a5** – Consideration of a One-Year Contract Option for Appian Cloud Services and Software Licenses. U 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*.
  - (3) **i3** – Information on Four USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports. USAC management recommends that discussion of this item be conducted in *Executive Session* because it relates to *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.

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 July 29, 2019; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2020 Programmatic Budget and Demand Projection for the November 1, 2019 FCC Filing.** Ms. Ayer presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 1st Quarter 2020 programmatic budget and demand projection for the November 1, 2019 FCC filing.

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 1st Quarter 2020 Schools and Libraries Support Mechanism direct program budget of \$12.16 million; and

**RESOLVED FURTHER**, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$12.16 million for Schools and Libraries Support Mechanism administrative costs in the required November 1, 2019 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 28, 2019 the 1th Quarter 2020 Schools and Libraries Support Mechanism demand estimate of \$416.51 million, hereby directs USAC staff to proceed with the required November 1, 2019 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.

- a3. Consideration of Funding Year 2020 Filing Window Dates.** Ms. Ayer presented this item for consideration, noting that opening the Funding Year 2020 filing window no earlier than January 2020, and closing the Funding Year 2020 filing window no earlier than March 2020 will provide a reasonable time for applicants to submit their funding applications and will help USAC to issue timely commitments.

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

**RESOLVED**, that the USAC Schools & Libraries Committee accepts the recommendation of USAC management to open the Funding Year 2020 filing window open no earlier than January 2020 and to close the Funding Year 2020 filing window no earlier than March 2020, 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 Funding Year 2020 filing window opening and closing dates, as circumstances may warrant.

- i1. Information on Five USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on five USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. The report was provided for informational purposes; no discussion was held on this item.
- i2. Schools & Libraries Support Mechanism Business Update.** Ms. Ayer presented PowerPoint slides covering the following:
1. Discussion Topics:



- Funding Year 2019 Status
  - Post-Commitment Status Update
  - 2019 Applicant and Service Provider Training Updates
  - IT Update
2. Schools and Libraries Program at a Glance
  3. Schools and Libraries Program 3Q2019 Update (*For Information Only*)

Ms. Schell asked if the Committee could receive a copy of the FCC's FY 2019 E-rate Broadband Report. Ms. Sekar noted that the report had been published, but stated that she would ask the FCC if USAC could share the report.

At 10:53 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**

- a4. Consideration of a One-Year Contract Option for Schools and Libraries Business Process Outsourcing Services.** Mr. Davis presented this item for consideration. The presentation included a summary slide and written report with information on USAC's proposal to exercise the first one-year contract option for the provision of Schools and Libraries Program business process outsourcing services by Maximus Federal Services, Inc.

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

**RESOLVED**, that the Schools and Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes USAC management to exercise the first one-year contract option for the provision of Schools and Libraries Program business process outsourcing services by Maximus Federal Services, Inc. for a not-to-exceed amount of \$17.92 million (plus applicable taxes), subject to required FCC approval.

- a5. Consideration of a One-Year Contract Option for Appian Cloud Services and Software Licenses.** Mr. Davis presented this item for consideration. The presentation included a summary slide and written report with information on USAC's proposal to exercise the third one-year contract option for cloud services and licenses from Appian Corporation.

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

**RESOLVED**, that the USAC Schools & Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes management, subject

to required FCC approval, to exercise the third one-year contract option for cloud services and licenses from Appian Corporation for an amount not to exceed \$2,192,882, for continued operation of the EPC system.

- i3. Information on Four USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Ms. Ward, Ms. Delmar, and Ms. Sekar responded to questions from the Committee.

### **OPEN SESSION**

At 11:44 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 took action on items a4 and a5 and discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 11:45 a.m. Eastern Time.

/s/ Ernesto Beckford  
Assistant Secretary