

**Southwest Telecommunications Cooperative  
Governance Board Meeting**

Tuesday, April 27, 1999 - 10:00 A.M.  
Westbrook Country Club, Westbrook, Minnesota

**Minutes**

Southwest Telecommunications Governance Board Members Present:

Orlyn Wiemers	Minneota
Steve Kjorness	Westbrook/Walnut Grove
Jay Haugen	Sleepy Eye
Greg East	SV - RL - B
Doug Froke	Fulda
Steve O'Connor	Marshall

Others Present:

Lee Warne	SW/WC Service Cooperative Director
Rod Wrege	SWTC Director
Jerry Parker	SWTC

- 1.0 Orlyn Wiemers called the meeting to order April 27, 1999, at 10:10 A.M., at the Westbrook Country Club.
- 2.0 There were no opening remarks.
- 3.0 The agenda was modified to include 9.1 ITV billing refunds. Motion by Jay Haugen, second by Steve Kjorness, to approve the modified agenda. Motion carried.
- 4.0 Motion by Greg East, second by Steve Kjorness, to approve the minutes from the February 22, 1999 Governance Board meeting as presented. Motion carried.
- 5.0 Rod Wrege presented the FY99 Operating Budget and Claims of Account. Rod clarified the bills from SW/WC Service Cooperative. Motion by Greg East, second by Doug Froke, to approve the FY99 Operating Budget and Claims of Account as presented. Motion carried.
- 6.0 SWTC Administration  
Rod Wrege presented the Preliminary FY00 Operating Budget. Rod explained that the budget includes the purchase of new Spanish books, and the salary for another technician. Because it is uncertain when the e-rate revenue will be received, the e-rate revenue is not included in this budget. Motion by Steve Kjorness, second by Greg East, to approve the Preliminary FY00 Operating Budget, subject to TAG Funding approval. Motion carried.

## 7.0 SWTC Operations

### 7.1 Network Operations Report

Rod Wrege reported that the Y2K Workshop went well and the evaluations were positive.

SWTC is in the process of Y2K certification and is about 80% Y2K compliant at this time.

- The Video Commander software for the analog video router will need an upgrade.
- The DACs and PictureTel unit can be made to work as they are.
- The computers that run the scheduling software need to be updated.

One of the big screen TVs in the studio quit working . Estimates for replacements are \$1,800 and \$1,700. Motion by Greg East, second by Steve Kjorness, to buy a replacement monitor and for the director to use his discretion in making the purchase. Motion carried.

The Board recommended, by consensus, that Rod replace the two scheduling computers.

Forrest Fosheim is updating the data system to give priority to administrative computers for the Smart Finance program.

Rod and Forrest are looking into a system to bring toll-free dialing between schools utilizing the data network. Nortel Networks will let us demo the equipment.

### 7.2 1999-2000 Program Planning Report

Jerry Parker reported on the progress of scheduling courses for the 1999-2000 school year. The Principals will be meeting on May 12 to review the schedule. Jerry requested approval of low incidence courses. Motion by Greg East, second by Doug Froke, to approve Spanish III from Westbrook to Murray County Central, Block 3, second semester. The approval of Wildlife Biology from Walnut Grove was postponed at this time. Jerry distributed a list of community education and college courses which are scheduled for summer and fall. Interactive field trips are now available. This information will be distributed to the principals.

### 7.3 DTG Proposal

Rod, Lee Warne, Bruce Haug and Cliff Carmody are discussing reduced telecommunications costs with Dakota Telecommunication Group.

### 7.4 Governance Board Membership

#### 7.4.1 Requested By-Laws Change

Motion by Steve Kjorness, second by Steve O'Connor, that the current by-laws be amended as follows: Five of the ten current seats on the SWTC Governance Board be extended for one additional year; thereafter, each Governance Board position be for a two-year period with one-half, or five of the positions to expire at the end of each fiscal year. SW/WC Service Cooperative will retain one ex-officio member to serve on the Governance Board. Governance Board representation need not be reflective of affiliation with previously formed tele-media districts. Motion carried.

## 8.0 METC/Legislative Update/E-Rates

### 8.1 Current TAG Status

The outcome of TAG funding for the next biennium is uncertain at this time. The House has included \$20 million for K-12 and \$3.5 million for public libraries in its omnibus bill; the Senate is still working out the details on its omnibus bill. The money for TAG is not solid. Currently, it appears the TAG funding should continue status quo or better.

### 8.2 FY99 TAG Enhancement Money

There should be over \$100,000 of TAG enhancement money available to SWTC in FY99. Because TAG funding for the next biennium is uncertain, Rod had no recommendation for the Tag Enhancement money at this time.

### 8.3 FY99 E-Eate Money

The e-rate money is starting to be distributed. Approximately \$190,000 will come back to SWTC.

Tim Hansen has been looking at help desk software at a cost of approximately \$2500. He will bring a request to the next board meeting.

Rod and Forrest have been studying the purchase of a Protocol Analyzer for the data network. An analyzer system would give SWTC technicians the ability to work closely with district technology coordinators to diagnose data network problems for all the school's Local Area Networks and the SWTC Wide Area Network. This instrument would greatly reduce the amount of time required to diagnose and fix network problems and would of great benefit to the school districts and to SWTC. The cost ranges from \$20,000 to \$30,000. Training is about \$2,000 per technician. Rod estimates that the equipment and training could pay for itself in as little as one year, thereby saving school districts and SWTC a total of one FTE employee for labor in diagnosing data network problems.

Forrest has looked into purchasing scheduling software for the SWTC NOC. The new software has many features that are not available with the current scheduling system, such as the ability for SWTC system users to schedule their own conferences regardless of whether or not they have analog or digital studios. This

software will also require only one computer for scheduling rather than the three systems that are currently being used. Much more research is needed to assess this product. The cost of this system is approximately \$60,000.

Because of the number of digital studios and the type of echo cancellers that are being used in each of our studios, a laptop computer is needed for calibration of that equipment. Currently we are sharing one laptop that is four years old and is very unreliable. Rod would like each of the technicians to have a laptop computer. This would be three computers at about \$2,500 each. Rod will bring this as a formal request to the board when the total amount of e-rate revenue is known.

#### FY00 E-rate Money

The SLD has reported that e-rate requests for FY00 have exceeded 2.4 billion dollars. FCC has a \$2.25 billion cap, but does not have to fund the program at that amount. Last year e-rates paid 1.93 billion over 18 months.

#### 9.0 Other

##### 9.1 Status of ITV Levy Balance for FY99

Greg East inquired about the status of the fund balance. Rod will send a letter to the Redwood County Tele-Media and the Des Moines River Valley Tele-Media informing them of the balance in their accounts.

#### 10.0 Miscellaneous

10.1 Next Governance Board Meeting will be determined at a later date.

10.2 Next Superintendents Meeting is changed to Wednesday June 2, 1999, at 2:00 P.M., following the General Administrative meeting at the Service Cooperative in Marshall.

11.0 Motion by Greg East, second by Steve O'Connor, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,  
Jerry Parker, Program Support Specialist