

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 19, 2007 convening at 12:42 p.m.

The following members answered present to the roll call: Bret Griffith, Tammy Woods, Kathy Rose for Cory Thompson, Ellen Towner, Jenny Vanover, Lou Sidwell, Jack McDonald, Joann Little, Interim, Mindy Sturm for Rick Jones, Max Maley, Julie Taylor, Glenna Plaisted, and Sandy Mercer. Brett Griffith and Tammy Miller could not attend. Anne Graham, Patti Stocker, Ryan Smith, Judy McCord, Melody Hewitt and Mary Knicely were also in attendance.

07-001 It was moved by Eugene Foust and seconded by Brad Hall to approve the minutes of the December 7, 2006 meeting. A vote of approval was taken.

The W2 Tape Authorization Form was passed for signatures.

Melody reviewed the Calendar Year End Accounting Closing procedures. She also reviewed the State Software Release Highlights from the September and December releases.

Sandy discussed the difference between “logging” out when using USASWeb and clicking the “X” when exiting DASL and other programs. This is a training issue for employees that need to use multiple web based programs. Sandy discussed the creation of microfiche at calendar and fiscal year end. To our knowledge microfiche is the only archive media that is approved by the Ohio Historical Society. If districts would like LACA to not create microfiche, they will need to send LACA a letter signed by their Board explaining that they understand the requirements of the State of Ohio but still wish not to have microfiche. Sandy distributed the browser requirements for USASWeb and USPSWeb. If buildings are having problems with individual PCs, they should check to make sure that the PC meets these requirements.

A brief discussion was held on the new form required by the Ohio Department of Public Safety, Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization.

Mindy Sturm and Jenny Vanover presented an update on the Time Card project. Things are going well. Mindy is waiting on TimeWare to correct a rounding problem. Southwest went “live” on November 20<sup>th</sup> (everyone is clocking in and out). Mindy will begin to train supervisors on reading the reports and making corrections when the rounding problem has been corrected. Jenny is still configuring her database and hopes to go “live” after the first of the year. LACA has re-scheduled the pilot review to April 2007 since the payroll import is still in the testing phase.

SSDT has the first release of the Human Resources software, the Employee Kiosk, ready for districts. C-Tec will be piloting the Kiosk after the first of the year. Each district

board office will be the first line of support for their employees. LACA will be the second line of support for the board office. Employee leave tracking and individual professional development plans (IPDP), will be included in future releases. LACA plans to pilot each module, one at a time.

- 07-002 Brad Hall nominated Glenna Plaisted as Chairman, Julie Taylor as Vice-Chairman, and Jack McDonald as Governing Board Representative. Eugene Foust seconded the nomination. Brad Hall moved and Eugene Foust moved the nominations be closed. A vote followed: McCord – aye, Hall – aye, Chapman – aye, Thompson – aye; Towner – aye, Vanover – aye, Lindsey – aye, Grindle – aye, Foust – aye, Jones – aye, Holdren – aye, Stocker – aye, Keller – aye.

The Governing Board has tentatively recommended a 6 or 7 percent increase in the SLA fees in order to have an appropriate balance in 4 years. The FY08 ISP contracts will remain the same as FY07. LACA is getting quotes for the remaining T1 districts to fiber from Time Warner. T1 rates are expected to go up. A Legislative Meeting will be scheduled for sometime after the 1<sup>st</sup> of the year.

We are still working on the Disaster Recovery Plan. We are waiting for Edge to send us a copy of their software as a backup for districts using Edge software. Reflections using telnet will be cut off as of December 31<sup>st</sup>. LACA has 10 licenses for Reflection on the Web. LACA will be piloting LAMA, the paperless User Security Form, in March. We hope to go live in April. All users would need to accept LACA's policy and then we will throw all paper forms away.

Melody will be contacting SERS and STRS to set up a meeting for sometime after the first of the year to discuss the changes that will be coming in 2008. Melody will also contact ING about a presentation after the February meeting.

The next meeting will be held February 15<sup>th</sup> at 9:00.

- 07-003 It was moved by Ellen Towner and seconded by Eugene Foust to adjourn the meeting at 11:30 pm.

Reported by,

Melody Hewitt  
Fiscal Coordinator