

SOUTH CAROLINA EDUCATIONAL BROADBAND

SERVICE COMMISSION

Meeting Minutes
December 15, 2008

Opening:

The sixth regular meeting of the South Carolina Educational Broadband Service Commission was called to order at 1:08 pm on December 15, 2008 at 1401 Senate Street by Gary Pennington. It was noted for the record that the Commission does have a quorum and Public Notice of the Meeting was made on December 11, 2008. Visitors were instructed to register their name and email address on the sign-in sheet. Mr. Pennington introduced the newest appointed member of the Commission, Poinzettia Stephens of York County. Ms. Stephens took a few moments to introduce herself and describe her background. Mr. Pennington then informed the Commission that he had received a request from Brett Bursey, representing the South Carolina Progressive Network, to have the opportunity to address the Commission. Mr. Pennington entertained a motion to have Mr. Bursey address the committee. No such motion was made.

Members Present:

Gary Pennington, Neil Mellen, Jack Cooper, William Byrd, Dr. Joachim Taiber, Poinzettia Stephens

Staff Present:

Paul Koch, Gay Hoyer

1. Approval of Agenda

Gary Pennington asked for a motion to approve the agenda, William Byrd made a motion to accept the agenda, Jack Cooper seconded the motion all agreed and agenda was accepted.

2. Approval of Minutes of Previous Meetings

- a. October 16, 2008 – Approved without corrections or additions
- b. October 22, 2008 – Approved without corrections or additions
- c. November 21, 2008 – Approved without corrections or additions

3. Update on Experts Retained

- a. Geographical Service Area Expert – Kessler & Gehman Associates, Inc. (“K&G”):
This group has been working in conjunction with legal counsel and has completed its study. This information will be used for the purpose of putting together the RFP and will also be supplied to the valuation expert to assist them in their final valuation.
- b. Valuation Expert – John Mansell Associates, Inc. (“JMA”):
JMA was retained to conduct a valuation study.

- c. Technical Experts:
Dr. Taiber reported that Dr. Martin and Dr. Wang have agreed to act as our technical experts. The proposed cost is \$150.00 per hour with a package of 60 hours for a cost of around \$10,000. A motion was made to accept them subject to the approval of the Executive Director of the Budget and Control Board. Motion was approved. Dr. Taiber and Mr. Pennington will work with Paul Koch to get the necessary approval.

4. Marketing Plan for Request for Proposals

- a. Means of Delivery:
- Paul Koch's office will serve as the central point of contact for the RFP.
- b. Direct Solicitation:
- It was agreed that there would be one general letter sent out on behalf of the Commission with the RFP. In a specific instance and at the request of a Commission member, Paul Koch will send out an individualized letter on behalf of a Commission member.
 - Paul Koch will take responsibility for drafting these letters.
- c. Publishing of RFP:
A motion was made and approved to adopt an advertising budget for the RFP of no more than \$10,000.

It was agreed that the RFP would be advertised in the following ways:

- Paul Koch will work on the issuance of a press release
- Direct Solicitation sent to Vendors
- Advertisement or Legal Notice in certain newspapers
- On-line advertisement through Spectrum Bridge
- Research the feasibility of advertisement in technical periodicals

5. Coordination of Transition with South Carolina ETV

- a. Letter from Commission
At the last meeting, it was discussed that legal counsel would put together a roadmap for success in working with SCETV to make sure licenses were preserved. As a result, a letter was sent to SCETV outlining how SCETV and the Commission could work together to in regards to the licenses and the RFP.
- b. Letter Response from SCETV
The Commission received a response letter from SCETV stating the steps SCETV has taken and will take concerning the licenses and stating that SCETV will work with the Commission in any way the Commission deems appropriate.

6. Public Comment Period

The Commission determined that it is important to receive written comments and input regarding the RFP and other Commission related issues from the public. Comments are to be submitted to Paul Koch by Wednesday, December 17, 2008 at 5:00 pm, is possible.

7. Executive Session to Receive Legal Advice

A motion was made and approved for the Commission to go into Executive Session to receive legal advice.

Meeting resumed in public session. Mr. Pennington announced that the next meeting would be held December 23, 2008 at 1:00 pm via teleconferencing. The purpose of the meeting will be the finalization of the RFP. Conference room 105 at the Division of State Information Technology, 4430 Broad River Road, Columbia, South Carolina, will be available for anyone wishing to listen to the call. A motion was made and approved to adjourn the meeting.