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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 95 LCM-36

Date: April 5, 1995

Division: Management Support &
Quality Improvement

TO: Local District Commissioners

SUBJECT: Satellite Teleconferencing

ATTACHMENTS: Request for Installation of SUNYSAT Satellite Dish
and Authorization to Deduct from the Local Claim
(Available On-Line)

Over the past two years, the Department has presented more than a dozen teleconferences using the SUNYSAT satellite system and the NY Network production facilities. These programs have reached average audiences of more than 600 participants at 25-30 downlink sites. Our evaluation indicates that satellite teleconferencing will continue to present opportunities to meet selected training needs in a cost effective manner. We have therefore pre-arranged satellite and production time for several teleconferences during the balance of 1995. We would certainly appreciate ideas that your agency might have for future topics.

As the number of teleconferences have increased, we have begun to examine ways to make them more convenient for local districts to participate. While we always try to find downlink sites close to each district, some staff do need to travel. During the winter months and in congested metropolitan areas, this travel can be inconvenient and often results in costs for mileage or travel reimbursement. In addition, some sites charge a room rental fee. Finally, we have occasionally run into technical problems and have had some difficulties in getting timely corrections from the on-site personnel.

We have begun discussions with NY Network regarding the possibility of installing satellite dishes at local district offices so that the broadcasts can be received on-site. NY Network can arrange to provide "dedicated" receivers (they can only be tuned to the SUNYSAT satellite) for about \$2,500, fully installed, with the necessary wiring to your agency training room. The dishes are approximately two meters wide with non-penetrating roof mounts. NY Network will make all necessary installation arrangements. The system is very easy to operate and no special training is needed. We understand that NY Network plans to switch from the current "analog" form of broadcast to "digital" sometime in 1996. This will require that the dishes' analog receivers be swapped out for digital receivers at a net cost of approximately \$800. Districts will receive a credit for the analog receivers that they return to NY Network. NY Network has agreed to manage this swap out process.

Installation of a SUNYSAT receiver will provide other advantages to the districts. In addition to our own programming, districts will have access to all other programming on the SUNYSAT system. We understand that, in the future, SUNY will be offering credit bearing courses via satellite.

The Department will soon enter into an agreement with NY Network to install satellite dishes at a cost of approximately \$2,500 each. We would like to offer every district the opportunity to have a dish on site, but State funds are extremely limited. We can, however, contract with NY Network to install as many dishes as we need and recoup the local share (estimated at \$800 per dish) from local claims, in the same way we collect training fees. This would eliminate the need for districts to execute purchase orders or contracts with NY Network. NY Network indicates that it can install the dishes beginning later this spring and over the summer. An additional charge to your local claim of approximately \$300 per dish will be necessary to upgrade to digital in 1996. Districts can purchase more than one dish.

If you are interested in participating in this procurement program, please complete the attached form requesting installation of a SUNYSAT satellite dish and authorization to deduct the local share from a future settlement. If you are purchasing several dishes to be located at different sites, complete one form for each purchase. The form should be e-mailed to Dave McGann (USERID AW2950). Mr. McGann can be reached at 518-473-8380 if you have any questions about this matter.

We look forward to this exciting opportunity to bring the Department's training programs even closer to your agency.

Peter D. Miraglia
Director
Office Of Human Resource Development

Request for Installation of SUNYSAT Satellite Dish
(complete one for each dish requested)

Agency Name :

Address :

:

:

Satellite Site :

Agency Contact :

Phone :

Authorization to Deduct from the Local Claim

I, _____, Commissioner of Social Services, hereby authorize the State Department of Social Services to deduct from our local claim an amount equal to the local portion of the purchase price of a SUNYSAT satellite dish. In addition, I further authorize the State Department of Social Services to deduct from our local claim an amount equal to the local portion of the digital receiver upgrade for the SUNYSAT satellite dish.

Signed:
Commissioner of Social Services
(County)