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LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held October 22, 1998, convening at 9:10 a.m.

The following members answered present to the roll call: Brad Hall, Sue Ward, Shirley Dupps, Carol Reed, Ellen Towner, Vicki Oyer, Joanne Little, Charlotte Porter, Brett Griffith, Pat Horner, and Sandy Mercer. Jack McDonald arrived at 9:25. Linda Porter represented West Muskingum. Melody Hewitt, Marlene Wright and Rita Squires were also present for the meeting. A representative from Granville was not able to attend.

- 99-003 It was moved by Shirley Dupps and seconded by Brad Hall to approve the minutes of the August 13, 1998, meeting. A vote of approval was taken.

Microfiche for August and Fiscal Year End Accounting/Payroll FY98 were distributed to each district. LACA is still considering alternative archive methods such as CD-ROM but at this time the Ohio Historical Society will not accept CD-ROM as the only archive method. We would still need to produce microfiche. With the space available on the new Alpha, we now plan to store previous years of history. We may no longer need to archive to CD-ROM.

Melody Hewitt reviewed highlights from the September release meeting. Key points were the lifting of restrictions on DEDUCT codes and the adding of deduction types, and the future ability to check and restrict PO and REQ entries at the budget level.

There was an update on the software requests from the last meeting. CKPROC has been updated to allow only two options and is now smart enough to create a separate page for more than 10 items. The option to add accounts from POSCN will be part of an upcoming release. A way to collapse to pay all PO's by account was dropped. Discussion followed on loading staff patron records to the library system. LACA will look into what building a staff member gets added to when they work in multiple buildings and are identified with a district IRN in the payroll files.

A request was made to check into the Certificate and SETBAL programs. These are Pubdom programs that need to be updated.

Sandra Mercer presented a Governing Board update that included the introduction of Bobbie Warthman, our new Student Applications Manager, a discussion regarding the additional facility space that has been offered to LACA, and information on an OECN Multimedia Consortium proposal. Sandy also presented an update of the MCOECN.

The ODE update included a reminder that EMIS staff data and your SM1 is due by October 30th. There was a discussion on the LPDC software. It was decided that LACA would contact all of the Superintendents to find the names of the LPDC Chairperson and offer to demonstrate the LPDC software. There was a lengthy discussion on the Excel spreadsheet 5 yr forecast. LACA will research both the OASBO and Ken Pappy's spreadsheets

Sandy presented an update on the move, network upgrades and a list of district communication equipment available for resale. There is a concern that districts may not be receiving accurate phone bills. Districts need to review the spreadsheets of Data Circuits and Disconnected Circuits and review their phone bills. If there is any

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question about your phone bill, please call Sandy. Sandy brought everyone up to date on the Alpha conversion and a date was set for Friday, December 4th to shut the system down and switch over. We have received a test file from Park National Bank for the check reconciliation. We will be using Heath and Newark as a beta test with their October checks.

Melody will be holding UDMS training on November 17th and Advanced UDMS training on November 19th. LACA will be holding E-Mail training for PINE and Netscape mail, and state and local distribution lists.

Other items included year 2k potential problems. All districts have agreed to bring a list to the next meeting and decide if there is a possibility of doing something as a group. Each district should be receiving a commitment letter from E-Rate. You will have 5 days to respond to the letter. If you have any questions about the letter please call Sandy. If you did not see the E-Rate teleconference you can get a video of the conference from Dave Calloway at LCESC. Brett Griffith and the Tech Coordinator from Southwest Licking will sit down with Sandy and develop a new document that better explains network services (LAN vs. WAN). LACA is in need of Dec VT terminals. If your district has terminals that you are no longer using, please give LACA a call.

99-004 Sandy presented a review of LACA's Audit. It was mentioned again to change the time out on HITMAN. It was moved by Shirley Dupps and seconded by Joanne Little that we keep the current times. A vote of approval was taken. Copies of Lakewood's Internet AUP's were distributed. LACA needs a copy of Internet AUP's from each district along with their Board resolutions.

99-005 Election of officers followed. It was moved by Pat Horner and seconded by Shirley Dupps that Carol Reed be Chairman. A vote of approval was

99-006 taken. It was moved by Joanne Little and seconded by Shirley Dupps that Vicki Oyer be the Vice-Chairman. A vote of approval was taken.

99-007 It was moved by Shirley Dupps and seconded by Joanne Little that Brett Griffith be the LACA Tech representative. A vote of approval was taken.

99-008 It was moved by Joanne Little and seconded by Shirley Dupps that Brad Hall remain the Governing Board Representative. A vote of approval was taken.

Sandy reminded all districts to validate the access of their GAAP auditors. GAAP auditors can now be given access to just GAAP files.

The next meeting is scheduled for December 17, 1998, at 10:00 followed by a Christmas Luncheon.

99-009 It was moved by Charlotte Porter and seconded by Ellen Towner to adjourn the meeting at 12:10.

Reported by,

Sandra Mercer  
LACA Director