



# E-Rate Readiness Review On Site Campus Review of Network Equipment

Frankie Jackson met with Leonard Chance, Tony Rogers, Cassy Slade, Kristofer Nguyen, Juan Cantu, Sani Saqr and Jay Johnson at CyFalls High School on **November 15, 2018**. The purpose of the meeting was to walk thru the process of assuring that all network electronics and assets are 100% accountable in the district's inventory. This e-Rate readiness review is a top priority for the team.

We've received millions of dollars of E-rate funding reimbursements and we need to be assured all funds are accounted for. The next two slides shows the action plan for moving forward between now and December 17, 2018.



Tony Rogers, Sani Saqr and Leonard Chance



Tony Rogers and Sani Saqr, ECN Network Quadrant Leaders



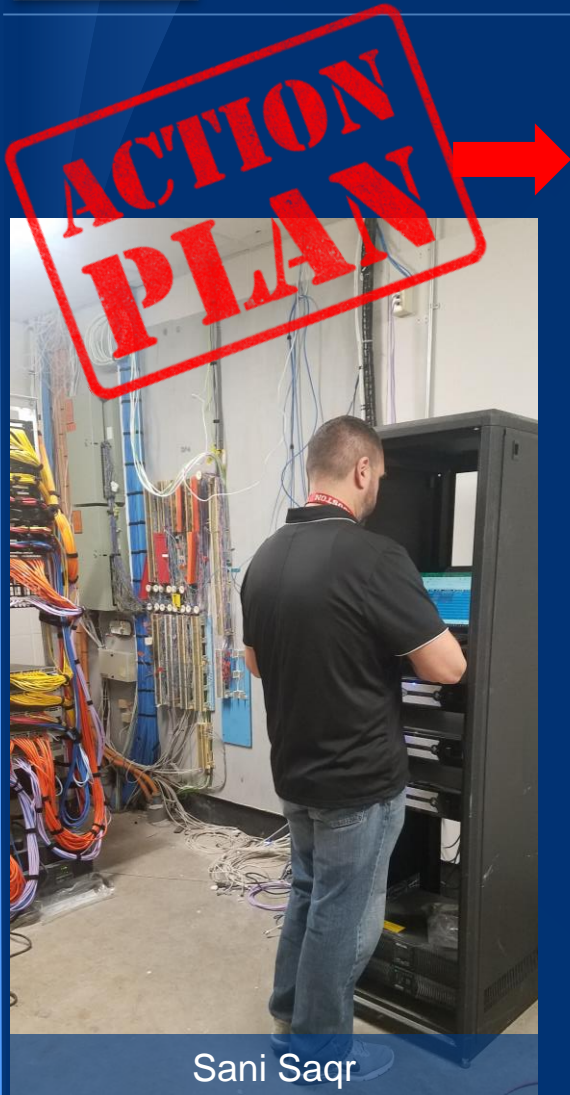
Leonard Chance, Tony Rogers, Cassy Slade, Kristofer Nguyen, Juan Cantu, Sani Saqr, Jay Johnson and Frankie Jackson (not pictured)





# E-Rate Readiness Review

## On Site Campus Review of Network Equipment

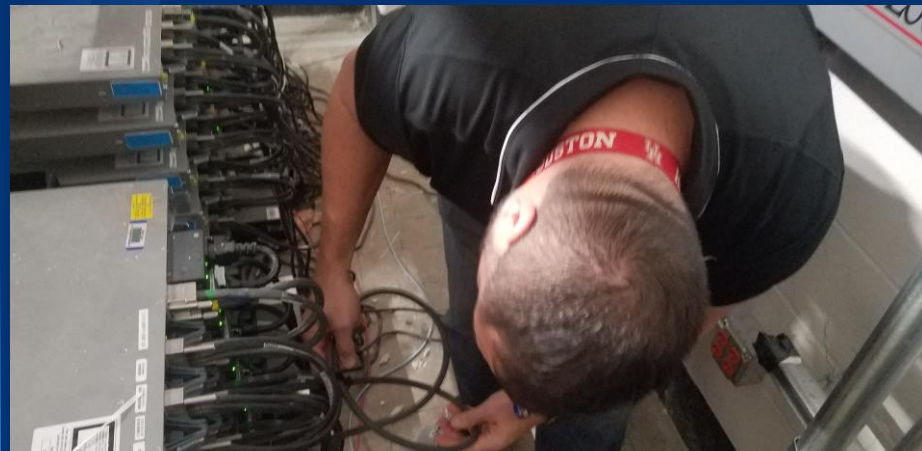


Sani Saqr

- Plan to inventory the unused e-rate equipment that is located at Bleyl. Leonard will schedule a meeting to meet at Bleyl on November 16, 2018. The total cost of this equipment will be returned back to USAC.
- Quadrant leaders will count cables in each network closet and enter data on the physical verification cable spreadsheet. Jay will add these columns to our e-rate readiness spreadsheet. There will be 5 fields: mode conditioning fiber cables, data stack cables (long and short), power stack cables (long and short).
- Quadrant leaders will verify discrepancies between the asset register to the solar winds script for their assigned campuses.
- Cassy will continue with asset register updates and offer her fantastic leadership skills!
- Technicians will physically inventory all equipment in the network closets
- Leonard will oversee campus network assets and progress, and will coordinate overall support needs.
- Jay will lead the effort to quantify how much funds will need to be returned to USAC.
- Jay will provide leadership for the overall initiative and maintain the spreadsheet (erate readiness spreadsheet) and monitor progress daily.
- David will manage the ECN team's time and accountability for moving through the progress at the campuses.
- Frankie will prepare service requests for the quadrant leaders for each campus. The schedule completion date is **December 17, 2018**.
- [Here](#) is an audio recording of our plan.



# E-Rate Readiness Review On Site Campus Review of Network Equipment



We timed how long it took the quadrant leaders to do their part at CyFalls high school. It took 8 minutes in the MDF at CyFalls. Time allocations will be used as a baseline measure.

