

f-19971218-min
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held December 18, 1997, convening at 9:15 a.m.

The following members answered present to the roll call: Brad Hall, Steve Crotzer, Shirley Dupps, Carol Reed, Ellen Towner, Vicki Oyer, Joanne Little, Jack McDonald, Charlotte Porter, Ginny Ramsey, and Pat Horner. Rita Squires, Brett Griffith, Mary Knicely and Melody Hewitt were also present for the meeting. A representative from West Muskingum and Sandy Mercer were not able to attend. Judy McCord, representing Granville, arrived at 10:30 a.m.

- 98-007 It was moved by Jack McDonald and seconded by Shirley Dupps to approve the minutes of the October 23, 1997 meeting. A vote of approval was taken.

Microfiche for August, September, and October was distributed to each Advisory Committee member.

- 98-008 The Governing Board update consisted of an overview of the proposed Professional Development Exchange Program, a facility update, a discussion of the E-Rate with distribution of new applications, a new revised LACA Staff User Security Form, a LACATECH update and the resignation of Ginny Ramsey as the Governing Board Rep. Joanne Little moved and Jack McDonald seconded to appoint Brad Hall as the Governing Board Rep. A vote of approval was taken. Joanne Little moved and Charlotte Porter seconded to appoint Carol Reed as Ginny Ramsey's replacement on the Records Retention committee. A vote of approval was taken.

The State Software update included an explanation of the new Cumulative Wage withholding, changes to MUNSCN - taxing of multiple municipalities, and GAPTRAN/GAPSUB options of the GAAP subsystem. Joanne Little gave an update of a recent UDMS meeting she attended and stated that the next meeting of that committee would be Jan. 9, 1998. Mary Knicely reminded the Treasurer's of the importance to send the EMIS data accuracy form to ODE after each time the October EMIS data is resubmitted and that the deadline to send the form before foundation funds would be withheld is Dec. 23, 1997.

Payroll year end procedures were discussed. A timeline of closing dates was distributed and discussed. The Accounting year end procedures were handed out and discussed along with instructions on closing the month of January with a reminder to change the year.

The Personnel software update was tabled until the next meeting.

Unfinished Business included the distribution of updated Reflections Licenses agreements.

New Business included a reminder that Newark City Schools and Northridge Local Schools have school district income taxes that need to be deducted starting January 1, 1998, and a reminder that the area code for this region has changed to 740. The LACA Director Evaluation forms were distributed with the request to return them to Pat Horner by Jan. 6, 1998. Melody Hewitt mentioned that per a discussion in DECNotes, it was stated by the IRS that all tuition reimbursement would be considered non-taxable if it was required for the position or to maintain certification regardless if it was for graduate or non-graduate credit. The next meeting is scheduled for Jan. 15, 1998.

f-19971218-min

98-010 It was moved by Charlotte Porter and seconded by Brad Hall to adjourn the meeting at 11:15.

Reported by,

Mary Knicely
LACA Director