Universal Service Administrative Company  
Schools & Libraries Committee Quarterly Meeting  
Agenda  

Monday January 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

<table>
<thead>
<tr>
<th>OPEN SESSION</th>
<th>Estimated Duration in Minutes</th>
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<tr>
<td>Chair</td>
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| a1.          | Consent Items (each available for discussion upon request): | 5
|              | A. Approval of Schools and Libraries Committee Meeting Minutes of October 29, 2018 and December 10, 2018 |
|              | B. Approval of moving all Executive Session items into Executive Session |
| Chair        | a2. Recommendation for Election of Committee Chair and Vice Chair | 5
| Catriona     | a3. 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  | i1. Information on 17 USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports | 5
| Catriona     | i2. Schools & Libraries Support Mechanism Business Update • 2018 Accomplishments • 2019 Goals • BPO Transition | 30
| Leslie/ Catherine |                               |   |

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<th>EXECUTIVE SESSION</th>
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<td>Confidential – Executive Session Recommended</td>
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<tr>
<td>Catriona</td>
<td>i2. Schools &amp; Libraries Support Mechanism Business Update (Continued)</td>
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<td>Craig</td>
<td>a4. Consideration of a One Year Contract Option for Appian Cloud Services and Software Licenses</td>
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<tr>
<td>Catriona</td>
<td>a5. Approval of Schools and Libraries Support Mechanism 2019 Annual Programmatic Budget</td>
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12:00 Lunch – Demonstration of Schools and Libraries On-line Training 60

Next Scheduled USAC Schools & Libraries Committee Meeting  
Monday, April 29, 2019  
10:00 a.m. – 12:00 p.m. Eastern Time  
USAC Offices, Washington, D.C.
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
Buzacott, Alan
Choroser, Beth
Domenech, Dr. Dan – Chair
Fontana, Brent
Mason, Ken – Vice Chair
Schell, Julie Tritt
Sekar, Radha – Chief Executive Officer
Wade, Dr. Joan

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

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:

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<tr>
<th>NAME</th>
<th>COMPANY</th>
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<td>Ayer, Catriona</td>
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<td>LeNard, David</td>
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<td>Tomlin, Nicole</td>
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<td>Willis, Catherine</td>
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**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) *ii* – 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

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

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.


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

Available for Public Use
Universal Service Administrative Company
Schools & Libraries Committee Quarterly Meeting
Agenda

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

OPEN SESSION

| Chair | a1. 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 Executive Session items into Executive Session |

| Catriona | a2. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2019 Programmatic Budget and Demand Projection for the May 2, 2019 FCC Filing |

| Chris Smith | i1. Information on Six USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports |

| Catriona | i2. Schools & Libraries Support Mechanism Business Update
|         |   • At a Glance
|         |   • Fund Year 2019 Window Update |

EXECUTIVE SESSION

Confidential – Executive Session Recommended

| Catriona | i2. Schools & Libraries Support Mechanism Business Update (continued)
|         |   • Stakeholder Requested Enhancements
|         |   • 2019 IT Roadmap & Enhancements
|         |   • BPO Update |

| Craig | a3. Consideration of Increased Contract Value for Consulting Services to Support Schools and Libraries Project Management Office |

| Craig | a4. Consideration of a One Year Contract Option for E-rate Productivity Center Systems Integrator Services |

12:00 Executive Session – Board of Directors Discussion (Lunch)

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Available for Public Use
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
- Buzacott, Alan
- Choroser, Beth
- Domenech, Dr. Dan – Chair
- Mason, Ken
- Schell, Julie Tritt – Vice Chair
- Sekar, Radha – Chief Executive Officer
- 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
- Kinser, Cynthia – Member of the Board
- Lubin, Joel – Member of the Board
- Salvator, Charles – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
- Sweeney, Mark – Vice President of Rural Health Care
- Wein, Olivia – Member of the Board
- Tinic, Atilla – Member of the Board

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**OPEN SESSION**

All materials from Open Session can be found on the [USAC website](https://www.usac.org).

**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 3rd 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 approves: (1) the Committee meeting minutes of January 28, 2019; and (2) discussion in Executive Session of the items noted above.

Available for Public Use
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**
Ms. Ayer continued with discussion topics that included the following:

1. Stakeholder Requested Enhancements
2. 2019 IT Roadmap and Enhancements
3. BPO Update

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).

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
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

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

### OPEN SESSION

| Chair | a1. Consent Items (each available for discussion upon request):  
|       | A. Approval of Schools and Libraries Committee Meeting Minutes of April 29, 2019  
|       | B. Approval of moving all *Executive Session* items into *Executive Session*  
|       | **Estimated Duration in Minutes**  
|       | 5  
| Catriona | a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2019 Programmatic Budget and Demand Projection for the August 2, 2019 FCC Filing  
|       | **Estimated Duration in Minutes**  
|       | 15  
| Chris Smith | i1. Information on Nine USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports  
|       | **Estimated Duration in Minutes**  
|       | 5  
| Catriona | i2. Schools & Libraries Support Mechanism Business Update  
|       | - Broadband Requests by Fund Year  
|       | - Fiber Application Update  
|       | - 2019 Applicant and Service Provider Training  
|       | - Business Processing Operations Vendor Activities  
|       | - Program at a Glance  
|       | - Q2 2019 Summary (*For Information Only*)  
|       | **Estimated Duration in Minutes**  
|       | 45  

### EXECUTIVE SESSION

**Confidential – Executive Session Recommended**  

| Catriona | i2. Schools & Libraries Support Mechanism Business Update (continued)  
|       | **Estimated Duration in Minutes**  
|       | 30  
| Chris Smith | i3. Information on One USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports  
|       | **Estimated Duration in Minutes**  
|       | 5  

**12:00** Board of Directors – Website Demonstration and (Lunch)  
**Estimated Duration in Minutes**  
**60**

### Next Scheduled USAC Schools & Libraries Committee Meeting

**Monday, October 28, 2019**  
*10:00 a.m. – 12:00 p.m. Eastern Time*  
**USAC Offices, Washington, D.C.**
SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, July 29, 2019

(DRAFT) MINUTES

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

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:

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

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.
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.


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**

**OPEN SESSION**

| Chair | a1. 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 Executive Session items into Executive Session |
| Catriona | a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2020 Programmatic Budget and Demand Projection for the November 1, 2019 FCC Filing |
| Catriona | a3. Consideration of Funding Year 2020 Filing Window Dates |
| Rashonda Ward | i1. Information on Five USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports |
| Catriona | i2. Schools & Libraries Support Mechanism Business Update  
|       | • Funding Year 2019 Status Update  
|       | • Post-Commitment Status Update  
|       | • 2019 Applicant Training  
|       | • 2019 Service Provider Training  
|       | • IT Update  
|       | • E-rate Program at a Glance  
|       | • Q3 2019 Summary (For Information Only) |

**EXECUTIVE SESSION**  
**Confidential – Executive Session Recommended**

| Craig | a5. Consideration of a One-Year Contract Option for Appian Cloud Services and Software Licenses |
| Rashonda Ward | i3. Information on Four USAC Internal Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports |

**12:00**  
**Board of Directors Lunch**

**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.**

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, October 28, 2019

MINUTES

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

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:

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**OPEN SESSION**

All materials from *Open Session* can be found on the [USAC website](http://usacgov.com).

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. 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.

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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 1st 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:
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