

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee was held December 3, 2004 convening at 10:42 a.m.

The following members answered present to the roll call: Cory Thompson, Ellen Towner, Shirley Dupps, Interim, Lew Sidwell, Jack McDonald, Eugene Foust, Rick Jones, Lillette Holdren representing Max Maley, Glenna Plaisted, and Sandy Mercer. Brett Griffith, Brad Hall, JoAnn Little, Brian Wilson, and Tammy Miller could not attend. Becky Revercomb, Brenda Keller, Joyce Lewellen, Regina Dennis, Jana McKee, Chris Ciraky, Jenny Vanover, Cathy Donahue, Mindy Sturm, Dodi Zimmerman, Judy McCord, Julie Taylor, Dianne Kellett, Kathy Rose, Holly Fletcher, Becky Morrison, Sue Blair, Zelma Craig, Gail Kirk, Teri Murphy, Sue Ward, Sharon Clayton, Rosie Rambo, Melody Hewitt and Mary Knicely were also in attendance.

05-001 It was moved by Rick Jones and seconded by Cory Thompson to approve the minutes of the June 17, 2004 meeting. A vote of approval was taken.

Melody discussed The State Software Development Teams plans for the future of State Software. SSDT and the SAC plan to move towards a web based interface for user functions. With the next release of USASWEB, the following options will be added:

Query, create, modify, delete, or clone budget and revenue accounts
Convert a requisition to a purchase order
Query, post, load a draft, create, modify, delete, or clone a purchase order
Query, post, modify, or clone a receipt/reduction of expenditure

This release will likely start the timer on REQSCN. Districts will need to make sure their users are trained on WEBREQ. There is also a good possibility that districts will not be able to print forms from web based programs to pin feed/line printers.

Melody also discussed a list of programs that will be made obsolete with or after the May 2005 release. They are INPROC, OHUSAS, ACCEDT, GAAP Subsystem. LACA will be holding training for their replacement programs before the May. District need to make sure that everyone in their district that uses these programs attend all necessary trainings.

Mary discussed the process that C-Tec is currently using to approve requisitions. LACA created a nightly routine that emails REQDET's on a nightly basis to supervisors for approval.

Mary reviewed the calendar year end closing procedures.

Melody passed around the W2 Authorization Form for signatures. This form gives LACA the authority to send each district's W2 information to the SSA and state.

Sandy discussed the possibility of having vendors do presentations at future Fiscal Advisory meetings. It was decided to ask eSchool Mall to present at our next meeting.

Sandy presented a new Fiscal Authority Change Form. State Auditors have requested that DASites have written permission from district authorized personnel before making changes to district files.

05-002 It was moved by Lew Sidwell and seconded by Cory Thompson to approve the Fiscal Authority Change Form. A vote of approval was taken.

Sandy presented the Governing Board updates. She reviewed HB567. We are very concerned with the impact of this bill on LACA's future.

LACA's new email policy went into effect December 1st. LACATech sub-committee proposed to change to MS Exchange. This will remove the mail storage from the VMS system.

LACA is in the process of sending out bids for E-Rate for FY06.

Sandy has been conducting Principal Workshops at districts. She will call the treasurer of the district and review agenda before the workshop.

ODE has agreed to work on any EMIS topic of concern to districts. Please forward topics to Sandy.

Employees hired by LCESC and contracted to districts will be listed in LACA's system as LCESC employees. They will be granted access to the necessary contracted school district data. These employees will show on the LCESC's weekly user report, not the contracted school district.

LACA has always purchased pin feed W2's and 1099's as part of a state wide group purchase. A number of DASites have gone to laser W2's and 1099's, so there will not be a group purchase of these forms next year. LACA is currently conducting a survey of DASites. We will report results and cost at the next meeting.

05-003 Jack McDonald nominated Glenna Plaisted as Chairman. Ellen Towner seconded the nomination. A vote followed: Thompson – aye, Towner – aye, Dupps – aye, Sidwell – aye, McDonald – aye, Foust – aye, Jones – aye, Holdren – aye, Plaisted – aye.

05-004 Glenna Plaisted nominated Cory Thompson as Vice-Chairman. Ellen Towner seconded the nomination. A vote followed: Thompson – aye, Towner – aye, Dupps – aye, Sidwell – aye, McDonald – aye, Foust – aye, Jones – aye, Holdren – aye, Plaisted – aye.

05-005 Glenna Plaisted nominated Jack McDonald as Governing Board Rep. Shirley Dupp

seconded the nomination. A vote followed: Thompson – aye, Towner – aye, Dupps – aye, Sidwell – aye, McDonald – no, Foust – aye, Jones – aye, Holdren – aye, Plaisted – aye.

The next Fiscal Advisory Meeting will be held February 17, 2005.

05-006 It was moved by Eugene Foust and seconded by Rick Jones to adjourn the meeting at 11:58.

Reported by,

Melody Hewitt
Fiscal Coordinator