

f-19980813-min  
LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held August 13, 1998, convening at 11:00 a.m.

The following members answered present to the roll call: Shirley Dupps, Carol Reed, Ellen Towner, Vicki Oyer, Jack McDonald, Charlotte Porter, Brett Griffith, Pat Horner, Sue Ward and Sandy Mercer. Lynn Hoffer represented Newark. Melody Hewitt was also present for the meeting. Representatives from Heath, Granville and West Muskingum were not able to attend.

Sue Ward, the new Treasurer for Johnstown, was welcomed.

99-001 It was moved by Shirley Dupps and seconded by Charlotte Porter to approve the minutes of the June 18, 1998, meeting. A vote of approval was taken.

Microfiche for June and Fiscal Year End Accounting/Payroll FY98 were distributed to each district. Year end archive tapes were also distributed. LACA is still considering alternative archive methods such as CD-ROM and will continue to research as time permits.

Melody Hewitt announced a training session was being held on Tuesday August 17th on POSCN and REQSCN for any district that wished to send someone. A detailed discussion on requisitions being entered at the building level followed. Requested enhancements to USAS programs included; a way to collapse to pay all PO's by account (as it does at the bottom of the printed purchase order), a smarter check run to automatically create a separate stub only for checks with more than 10 items (or additional CKPROC option to only select/print checks with more than 10 items), and ability for users to add accounts in POSCN if granted the USAS Group identifier. LACA will look into the requests and report back to the Fiscal Advisory Committee. Melody also announced that documentation had been completed on exporting from UDMS into Word and Excel Spreadsheet. Training will be held when LACA gets moved into their new building.

Printer Maintenance agreements were distributed. Please review the information, sign and return as soon as possible. Sandy Mercer announced that she received a notice from HP that they will no longer be providing contractual support on the following printers after the dates listed:

2563A	11/1/99
2564B	8/1/99
2564C	11/1/99

HP will still do their best to repair these printers on a time and material basis. Reflection Maintenance agreements were also disbursed. Maintenance costs will be sent out as soon as possible. Please notify Sandy if you do NOT want to participate.

LACA's system will go down at 4:00 pm on September 16th for LACA's move to our new building. The system will be back up by 8:00am on September 21st. The Alpha conversion will happen after we are settled in our new building.

Unfinished business included an update on Auto Reconciliation with PNB. There will be testing on Monday August 17th and results will be sent as soon as they are available. Unfinished business also included the notice that SWOCA will be sending bills to all districts that are transmitting their direct deposit through SWOCA to Fifth/Third. There is a \$100 setup fee and \$10 per successful transmission. This charge

f-19980813-min

is in addition to the charge from Fifth/Third. SWOCA will be sending out bills every 6 months. Districts should mail their checks to Butler County JVS % SWOCA. A copy of the authorization to release information to state auditors was distributed. Each district should copy this letter on their district stationery, sign and forward to LACA if they wish their information released. System work scheduled for August 14, was confirmed.

Other business included the need for each district to review their User Accounts list. There have been a lot of personnel changes over the summer and LACA needs to verify everyone has access to the correct district's files. A brief discussion followed regarding local professional development, EMIS and district grade card issues. Shirley Dupps stated that she was part of a state committee and would provide feedback to LACA and the Fiscal Advisory Committee. It was requested for LACA to design a certificate of attendance for all training offered. Sandy requested each district send her a copy of their Internet Acceptable Use Policy and a copy of the Board Resolution when the policy was approved as noted by LACA's recent audit. A sample of Lakewood's Acceptable Use Policy will be shared with the rest of the districts.

The next meeting is scheduled for October 22, 1998. The meeting will be held at LACA's new office.

99-002 It was moved by Charlotte Porter and seconded by Ellen Towner to adjourn the meeting at 1:10.

Reported by,

Sandra Mercer  
LACA Director