

Licking Area Computer Association

Minutes of the meeting of the Licking Area Computer Association Fiscal Advisory Committee held February 23, 2009 convening at 9:12 a.m.

The following members answered present to the roll call: Peg Betts, Brad Hall, Cory Thompson, Ellen Towner, Jenny Vanover, Lew Sidwell, Barb Donohue, Patti Stocker for Julie Taylor, Mindy Sturm for Rick Jones, Ryan Smith, Glenna Plaisted, and Jon Bowers. Jack McDonald, Felicia Drummey and Tammy Miller could not attend. Melody Hewitt, and Mary Knicely, and were also in attendance.

09-010 It was moved by Cory Thompson and seconded by Brad Hall to approve the minutes of the December 12, 2008 meeting. A vote of approval was taken.

State Software

Melody reviewed the USASWeb release. You now have the ability to add Cash and Appropriation accounts in USASWeb. You also have the ability to add or deduct money from budget and revenue by using the new Add/Deducts feature. The ability to add vendors has been added to the Purchase Order, Requisition, Refunds, and Invoice modules. There were a number of additional updates and documentation was distributed.

The December Release notes were reviewed. Fund 588 was removed. The ability to delete purchase orders has been removed. LACA has the ability to over-ride this change if requested by a Treasurer.

Melody reviewed the minutes from the SAC meeting. The State Disaster recovery site will come on line March 15. The logins for the HR Kiosk have increased by 50%. One ITC mentioned that auditors are telling districts, during their performance audits, that they should be using the Kiosk. SSDT is working with ING to create the census report. TCCSA stated they have an interface between Easy Pay, DASL and USAS. Jeff Davis has contacted TCCSA. SWOCA has created a routine to split our W2 file into individual W2 to be placed in the Kiosk. Mary will contact SWOCA. The next USPSWeb release should be in the next few weeks. The release should contain the UPDCAL feature. The rewrite of SSWAT, USASDW, should be released soon. The "backend" of the ARF module has been rewritten. The committee discussed the creation of a retirement report for STRS and SERS. This would help the districts in completing the form that they are sent to verify employee employment history upon retirement.

Jon discussed the potential sale of the DASL software to Global Scholar. This should lower the development cost for DASL. There will still be support cost. Global Scholar is planning on marketing the software to other states and overseas. All of the features are to remain. Jon will verify the integration with Easy Pay and Master Schedule Builder are part of the requirements.

Mary presented an EMIS update. All districts met all measurers on their last submission of October data. She reminded everyone that the 5 year forecast will be due April 1. Please do not wait until the last day to submit. You can submit early and resubmit closer to the deadline.

Mary demonstrated the Disable Period function and handed out documentation. This function will allow districts to restrict people from logging into the web application while they are backing up files and trying to close. Melody tested this with the Kiosk. It did let her login. We will post something to see if the Disable Period can be made to work with the Kiosk.

Melody stated that Chad found a work around so that we would no longer need the PMDF software to send email direct deposit notices. She did remind everyone that this is not a SSDT support procedure. We still have to talk with STRS.

Melody discussed a process that districts can use to clean up their vendor files. This process was demonstrated at the USAS Roundtable.

Current Fiscal Projects

Time Card

Melody sent a survey to all of our districts that are currently using the Primetime Software. Glenna stated that the software is running extremely slow. Dave is working with Conrad from Timeware to fix them problem. Becky Morrison from Licking Heights stated that she would like to have all time types, ORH, OT, etc., combined into one entry per-person per-week. For example instead of have three OT entries, .25 1.50 .25, they would rather have one entry of 2 hrs. Melody will contact Timeware to see if this is possible.

Employee Kiosk

Melody asked if any district were interested in starting the Leave Module this summer. Licking County ESC is ready. Trainings will be held around the April or May time frame.

Licking County ESC and Tri-Valley will be piloting the IPDP module. The training will be held on March 5th.

Mindy asked if there were plans to import information into the Kiosk from AESOP. Melody will post this as an enhancement request.

BeAR

Linda is still working on renaming the student reports. We will let you know when your reports are in BeAR.

Governing Board

The Governing Board and LACATech have approved requiring the use of complex passwords which will be determined by state recommendations. Complex password must:

- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Be at least eight characters in length
- Contain characters from any **three** of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

A date has not been set to implement the complex passwords but schools will receive plenty of advance notice..

Jon reviewed the changes to LACA's Acceptable Use Policy. You can get a copy of the new policy by going to LACA's Homepage/Superintendent/Policies.

Jon stated that INFOhio's budget has been cut. Our subsidies for next year maybe zero.

LACA will need to purchase the Samantec Anti-Virus Software. The software is purchased for three years at a very inexpensive price per license. Currently there is no charge to member districts. The non-member and non-pub districts are charged.

Jon stated that LACA's fees are estimated to go up 5.5% next year and 7% for the following two years. LACA has always had our budget approved in March. We may decide to wait till a little later this year.

Third Party Software

Wilson Software – eProcurement

Jon, Melody, and Mary watched a video demonstration on this software. The company is based out of state. Someone, ms*Tsg or MEC, would sign contracts with a group of vendors. Employees in your district would then log on to this system to create and approve requisitions and order items. The information from the software would be downloaded in USAS. There were a number of unanswered questions. The product has to be licensed for all schools at an ITC, so the software seems to be rather expensive.

Information Management Services

Jon, Melody and Mary watched a demonstration on this document management software. They are a reseller for the software. The company is located in Chicago and your data would be housed in Chicago. There is a monthly charge per user and gigabit of storage.

Easy Pay

This was covered in the SAC update.

Form Share

SWOCA has a couple of districts that are currently using this software. Districts are creating and approving requisitions. There is also a module for entering new employee information. SWOCA has created a link in the Kiosk. There is a nightly job that imports the information into USAS.

It was decided that LACA would contact Form Share and schedule a demonstration after one of our meetings.

Unfinished Business

Document Management/OnBase

LACA talked with Kathy Jackson from OMERESA. She is their OnBase coordinator. They have 5 districts that are using OnBase to varying degrees. It was decided that LACA would contact Kathy and set up a time to visit a district and OMERESA. Southwest, Granville, C-Tec and Mount Vernon would like to attend.

Disaster Recovery DSL Line

The line has been tested. Melody will contact Tammie from Lakewood to make sure she can print checks and purchase orders at LACA.

School District Data Availability Schedule

Jon received a letter from the County Prosecutor.

He stated that according to ORC 9.01 the only acceptable permanent storage media is microfiche. It should be stored in two locations and they must be in fire proof and insulated cabinets.

There is no law that dictates how long records must be kept. He stated whatever the Ohio Historical Society and the auditor recommend is fine.

Student Data required to be stored according to law, are: attendance, grades, test results, disciplinary and enrollment records.

Jon will distribute a copy of the memo to all Treasurers and Superintendents.

Common Remitter

This was covered in the SAC update.

New Business

Next Meeting

The next meetings will be April 16th, and June 11th.

09-011 It was moved by Brad Hall and seconded by Ellen Towner to adjourn the meeting at 11:20 am.

Reported by,

Melody Hewitt
Fiscal Coordinator