

**Region 7 RTC
Minutes 09-21-04
4:00 pm - Hawkeye Community College**

Present

Bob Chittenden
Kent Johnson
Devin Embray (via ICN, Independence)
Carol French Johnson
Bryan Knecht
Joe Tjaden
John Humpal
Dawn Fratzke, Reporter

Absent

Kevin Fiene
Kelli Diemer

Minutes – May 18, 2004 minutes - motion for approval by Bryan Knecht, seconded by Kent Johnson, and everyone present approved the minutes.

Structure & Purpose (revised 9/21/04 – attached) – On the second page, under 3, it states the RTC will annual establish regular meeting times and will meet at least six times during the year. Bob Chittenden proposed the document should state meeting 4 times a year. Kent Johnson so moved, Carol French Johnson seconded, and the motion carried. Dawn also asked on the second page, number 6, in order to comply with the Open Meetings provision if Bryan Knecht would post the meeting notices (agenda, minutes, etc.) at the AEA 7. Bryan agreed.

Budget – (revised – attached) - The RTC Budget for FY '05 was revised with Carol French Johnson moving to approve the FY '05 budget as listed. Kent Johnson seconded. Motion carried. Dawn will request agreement from Kevin Fiene and Kelli Diemer via e-mail, and then Bob Chittenden will submit to Kathy Borlin at IPTV.

ICN Scheduling Issues –

- The new 28E Agreement was discussed. The high schools are not seeing a tremendous impact at this time, although HCC is since the DOE is reimbursing 9-12 school ICN line fees to HCC under this agreement.

- ICN Scheduling for Spring is proceeding on-time.

Change in Field Service – Transitioned from IPTV to ICN – John Humpal gave an update, indicating that everything is working smoothly for the field techs. With the trouble calls going to the ICN vs. IPTVS, it has eliminated an unnecessary layer. John did express concern that older classrooms (10+ years old) with sony classroom parts need to be looked at for long-term replacement items. The local school districts should be setting aside some funds for replacement parts in their ICN room, which is not being done.

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RTC Progress Report – FY '04 – Bryant Knecht is working on his report and will have that sent to Dawn within the next week. This progress report will then be worked on by HCC staff and completed, well before the November deadline.

Meeting Dates For FY '05 – To go along with our new Structure & Purpose item of meeting four (4) times yearly, Bob Chittenden proposed meeting in August (that meeting was postponed to this September meeting), November, February, and May. Kent Johnson moved to approve the dates, Carol French Johnson seconded, and the motion carried.

- FY '05 Meeting dates: (3rd Tuesday)
 - September 21, 2004
 - November 16, 2004
 - February 15, 2005
 - May 17, 2005

Dawn will arrange for the ICN room at Tama Hall (origination), and receive sites at Independence Center (Devin Embray), Wartburg College (Kevin Fiene), and the Cedar Falls High School (if so requested).

Meeting times will be 4:00 pm – 4:45 pm, with times varying as agenda items deem necessary.

Meeting Adjournment – 4:30 p.m.

Next meeting: November 16, 2004

Dawn L. Fratzke,
Recording Secretary