

f-19970605-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held June 5, 1997, convening at 9:15 a.m.

Ginny Ramsey called the meeting to order.

The following members answered present to the roll call: Brad Hall, Laurie Pitchford representing Johnstown, Carol Reed, Ellen Towner, Vicki Oyer, Joanne Little, Jack McDonald, Charlotte Porter, Ginny Ramsey, Tammy Miller, Judy McCord representing Norm Kennedy, and Sandra Mercer. Shirley Dupps arrived at 9:45 a.m. Marlene Wright, Velma Ransburgh, Fran Wood, Rita Squires, Mary Knicely and Melody Hewitt were also present for the meeting. A representative from Maysville was not able to attend.

Vicki Oyer was welcomed as the new Treasurer for Licking Heights Local School District.

- 97-021 It was moved by Joanne Little and seconded by Brad Hall to approve the minutes of the April 17, 1997, meeting. A vote of approval was taken.

Microfiche for the month of March was distributed to each Advisory Committee member.

The Governing Board update included the notice that FY98 contracts had gone out and included additions of Library Services and OCIS in Schedule A. Sandra Mercer announced the yearly combined Superintendent/Treasurer Governing Board meeting is scheduled for August 14, 1997.

The State Software update included the June release highlights and notice that the release will be installed Friday beginning at 4:30 p.m. Release notes will be sent through e-mail prior to Monday. Discussion followed on changing the processing options in the screen formatted programs as follows: RE -> TAB; PF1 -> accept; PF4 -> back one field. These changes can be made by district, individually, or all LACA users and would affect all state software screen formatted programs. These changes will be discussed at the next meeting. Users interested in testing the changes are to contact LACA. Altavista Forum was presented as a future replacement to VaxNotes and will be demonstrated at a future meeting.

Fiscal year-end procedures followed and were presented/discussed in detail. Each Advisory member received a copy of EMIS procedures, USPS and STRS Advance procedures, 1997 STRS Advance changes (regarding contracts ending June 30), a W2 recap worksheet, USAS Fiscal year-end procedures, PCTMNT program documentation (used by NEWAPP), CERTIFICATE documentation (needed by SETBAL amended certificate), EFM handbooks and methodology, procedure for creating PO's for July prior to fiscal year closing (if printing from the system), EIS closing procedures, fiscal year-end GAAP procedures and OEDIR procedures (due July 25).

Other items included a Reflection License update.

Unfinished business included audit concerns on duplication of effort relating to LACA and the school districts.

New business included the next regular meeting scheduled for Sept 18, 1997, the notice of an upcoming meeting at the JVS on school funding reform, and the notice that LACA will send out information on the

FCC Telecommunications Act.

97-022 It was moved by Shirley Dupps and seconded by Charlotte Porter to adjourn the meeting at 11:00 a.m.

Reported by,

Sandra Mercer
LACA Director