

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee was held October 26, 2005 convening at 10:10 a.m.

The following members answered present to the roll call: Brett Griffith, Brad Hall, Tammy Woods, Ellen Towner, Jenny Vanover, Lew Sidwell, Julie Taylor, Rick Jones, Lillette Holdren representing Max Maley, Cory Thompson, Glenna Plaisted, and Sandy Mercer. Jack McDonald, Eugene Foust, and Tammy Miller could not attend. Ingrid Chapman, Patty Stocker, Judy McCord, Melody Hewitt, Jon Bowers and Mary Knicely were also in attendance.

06-001 It was moved by Brad Hall and seconded by Cory Thompson to approve the minutes of the June 9, 2005 meeting. A vote of approval was taken.

Sandy introduced Jeff Davis, LACA's new Student Data Analysis Coordinator. Jeff will be leading the transition from the legacy student administration application (SIS) to the new application (DASL).

Melody distributed Reflection Agreements. District's are to have these reviewed by their technology coordinators and returned to LACA by November 15<sup>th</sup>.

Melody reviewed the highlights of the September State Software release. She also demonstrated the new payroll on the web, USPSWeb. District's should have their payroll staff try the new program and give suggestions.

Mary presented an EMIS update. The 5 Year Forecast must be to ODE by October 31<sup>st</sup>. You must have your forecast to Mary by 5pm on Thursday October 27<sup>th</sup> so that she can send it first thing Friday morning.

06-002 Jon presented the SSDT HR/Personnel Software Solution. SSDT has agreed to develop an HR package consisting of 6 modules with a 6 month timeline. The statewide development cost will be \$85,500. The MCOECN will initially fund the development. Each ITC wishing to participate will sign a memorandum of agreement. The cost will then be shared by the participating ITCs. A motion was made by Cory Thompson and seconded by Lew Sidwell to approve LACA's participation in SSDT's HR/Personnel Software Solution with the cost being shared equally among LACA member districts, or cost taken out of LACA's general fund if approved by the LACA Governing Board. A vote followed: Thompson – aye; Sidwell – aye; Griffith – aye, Hall – aye, Woods – aye, Towner – aye, Vanover – aye, Taylor - aye, Jones – aye, Holdren – aye, Plaisted – aye.

Sandy presented a comparison of TimeWare and Kronos time card programs. It was decided that LACA would arrange site visits to Bedford City who is using TimeWare and Milford City who has purchased Kronos. LACA will have each vendor in again for a presentation and evaluation in the January/February timeframe. LACA will also put cost figures together including staff and hardware.

Sandy presented information on a document management program called OnBase offered by Hudson James. It was decided to put this project on hold.

Some district employees are “sharing” their user names and password with other staff members. This violates the Data Security Policy. LACA recommends that all staff have access to programs needed and password be kept confidential.

Chad presented a new application that is being developed in-house called LAMA (LACA Account Management Application). This program will allow for the automation of User Security Forms. Authorized district staff will also have the ability to see what applications each of their employees have access to. It was recommended LACA change the Data Security Policy so Treasurers only approve user accounts and access affecting fiscal applications. Sandra Mercer will address this requested change with the LACA Governing Board.

Chad also demonstrated the ability for users to telnet from outside LACA on a secure telnet connection. Documentation for users running windows XP was distributed and Treasurers were asked to use this new process and report any issues to LACA.

Sandy presented a Governing Board update that included ISP contract rates for FY07. They are approximately 7.5% over last year. LACA has signed a memorandum of agreement with ODE to connect to the Third Frontier Network. The SSEM ITC Support Agreement will continue from January through June 2006 if approved by DASL. The new email usage policy has been adopted by the Board. Users will receive a warning e-mail if they exceed 100,000mb of e-mail disk space usage. Emails will be automatically deleted as follows: inbox – older than 30 days, sent – older than 30 days, deleted – older than 14 days. Notices will go out to all users before this policy takes effect. HB 115, regionalization of state agencies, has passed the house. Mount Vernon City Schools has sent a letter to TRECA that they will be leaving their ITC at the end of this fiscal year. Mount Vernon is looking at the services of LACA and other surrounding ITC’s. Power will be down at LACA on November 5<sup>th</sup>. We will be installing a new air conditioning unit. DASL is moving forward. The first district will go live in the fall of 2006.

- 06-003 Rick Jones nominated Glenna Plaisted as Chairman. Brad Hall seconded the nomination. A vote followed: Jones – aye; Hall – aye, Griffith – aye, Thompson – aye; Woods – aye, Plaisted – abstain; Towner – aye, Vanover – aye, Sidwell – aye, Taylor - aye, Holdren – aye.
- 06-004 Rick Jones nominated Julie Taylor as Vice-Chairman. Cory Thompson seconded the nomination. A vote followed: Jones – aye; Thompson – aye; Griffith – aye, Hall – aye, Woods – aye, Towner – aye, Vanover – aye, Sidwell – aye, Taylor – abstain; Holdren – aye, Plaisted – aye.
- 06-005 Cory Thompson nominated Jack McDonald as Governing Board Rep. Rick Jones

seconded the nomination. A vote followed: Thompson – aye; Jones – aye; Griffith – aye, Hall – aye, Woods – aye, Towner – aye, Vanover – aye, Sidwell – aye, Taylor – aye; Holdren – aye, Plaisted – aye.

LACA has purchased software and stock paper for W2s and 1099s from ABS. W2, 1099 and check printing software will be installed in December.

Mary showed LACA's new web page. It should be available on November 1<sup>st</sup>.

A meeting on district disaster planning will immediately follow the meeting.

The next Fiscal Advisory Meeting will be held on December 2<sup>nd</sup>. This will include the Christmas luncheon and gift exchange.

06-006 It was moved by Ellen Towner and seconded by Brad hall to adjourn the meeting at 12:30.

Reported by,

Melody Hewitt  
Fiscal Coordinator