

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

**Monday, January 27, 2025
11:00 – 11:45 a.m. Eastern Time
USAC Offices
700 12th Street NW, Suite 900
Washington, DC 20005**

<u>OPEN SESSION</u> Available for Public Use		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools & Libraries Committee Meeting Minutes of October 28, 2024 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	5
Craig	a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2025 Programmatic Budget and Demand Projection for the January 31, 2025, FCC Filing	5
Craig	i1. E-Rate Business Update <ul style="list-style-type: none"> • 2024 Accomplishment • 2025 Plans • Cybersecurity Pilot Program Update 	20

<u>INFORMATION ONLY</u> Available for Public Use		<i>Estimated Duration in Minutes</i>
Craig	i2. E-Rate Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Q4 2024 Accomplishments • Q1 2025 Plans • Roadmap • Appendix A. Program Metrics • Appendix B. Glossary of Terms 	—
Teleshia	i3. Information on Seven USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report	—

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Craig	i4. E-Rate Business Update (<i>Continued, if needed</i>)	–
Craig	a4. Approval of Schools and Libraries Support Mechanism 2025 Annual Programmatic Budget	10

Next Scheduled USAC Schools & Libraries Committee Meeting

Monday, April 28, 2025 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, 2025

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, 2025. Amber Gregory, Committee Chair, called the meeting to order at 11:00 a.m. Eastern Time, with a quorum of seven of the 10 Committee members present (there were two vacancies):

Chalk, Indra	Sekar, Radha
Gregory, Amber – Acting Chair & Vice Chair	Thompson, Mona
Sanquist, Christine	Wade, Dr. Joan
Schell, Julie Tritt	

Members of the Committee not present:
Schuler, Dr, David

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Chacko, Sheba – Member of the Board
Dalhover, Brian – Member of the Board
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Freeman, Sarah – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Green, Anisa – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Kettwich, Dan – Member of the Board
Mason, Ken – 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, or to correct grammatical or spelling errors.

Semmler, Kara – Member of the Board – *by telephone*
 Sweeney, Mark – Vice President of Rural Health Care
 Waller, Jeffery – Member of the Board – *by telephone*
 Wein, Olivia – Member of the Board
 Wibberly, Dr. Kathy – Member of the Board
 Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Brady, Jair	USAC
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Cardile, Christina – <i>by telephone</i>	USAC
Claxton, Naomi	USAC
Curtis, Jessamy	USAC
Estrella, Giulianna	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Francisco, Dale	USAC
Goode, Vernell	USAC
Green, Kevin	USAC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
Little, Chris	USAC
Lloyd, Pamela	USAC
Michell, Katherine	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Santana-Gonzalez, Jeanette	USAC
Schrader, Theresa - <i>by telephone</i>	Broadband Legal Strategies
Smith, Chris	USAC
Smith, Christopher	USAC
Smith, Zack	USAC
Staurulakis, Chresanthe	USAC
White, Stacy	USAC
Wilkins, Jonathan	USAC
Willis, Catherine – <i>by telephone</i>	USAC

OPEN SESSION

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

a1. Consent Items. Ms. Gregory presented this item for consideration.

- A. Approval of Schools and Libraries Committee meeting minutes of October 28, 2024.
- B. Approval of moving all *Executive Session* items into *Executive Session*:
- (1) **i4.** E-Rate Business Update (*Continued, if needed*). USAC management recommends that this matter be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* that would constitute a discussion of *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 includes *pre-decisional matters pending before the FCC*.
 - (2) **a4.** Approval of Schools and Libraries Support Mechanism 2025 Annual Programmatic Budget. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*, as well as *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 includes *pre-decisional matters pending before the FCC*.

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

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of October 28, 2024; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Mason introduced this item to the Board requesting that Ms. Freeman, Chair of the Nominating Committee, report on the Nominating Committee's recommendations for the election of the Schools & Libraries Committee Chair and Vice Chair.

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 **Amber Gregory**

as Chair and **Dr. Joan Wade** 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 2025 Programmatic Budget and Demand Projection for the January 31, 2025, 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 Mechanism 2nd Quarter 2025 programmatic budget and demand projection for the January 31, 2025 quarterly FCC Filing.

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

RESOLVED, that the USAC Schools & Libraries Committee approves a 2nd Quarter 2025 Schools and Libraries Support Mechanism direct program budget of \$11.20 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$11.20 million for Schools and Libraries Support Mechanism administrative costs in the required January 31, 2025 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on January 27, 2025, the 2nd Quarter 2025 Schools and Libraries Support Mechanism demand estimate of \$653.04 million, hereby directs USAC staff to proceed with the required January 31, 2025, filing to the Federal Communications Commission 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 \$25 million.

- i1. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- 2024 Accomplishments
 - 2025 Plans
 - Cybersecurity Pilot Program Update
- i2. E-Rate Business Update (*Continued*).** This item was provided for *information purposes only*. No discussion was held. Ms. Gregory noted that the Schools and

Libraries materials listed below would be made public and posted to the USAC website.

- Q4 2024 Accomplishments
- Q1 2025 Plans
- Roadmap
- Appendices: Program Metrics and Glossary of Terms

- i3. Information on Seven USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. Ms. Gregory noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.

At 11:46 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i4. E-Rate Business Update.** This item was a placeholder, should questions arise in *Open Session*, requiring responses in *Executive Session*. No discussion was held.
- a4. Approval of Schools and Libraries Support Mechanism 2025 Annual Programmatic Budget.** 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 2025 Annual Programmatic Budget.

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

RESOLVED, that the Schools and Libraries Committee approves a 2025 annual programmatic budget for the Schools and Libraries Support Mechanism of \$38.86 million.

OPEN SESSION

At 11:52 a.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Ms. Gregory reported that, in ***Executive Session***, the Committee acted on item a4.

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

/s/ Erin Williams
Assistant Secretary