

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

**Monday January 27, 2020
10:00 a.m. – 12:00 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<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 28, 2019 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	10
Catriona	a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2020 Programmatic Budget and Demand Projection for the January 31, 2020 FCC Filing	15
Rashonda Ward	i1. Information on 12 USAC UASC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	5
Catriona	i2. Schools & Libraries Business Update: <ul style="list-style-type: none"> • October 2019 Schools and Libraries Committee Recap • Discussion Topics: <ul style="list-style-type: none"> ○ 2019 Accomplishments ○ Addressing 2019 Challenges ○ 2020 Goals and Objectives ○ Schools and Libraries Program Road Ahead • Q4 2019 Update on Schools and Libraries Administration <i>(For Information Only)</i> 	55

<u>EXECUTIVE SESSION</u> Confidential – <i>Executive Session Recommended</i>		<i>Estimated Duration in Minutes</i>
Catriona	a4. Approval of Schools and Libraries Support Mechanism 2020 Annual Programmatic Budget	10

12:00	Board of Directors Lunch	60
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Next Scheduled USAC Schools & Libraries Committee Meeting

**Monday, April 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, January 27, 2020

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, January 27, 2020. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:07 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent	Wade, Dr. Joan
Gregory, Amber	

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Schools and Libraries
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
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
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President, Chief Information Officer
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Latoya	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>
Augustino, Steve	Kelley Drye
Bethel, Tameca	USAC
Boakye-Gyan, Carol	USAC
Bocher, Bob	American Library Association
Braxton-Johnson, Kianna	USAC
Butler, Stephen	USAC
Castle, Emile	USAC
Cruzan, Cathy	Funds for Learning
Faunce, Donna	USAC
Frelow, Leslie	USAC
Herring, Eitan	USAC
Holloway, Channel	USAC
Hughet, Pamela	USAC
James, Christine	USAC
Jarvis, Monica	USAC
Jones, Latrice	USAC
Kaplan, Peter	Funds for Learning
Lawson, Suzanne	USAC
Little, Chris	USAC
Lock, Sean	Funds for Learning
McCornac, Carolyn	USAC
Mitchell, Tamika	USAC
Mohammed, Rehana	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Samuels, Victoria	USAC
Santana-Gonzalez, Jeanette	USAC
Smith, Chris	USAC
Tawes, Pauline	USAC
Theodoropoulos, Nicole	USAC
Tiwari, Tanya	USAC
Ward, Rashonda	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 October 28, 2019.

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

- (1) **a4** – Approval of School and Libraries Support Mechanism 2020 Annual Programmatic Budget. USAC management recommended that this item be discussed in *Executive Session* because it 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: (1) the Committee meeting minutes of October 28, 2019; and (2) discussion in *Executive Session* of the item noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Domenech introduced this item and requested that Ms. Schell, member of the Nominating Committee, present the recommendations for the Schools and Libraries Chair and Vice Chair to the Committee.

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 2020 Programmatic Budget and Demand Projection for the January 31, 2020 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 2020 programmatic budget and demand projection for the January 31, 2020 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 2020 Schools and Libraries Support Mechanism direct program budget of \$13.06 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$13.06 million for Schools and Libraries Support Mechanism administrative costs in the required January 31, 2020 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 27, 2020 the 2nd Quarter 2020 Schools and Libraries Support Mechanism demand estimate of \$415.59 million, hereby directs USAC staff to proceed with the required January 31, 2020 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 12 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on 12 USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. Ms. Ward and Mr. Smith responded to questions regarding CIPA requirements. Ms. Ayer noted that CIPA requirements are included in the annual training and committed that USAC would identify additional ways to reach smaller entities to help them understand CIPA requirements and offer suggestions on how to maintain documentation. The Committee also requested that outreach be provided to remind applicants of the September 30 installation deadline for supported equipment.

Mr. Beckford recommended that further discussion on these audits be discussed in *Executive Session* because they relate to USAC's *internal rules and procedures* concerning the administration of the universal service support mechanisms.

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

RESOLVED, that the USAC Schools and Libraries Committee determines that the discussion of this item be conducted in *Executive Session*.

- i2. Schools & Libraries Support Mechanism Business Update.** Ms. Ayer presented PowerPoint slides covering the following:
1. October 2019 Schools and Libraries Committee Recap

2. Discussion Topics:
 - a. 2019 Accomplishments
 - b. Addressing 2019 Challenges
 - c. 2020 Goals and Objectives
 - d. Schools and Libraries Program Road Ahead
3. Q4 2019 Update on Schools and Libraries Administration (*For Information Only*)

At 11:06 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

- i1. **Information on 12 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports** (*Continued*). Ms. Ward continued the discussion and responded to questions from the Committee.
- a4. **Approval of Schools and Libraries Support Mechanism 2020 Annual Programmatic Budget.** Ms. Ayer presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendations for the Schools and Libraries Support Mechanism 2020 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 2020 annual programmatic budget for the Schools and Libraries Support Mechanism of \$50.0 million.

OPEN SESSION

At 11:28 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 item a4 and continued discussion of item i1.

On a motion duly made and seconded, the Committee adjourned at 11:29 a.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

**Tuesday, April 28, 2020
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<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 January 27, 2020 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing	5
Teleshia	i1. Information on Three USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports (<i>For Information Only</i>)	–
Craig	i2. Schools and Libraries Business Update <ul style="list-style-type: none"> • Q1 2020 Update on Schools and Libraries Administration (<i>For Information Only</i>) 	–

<u>EXECUTIVE SESSION</u> Confidential – <i>Executive Session Recommended</i>		<i>Estimated Duration in Minutes</i>
Craig	i3. Schools & Libraries Support Mechanism Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Schools and Libraries 2020 Training Plan • FY2021 System Updates <ul style="list-style-type: none"> ▪ C2 Budget Timeline ▪ FY 2021 FCC Form 471 • Impact of COVID-19 on Schools and Libraries Program 	30
Teleshia	i4. Information on Two USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports (<i>For Information Only</i>)	–
Chris/ Aaron	a3. Consideration of One Year Contract Option for E-rate Productivity Center Systems Integrator Services	5

Next Scheduled USAC Schools & Libraries Committee Meeting

**Monday, July 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
Tuesday, April 28, 2020

MINUTES¹

Due to the temporary closure of USAC's offices in Washington, D.C. in response to the COVID-19 pandemic, the quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, April 28, 2020. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:11 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent	Wade, Dr. Joan
Gregory, Amber	

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Vice President of Enterprise Portfolio Management
Choroser, Beth – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Polk, Stephanie – Member of the Board
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Sweeney, Mark – Vice President of Rural Health Care
Tinic, Atilla – Member of the Board
Wein, Olivia – 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.

Wibberly, Dr. Kathy – Member of the Board
Tinic, Atilla – Member of the Board
Waller, Jeff – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Augustino, Steve	Kelley Drye & Warren LLP
Beach, Cyndi	USAC
Benham, Cathy	CMS Consulting Inc.
Butler, Stephen	USAC
Campos, Rosy	CMS Consulting Inc.
Carroll, Kathy	CMS Consulting Inc.
Cruzan, Cathy	Funds for Learning
D’Aguiar, J’amie	USAC
Goode, Vernell	USAC
Hall, Candice	CMS Consulting Inc.
Hamm, Aaron	USAC
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Kriete, Debra	SECA
Lee, James	USAC
Lock, Sean	Funds For Learning
Mitchell, Tamika	USAC
Nelbach Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC
James, Christine	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 27, 2020.

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

(1) **i3** – Schools and Libraries Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data*, and *internal rules and procedures*

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

- (2) **i4** – Information on Two 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.
- (3) **a3** – Consideration of a 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 it 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: (1) the Committee meeting minutes of January 27, 2020; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2020 Programmatic Budget and Demand Projection for the May 1, 2020 FCC Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Schools and Libraries Support Mechanism 3rd Quarter 2020 programmatic budget and demand projection for the May 1, 2020 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 3rd Quarter 2020 Schools and Libraries Support Mechanism direct program budget of \$12.44 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$12.44 million for Schools and Libraries Support Mechanism administrative costs in the required May 1, 2020 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 28, 2020 the 3rd

Quarter 2020 Schools and Libraries Support Mechanism demand estimate of \$554.76 million, hereby directs USAC staff to proceed with the required May 1, 2020 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 Three USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on three USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. Dr. Domenech noted that the reports were for *information only* and would be posted on the USAC's public website. No discussion was held.
- i2. **Schools & Libraries Support Mechanism Business Update.**
 - Q1 2020 Update on Schools and Libraries Administration. The Committee received a report on Schools and Libraries 1Q2020 accomplishments, planned activities for 2Q2020 and metrics. Dr. Domenech noted that the report was provided for *information only* and would be publically posted on USAC's website. No discussion was held.

At 10:22 a.m. Eastern Time, on a motion duly made and seconded, the Committee recessed and reconvened in *Executive Session* at 11:54 a.m. Eastern Time for the purpose of discussing the confidential items noted above. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i3. **Schools and Libraries Support Mechanism Business Update** (*Continued*). Mr. Davis presented PowerPoint slides covering the following to the Committee:
 - Schools and Libraries Training Plan
 - FY2021 System Updates
 - C2 Budget Timeline
 - FY2021 FCC Form 471
 - Impact of COVID-19 on Schools and Libraries Program
- i4. **Information on Two USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on Two USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. Dr. Domenech noted that the report was provided for *information only*. No discussion was held.
- a3. **Consideration of a One Year Contract Option for E-rate Productivity Center Systems Integrator Services.** Mr. Beyerhelm presented this item for

consideration. The presentation included a summary slide and written report with information on USAC's proposal to exercise the second one-year option time and material (T&M), task order-based contract for systems development and technical services supporting the E-rate Productivity Center (EPC) with Incentive Technology Group, LLC (ITG)

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

RESOLVED, that the Schools & Libraries Committee, having reviewed the recommendation of USAC management, hereby authorizes USAC management to exercise the second one-year option time and material, task order-based contract for systems development and technical services supporting E-rate Productivity Center (EPC) with Incentive Technology Group, LLC (ITG) for a not to exceed amount of \$6.3 million, (plus applicable taxes), subject to required FCC approvals.

OPEN SESSION

At 12:22 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 took action on item a3 and discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 12:24 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

<p>July 27-28, 2020 USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

July 27, 2020 <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 April 28, 2020	3
Craig	a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing	5
Teleshia	i1. Information on Seven USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–
Craig	i2. Schools and Libraries Business Update <ul style="list-style-type: none"> • Program Administration Scorecard for Schools and Libraries • Schools and Libraries 2020 Training Plan Update • Q2 2020 Update on Schools and Libraries Administration <i>(For Information Only)</i>	15

July 28, 2020 <u>OPEN SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	2
<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		
Craig	i3. Schools & Libraries Business Update <i>(Continued)</i> <ul style="list-style-type: none"> • Schools and Libraries COVID-19 Outcomes • Training Demonstration 	15
Teleshia	i4. Information on Five USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, October 26, 2020 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, July 27, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Open Session* meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, July 27, 2020. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:25 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Buzacott, Alan
Choroser, Beth
Domenech, Dr. Dan – Chair
Gregory, Amber

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

Members of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Jacobs, Ellis – Member of the Board
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Sweeney, Mark – Vice President of Rural Health Care

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.

Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board
Waller, Jeff – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Augustino, Steve	Kelley Drye & Warren LLP
Benham, Cathy	CMS Consulting Inc.
Campos, Rosy	CMS Consulting Inc.
D'Aguiar, J'amie	USAC
DiVo, Victor	USAC
Goode, Vernell	USAC
Hall, Candice	CMS Consulting Inc.
Hamm, Aaron	USAC
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Kriete, Debra	SECA/South Dakota DOE
Lee, James	USAC
LeNard, David	E-Rate Elite Services, Inc.
Nelbach Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	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 28, 2020.

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 meeting minutes of April 28, 2020.

a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2020 Programmatic Budget and Demand Projection for the July 31, 2020 FCC Filing. Mr. Davis 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 2020 programmatic budget and demand projection for the July 31, 2020 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 2020 Schools and Libraries Support Mechanism direct program budget of \$12.32 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$12.32 million for Schools and Libraries Support Mechanism administrative costs in the required July 31, 2020 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 27, 2020 the 4th Quarter 2020 Schools and Libraries Support Mechanism demand estimate of \$553.08 million, hereby directs USAC staff to proceed with the required July 31, 2020 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 Seven USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** The Committee received a report with information on seven USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit reports. Dr. Domenech noted that the reports were for *information only* and would be posted on the USAC's public website. No discussion was held.
- i2. Schools & Libraries Business Update.** Mr. Davis presented PowerPoint slides covering the following items to the Committee:
 - Schools and Libraries Scorecard
 - 2020 Schools and Libraries Training Plan
 - Schools and Libraries Updates
 - Upcoming Milestones
 - Q2 2020 Update on Schools and Libraries Administration. The Committee received a report on Schools and Libraries 2Q2020 accomplishments, planned activities for 3Q2020, and program metrics. The report was provided for *information only* and was publically posted on the USAC's website. No discussion was held.

On a motion duly made and seconded, the Committee adjourned at 10:56 p.m. Eastern Time with Dr. Domenech noting that an *Executive Session* meeting for the Committee would be held on July 28, 2020.

/s/ Ernesto Beckford

Assistant Secretary

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Tuesday, July 28, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Executive Session* meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, July 28, 2020. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:05 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Buzacott, Alan
Choroser, Beth
Domenech, Dr. Dan – Chair
Gregory, Amber

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

Members of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Jacobs, Ellis – Member of the Board
Polk, Stephanie – 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.

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
Waller, Jeff – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Curtis, Shaun	USAC
DiVo, Victor	USAC
Goode, Vernell	USAC
Hamm, Aaron	USAC
James, Christine	USAC
Lee, James	USAC
Little, Chris	USAC
Mitchell, Tamika	USAC
Nelbach Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	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.

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

- (1) **i3** – Schools and Libraries Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
- (2) **i4** – Information on Five 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 *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 discussion in *Executive Session* of the items noted above.

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 noted above. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i3. **Schools and Libraries Support Mechanism Business Update** (*Continued*). Mr. Davis presented PowerPoint slides covering the impact of COVID-19 on the Program and Mr. Little provided a demonstration on Schools and Libraries training.
- i4. **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. Dr. Domenech noted that the report was provided for *information only*. No discussion was held.

OPEN SESSION

At 11:27 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 i3.

On a motion duly made and seconded, the Committee adjourned at 11:27 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005

October 26, 2020		<i>Estimated Duration in Minutes</i>
<u>OPEN SESSION</u>		
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of July 27 and July 28, 2020. B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing	5
Craig	a3. Consideration of Funding Year 2021 Filing Window Dates	5
Teleshia	i1. Information on Nine USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports (<i>For Information Only</i>)	–
Craig	i2. E-rate Business Update <ul style="list-style-type: none"> • Program Administration Update for Schools and Libraries • System Update • FY 2021 Readiness • Q3 2020 Update on Schools and Libraries Administration (<i>For Information Only</i>) 	20

October 27, 2020		
<u>Executive Session</u>		
Confidential – Executive Session Recommended		
Chris	a4. Consideration of a Contract Award for Appian Cloud Services and Licenses	5
Chris	a5. Consideration of a One-Year Contract Option for Schools & Libraries Program Business Processing Outsourcing Services	5
Craig	i3. E-rate Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • GAO Risk Assessment 	15

Next Scheduled USAC Schools & Libraries Committee Meeting

January 25-26, 2021 Virtual Meeting
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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 26, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Open Session* meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, October 26, 2020. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:55 a.m. Eastern Time, with a quorum of all nine of the Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent	Wade, Dr. Joan
Gregory, Amber	

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resources Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board
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>
Alfred, Kraynal	USAC
Benham, Cathy	CMS Consulting Inc.
Campos, Rosy	CMS Consulting Inc.
DiVo, Victor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Kriete, Debra	South Dakota State E-rate Coordinator
Lee, James	USAC
LeNard, David	E-Rate Elite Services, Inc.
Lock, Sean	Funds for Learning
Mitchell, Tamika	USAC
Morning, Kim	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Rivera, Dan	Aruba
Samuels, Victoria	USAC
Tiwari, Tanya	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 27 and July 28, 2020.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - **a4.** Consideration of a Contract Award for Appian Cloud Licenses. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*.
 - **a5.** Consideration of a One-Year Contract Option for Schools & Libraries Program Business Processing Outsourcing Services. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*.
 - **i3** – E-rate Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential*

company data, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; 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 27 and July 28, 2020; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2021 Programmatic Budget and Demand Projection for the November 2, 2020 FCC Filing.** Mr. Davis 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 2021 programmatic budget and demand projection for the November 2, 2020 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 2021 Schools and Libraries Support Mechanism direct program budget of \$11.03 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$11.03 million for Schools and Libraries Support Mechanism administrative costs in the required November 2, 2020 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 26, 2020 the 1st Quarter 2021 Schools and Libraries Support Mechanism demand estimate of \$611.27 million, hereby directs USAC staff to proceed with the required November 2, 2020 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 2021 Filing Window Dates.** Mr. Davis presented this item to the Committee for consideration. He requested authorization for USAC to open the Funding Year (FY) 2021 application filing

window no earlier than January 2021, and to close the window no earlier than March 2021.

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 2021 filing window open no earlier than January 2021 and to close the Funding Year 2021 filing window no earlier than March 2021, 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 2021 filing window opening and closing dates, as circumstances may warrant.

- i1. Information on Nine USAC Audit and Assurance 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. Dr. Domenech noted that the reports were for *information only* and would be posted on the USAC's public website. No discussion was held.
- i2. Schools & Libraries Business Update.** Mr. Davis presented PowerPoint slides covering the following items to the Committee:
- Program Administration Update or Schools and Libraries
 - FY 2020 Status
 - Second FY 2020 Window
 - Fiber Trends
 - Systems Update
 - FY 2021 Readiness
 - Q3 2020 Update on Schools and Libraries Administration. The Committee received a report on Schools and Libraries 3Q2020 accomplishments, planned activities for 4Q2020, and program metrics. The report was provided for *information only* and was publically posted on the USAC's website. No discussion was held.

At 12:27 p.m. Easter Time, on a motion duly made and seconded, the Committee adjourned until October 27, 2020 at approximately 12:05 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Tuesday, October 27, 2020

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the quarterly *Executive Session* meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, October 27, 2020. Dr. Dan Domenech, Committee Chair, called the meeting to order at 12:38 p.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent	Wade, Dr. Joan
Gregory, Amber	

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Jacobs, Ellis – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
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
Waller, Jeff – 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>
DiVo, Victor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Lee, James	USAC
Mitchell, Tamika	USAC
Morning, Kim	USAC
Nelbach Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

OPEN SESSION

At 12:38 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing confidential items. The Committee approved discussing confidential items in *Executive Session* on Monday, October 26, 2020. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- a4. Consideration of a Contract Award for Appian Cloud Services and Licenses.** Mr. Beyerhelm presented this item to the Board. The presentation included a written summary and report detailing USAC management's recommendation exercise the fourth one-year contract option with Appian Corporation for Appian Cloud services and licensing related to the E-rate Productivity Center (EPC).

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

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes management, subject to FCC approval, to exercise the fourth one-year option to renew the contract for cloud services and licenses from Appian Corporation, for an amount not to exceed \$2.5 million (plus applicable taxes) for continued use of the EPC system.

- a5. Consideration of a One-Year Contract Option for Schools & Libraries Program Business Processing Outsourcing Service.** Mr. Beyerhelm presented this item to the Board. The presentation included a written summary and report detailing USAC management's recommendation to exercise the second one-year contract option with Maximus Federal Services, Inc. for business process outsourcing services.

On a motion duly made and seconded, and after discussion, the Board 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 second 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 \$17.2 million (plus applicable taxes), subject to required FCC approval.

- i3. E-rate Business Update** (*Continued*). Mr. Davis presented PowerPoint slides covering the GAO Risk Assessment.

OPEN SESSION

At 12:53 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 took action on items a4 and a5 and discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 12:54 p.m. Eastern Time.

/s/ Ernesto Beckford
Assistant Secretary