

f-19970918-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held September 18, 1997, convening at 9:10 a.m.

The following members answered present to the roll call: Brad Hall, Shirley Dupps, Carol Reed, Ellen Towner, Vicki Oyer, Joanne Little, Jack McDonald, Charlotte Porter, Ginny Ramsey, Pat Horner and Sandra Mercer. Rita Squires, Mary Knicey and Melody Hewitt were also present for the meeting. A representative from Johnstown, West Muskingum and Granville were not able to attend.

- 98-001 It was moved by Joanne Little and seconded by Ginny Ramsey to approve the minutes of the June 5, 1997, meeting. A vote of approval was taken.

Microfiche for the months of April, May, June, and July and fiscal year end for accounting and payroll were distributed to each Advisory Committee member. LACA will begin to look into other types of archive media. Reflection licenses were distributed for signatures and included information on LACA's recent maintenance contract with WRQ at \$15/license/year. Suggestions for tracking licenses at the district level included using specified fields in the equipment inventory system on PC's/MAC's running Reflection. Melody Hewitt distributed a packet of interesting web sites for Treasurers.

The Governing Board update included LACA's network support through the MCOECN/OILTS state agreement and pilot of LACA's tiered network support fee. Any work performed at the district relating to local area network and PC/MAC support will require a user signoff for billing and tracking purposes. Sandra Mercer also stated that there may be some downtime associated to a new air conditioner being installed in the LACA computer room. The Fiscal Advisory Committee will be notified prior to the installation date.

The personnel software update included feedback from a recent meeting with Dublin City School District, the pilot for the Snyder Software personnel software. They stated that the software did not include many of the features requested through the numerous design meetings, had no documentation, had inconsistent user interfaces with the screens, and was very difficult to use. Representatives from Newark City, LACA and Dublin City attended a presentation of ACE's personnel system on September 8. Detailed costs and support of the UNIX based software were presented and discussed in detail. Another meeting is scheduled for Sept. 23 and more information will be presented at the next Fiscal meeting. In the meantime, a presentation by ACE will be scheduled and the Fiscal Advisory Committee will be notified of the date, time, and location. Each Advisory member received a documentation packet on the ACE personnel software.

Melody Hewitt presented the following workshop dates:

Payroll - Sept 25 at 2:00 p.m.

Accounting - TBA (based upon the state software release of POSCN's capability to enter requisitions)

UDMS - 2 consecutive dates in Jan and Feb

Users requesting UDMS training prior to January are to call LACA.

The EMIS October staff procedures were distributed. Mary Knicey stated a change in hourly employee reporting and provided information on the accountability of schools to report, validate and send authorization forms to ODE/IMS. Each Treasurer and Superintendent were encouraged to attend the state EMIS teleconference to be held

Sept. 25, 1997. Mary stated that she would be the facilitator at the Licking County Human Resources location.

The ability to change the processing options in the screen formatted programs as follows: RE -> TAB; PF1 -> accept; PF4 -> back one field were again discussed. If districts are interested in changing -ALL- state software screen formatted programs for -ALL- users in their district, they are to contact LACA.

- 98-002 Pat Horner opened the nominations for Fiscal Advisory Committee officers. Shirley Dupps moved and Charlotte Porter seconded the motion to keep the same slate of officers: Pat Horner - Chairman; Norm Kennedy - Vice-Chairman; Ginny Ramsey - Governing Board Rep;
- 98-003 Jack McDonald - LACATECH Rep. Shirley Dupps moved and Charlotte Porter seconded the nominations be closed. A vote of approval was taken.

Unfinished business included a review of LACA's management letter relating to LACA's recent audit. Items of concern included new accounts that had never been used, user accounts with prolonged inactivity, and hitman parameters. Changes to the User Security Form will be presented at the next meeting to include possible termination of the account due to inactivity and addition of MOLE (a new teacher interface for entering grades). Notification to LACA staff of account termination is the responsibility of the school district. No changes were presented for the current HITMAN parameters. Unfinished business also included an update for Fifth Third direct deposit schools on increases in cost in Jan, the need for districts to be aware of check protector problems that could result in charges for printer repair, verification that minimum wage applies to school districts, and verification that users received a recent e-mail on a new medical savings account in payroll.

New business included the next regular meeting scheduled for Oct. 23, 1997.

- 98-004 It was moved by Charlotte Porter and seconded by Shirley Dupps to adjourn the meeting at 11:25 a.m.

Reported by,

Sandra Mercer
LACA Director