

CHARTER of the
BadgerNet Converged Network (BCN) Advisory Council
6/27/05 as updated 12/7/2006

1.0 Purpose:

The purpose of the Advisory Council shall be to advise the contract holder (Dept. of Administration) and the service provider for the BCN on customer issues relating to the network contract, the operation of the network, and the process for developing timely solutions to problems related to services provided under the state contract. In order to provision and manage a successful complex and changing network, customers must have regular and direct communication with the contract and network managers. The Advisory Council will serve as a conduit for customer feedback and guidance to help guarantee success. The Advisory Council will also provide a forum for communication and planning among education and government agency customers.

*A. **Advising:***

The Advisory Council will have as its primary goals the discovery of multi-institutional network issues and the development of policies and procedures to govern the relationship between network customers and the service provider. The “discovery” goal will include revealing issues that arise in performance of contract obligations, but more importantly, issues that arise between network components where solutions to problems are much more difficult to determine and may lie outside the boundaries of the contract. The Council will also develop policies and procedures for interaction among network members with a view to enhancing customer support and ensuring the successful operation of the network.

*B. **Planning & Operations***

The Advisory Council will deliberate on future network applications that may have implications for the contract and the services currently provided by the vendor. In addition, the Advisory Council will discuss interoperability issues both at the customers’ premises before entering the WAN and operational issues outside the boundaries of the WAN and the customers’ premises. As needed, the Advisory Council will provide the vendors with advice on changes/enhancements to the current network architecture or functionality and provide advice on the next generation network architecture

*C. **Collaboration***

The Advisory Council will address collaborative issues affecting the mission and objectives of education, research, and government within a networked environment and where those collaborations may be affected by the network.

2. Membership

Membership on the Advisory Council will consist of representatives of the principal “customer” stakeholders. Representatives will be chosen by the stakeholder community (i.e., WAICU institutions will choose a representative from the private colleges and universities who use BCN; DPI will work with schools and libraries to choose representatives). Each representative will be a voting member. Voting members may delegate an alternate to attend as a substitute in the event they cannot attend meetings. Department of Administration and WBAA/contract holders will choose a non-voting member to the Council.

The Council will be made up of representatives of the following groups:

- School Districts (2 members)
- State Agencies other than UW, WTCS, and DPI (2 members)
- UW (2 members)
- Technical Colleges (1 member)
- Public Library Systems (1 member)
- CESAs (1 member)
- WAICU (1 member)
- DPI (1 member)
- WADEN (1 member)
- Municipal/county government (1 member)
- DOA (2 non-voting members)
- Vendor (1 non-voting member)
- Instructional Communications Systems/UW Extension (1 non-voting member)
- Inter-Network Scheduling Service (1 non-voting member)

[C> 12/7/2006] The council will meet at least four times a year, and may find it appropriate to meet more as events require. At least nine voting members will be required for a quorum. All meetings will be open meetings.

The Council will provide regular and sufficient communication to all interested members of the educational and governmental communities. Council members are responsible for maintaining open communications with, and seeking input from, the constituent group they represent. The Council will also seek advice and support from stakeholders who are not designated representatives.

3. Council Structure

The Officers of the Council shall consist of a Chairperson, a Vice-Chairperson, and a Secretary. Their responsibilities are as follows:

A. Chairperson

- a. Preside at general meetings and Executive Committee meetings
- b. Establish the agenda for general and executive meetings
- c. Represent the Council at appropriate meetings
- d. Appoint Council committees as directed.

B. Vice-chairperson

- a. Preside at general meetings and Executive Committee meetings in the absence of the Chairperson
- b. Represent the Council in the Chairperson's absence

C. Secretary

- a. Prepare minutes of regular meetings and Executive Committee meetings
- b. Transmit minutes of general meetings to members within two weeks of the meetings
- c. Arrange the logistics for Council meetings

4. *Committees*

A. Executive Committee

The Executive Committee will be a smaller working group to represent the interests of participating stakeholders. It shall consist of five members including the Chairperson, the Vice Chairperson, the Secretary, and two at large members.

Its duties are:

1. Recommend the establishment of committees from among Council members or others as appropriate.
2. Recommend appropriate policies and procedures for decisions by the Council
3. Recommend Council positions on important issues for decision by the Council.
4. Act on emergency or time-sensitive network issues.

B. Technical Committee

A Technical Committee will consist of network professionals from member institutions. Its task will be to work with DOA and the vendor community to help solve network problems and ensure that the technical components of the BCN work consistently with member LANs and the Internet. One member of the Advisory Council will serve as chair and convener of the Technical Committee.

C. Other committees as agreed to by the Advisory Council.

The Advisory Council may appoint other permanent or ad hoc committees as it deems necessary. [Election Committee, for example]

5. *Elections*

Officers and Executive Committee members will be elected at the last meeting in a calendar year. Each member's term will be for two years except in the initial election wherein three members shall serve for two years and two for one year so as to have staggered terms. Elections shall be by a vote of the majority of the quorum.

6. *Meetings*

Meetings, voting and other communications may be held via distance technologies to reduce cost and/or enhance attendance.

7. Amendments to the Bylaws

Amendments may be made by a 2/3 vote of the quorum at any regular or special meeting provided a 45 day notice has been provided to all members.