

## Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held April 9, 2008 convening at 9:05 a.m.

The following members answered present to the roll call: Glenna Plaisted, Trent Montgomery for Ellen Towner, Jenny Vanover, Felicia Drummey, Mindy Sturm for Rick Jones, Lillette Holdren for Max Maley, Judy McCord for Brett Griffith, Julie Taylor, and Sandy Mercer. Cory Thompson arrived at 9:10. Brad Hall, Tammy Woods, Lew Sidwell, Nancy Sinclair, Jack McDonald and Tammy Miller could not attend. Melody Hewitt, Mary Knicely, Jon Bowers, and Patti Stocker were also in attendance.

08-012 It was moved by Glenna Plaisted and seconded by Jenny Vanover to approve the minutes of the February 28, 2008 meeting. A vote of approval was taken.

Mary gave an EMIS update. The 5 Year Forecast must be resubmitted by May 30<sup>th</sup>. Mary reviewed the new Year End Measures. If a district misses the same measure more than once, the district will be considered out of compliance. They do not have to be missed two times in a row. If you have questions, you should contact your EMIS Coordinator.

There was no update from the State Software Advisory Committee. The next meeting will be May 6<sup>th</sup>.

Melody reviewed the release highlights from the USASWeb release that should be distributed sometime in April. She also reviewed the options that are available for entering Appropriations.

At the last meeting, we talked about fiscweb's security and management issues for user passwords. After talking with LACATech, LACA did additional research and made the following decisions:

1. Short Term: LACA will research the ability to provide web VPN (virtual private network) access to district users. They will login to LACA from outside the network and Fiscweb will be an option.
2. Long Term: Chad is developing a windows version of Fiscweb. This will allow users to log into Fiscweb by using their windows/email password. It will also allow district personnel to maintain the protection files for the individual pages.

**CURRENT PROJECTS** – see: <http://www.laca.org/Usergroups/Fiscal/Projects.htm>

### Time Clock

The hardware buy-in cost has been lowered to \$2,500. The annual support will be \$1,800. Lakewood has shown an interest.

## HR Kiosk

The participating ITC's met two weeks ago to discuss the future of the Kiosk project. Some of the larger ADM districts have expressed an interest in a full Human Resource application. It was decided that the committee would have Dave Varda from OASBO conduct a survey of school districts throughout the state to see who is interested in a comprehensive HR system and what exactly they would like in that system. The committee hopes to meet again in September to review the results and determine the future of the project. If you are interested in being part of that survey, please contact Dave Varda.

The IPDP module should be ready to pilot by July. If your district is interested, please have your LPD chairperson contact Melody.

West Muskingum, North Fork, and Heath will be implementing the Leave module this summer.

- 08-013 It was moved by Cory Thompson and seconded by Julie Taylor for LACA to continue to participate in the Employee Kiosk project for FY09 at a cost of \$8,500. A vote of approval was taken.

## **GOVERNING BOARD**

Sandy stated that she would be retiring at the end of this calendar year. We will all miss her.

The FY09 Service Level Agreement fees will increase 4.5% over FY08 fees except for Video. Video fees will be the total cost to deliver (\$128,000) divided by the total number of contracting districts, not to exceed FY08 fees. If more buildings contract, for video during FY09 then has currently contracted, the current districts will receive a credit.

FY09 Service Level Agreements were distributed. Please sign/date and return to LACA prior to June 30, 2008.

The Data Security Policy has been revised. Additional wording has been added to "protect identifiable data".

The Governing Board has requested that LACA research the archiving of e-mail. We have discovered that there is as much liability in archiving too much as not enough. LACA has no way to select the right email for public records purposes. LACA feels that this is the responsibility of the district and is a training issue with your staff.

LACA is going through a Network Security Audit. This is a statewide mandated audit to identify network vulnerabilities. The cost, to include all local district servers, will be \$1,000 for each ITC and will include all servers open to the "public" internet. This will include district servers. Each ITC will receive a report of the findings.

## **UNFINISHED BUSINESS**

There is no new information on the OnBase Document Management system. The Governing Board has approved for LACA to participate in a statewide study to regionalize the services.

Melody stated that people are using the Help Desk.

LACA will be testing the DSL Disaster Recovery line. This will be done in three steps:

1. LACA will test the line internally.
2. LACA will create a document containing all the information that your district will need to have available in order to print check and direct deposit notices and to transmit your direct deposit using the DSL line. We will email the document to your district staff.
3. LACA will select a district to test the line. The district will be selected at random. They will be called and told that their district is down and they need to come immediately, with all of the information on the list, to print their checks and transmit their direct deposit.

MEC is currently working with ING to pilot one of their districts using the common remitter. They are approximately 90% done. Melody will follow this and keep you informed.

Districts that are interested in using DALSFees to post student fees directly into USAS need to start now to be prepared for next school year. Tri-Valley, Southwest Licking, Licking Heights and Northridge expressed an interest. LACA will be contacting them to set up training.

### **New Business**

LACA has been contacted about buying laser check stock in bulk for the districts. It was determined that districts are buying stock just as cheap directly from the vendor.

Some districts have voiced an interest in online/credit card payment systems that will interface with current software. LACA will be collecting data from all districts (what is being used, what districts are interested, etc.) and report at the next meeting.

LACA's Annual Customer Service Survey is available and district staff are encouraged to respond.

LACA's Annual CIP Retreat will be held April 28<sup>th</sup>.

There was a discussion about the Annual Treasurer's Retreat. It was decided that Julie Taylor will check on September 25 and 26 at Deer Creek.

The next meeting will be held June 12<sup>th</sup>.

08-014 It was moved by Jenny Vanover and seconded by Mindy Sturm to nominate Glenna Plaisted as the new Vice Chairman to replace Brett Griffith. A vote of approval was taken.

08-015 It was moved by Glenna Plaisted and seconded by Cory Thompson to adjourn the meeting at 11:05 am.

Reported by,

Melody Hewitt  
Fiscal Coordinator