

LICKING AREA COMPUTER ASSOCIATION

Minutes of the meeting of the Licking Area Computer Association Governing Board held May 8, 1997, convening at 9:00 a.m.

The following members answered present to the roll call: Linda Booth, Bob Heigle, Terry Kopchak, Shirley Dupps representing Bill Mann, John Millisor, Dick Murray, Gary Reed, Gary Smetzer, Rick Evans and Sandra Mercer. Ginny Ramsey, representing the Fiscal Advisory Committee, was also present for the meeting. Valerie Bailey arrived at 9:15 a.m. Raj Chopra, Tom Slater and Dale McVey were not able to attend.

- 97-041 It was moved by Gary Reed and seconded by Bob Heigle to approve the minutes of the March 13, 1997, meeting. Vote: Reed, aye, Heigle, aye; Booth, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Murray, aye; Smetzer, aye; Evans, aye.

- 97-042 Financial reports for the months of February and March were distributed to each Governing Board member. The financial status of LACA was reported by Shirley Dupps, the fiscal agent Treasurer, as of March 31, 1997, with a cash balance of \$447,939.81. After further discussion, it was moved by Dick Murray and seconded by Terry Kopchak to approve the financial reports as presented. Vote: Murray, aye; Kopchak, aye; Booth, aye; Heigle, aye; Dupps, aye; Millisor, aye; Reed, aye; Smetzer, aye; Evans, aye.

- 97-043 FY97 appropriation modifications were presented. To build on a capital account for future system hardware purchases and an account for facilities expansion, the LACA Director also presented the recommendation to set aside unencumbered budget amounts from the equipment account to these areas at the end of each fiscal year. After further discussion, Bob Heigle made the motion to approve the FY97 appropriation modifications as presented and included the authorization by the fiscal agent Treasurer to balance all accounts as needed for June 30, 1997. Dick Murray seconded the motion. Vote: Heigle, aye; Murray, aye; Bailey, aye; Booth, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Reed, aye; Smetzer, aye; Evans, aye.

- 97-044 Gary Reed moved to roll over 25% of the unencumbered equipment account to a facilities account and 75% of the unencumbered equipment account to the equipment account at the end of each fiscal year for the following year's budget. Terry Kopchak seconded the motion. Vote: Reed, aye; Kopchak, aye; Bailey, aye; Booth, aye; Heigle, aye; Dupps, aye; Millisor, aye; Murray, aye; Smetzer, aye; Evans, aye.

- 97-045 The personnel update included the motion by John Millisor and second by Gary Smetzer to issue a 2-year contract to Trish Baker, Media Resource Coordinator, for LACA, effective July 1, 1997. Vote: Millisor, aye; Smetzer, aye; Bailey, aye; Booth, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Murray, aye; Reed, aye; Evans, aye. Each Governing Board member received a copy of the salary committee's proposal. Bob Heigle, the committee chairman, presented the proposal in detail. Discussion included staff responsibilities, retirement pick-up, a phase in over a 3-year proposal and the Director's salary. After detailed discussion, Gary Reed moved and Bob Heigle seconded to approve the recommended 3-year salary proposal effective July 1, 1997, pending SERS approval that the LACA staff can be grouped separately, as follows:
Year #1 - 3% increase on the base, phase in 3% Board pick-up, modify responsibility factor to .4 for both Communications Coordinator and Systems Manager, modify responsibility factor to .15 for Media Resource Coordinator, and 4.5% increase for LACA Director; Year #2 -

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3% increase on the base, phase in additional 3% Board pick-up, modify responsibility factor to .45 for both Communications Coordinator and Systems Manager, and 4% increase for LACA Director; Year #3 - 3% increase on the base, phase in remainder of retirement Board pick-up, modify responsibility factor to .5 for both Communications Coordinator and Systems Manager, and 4% increase for LACA Director. Vote: Reed, aye; Heigle, aye; Bailey, aye; Booth, aye; Kopchak, aye; Dupps, abstain; Millisor, no; Murray, aye; Smetzer, aye; Evans, aye. Sandra Mercer presented her FY98 goals.

- FY98 services, fees, priorities and budget were presented. Each Governing Board member received a copy of the priorities approved by each of the Advisory Committees, a detailed document listing each of LACA's services, a FY98 fees projection by district, and FY98 budget by service area. FY98, FY99, FY00, and FY01 appropriations and 5-year cost projection were also presented. Detailed discussion included a concern expressed and clarification on LACA's trial \$50/hr rate for network services not included under the Wide Area Network Connectivity fee, the note per the Board's request that LACANet only be available to member districts, a decrease in the WAN connectivity fee for districts not requesting maintenance, a detailed description and fee for the new Library services, and current INFOhio state funding levels. Gary Reed moved to accept the List of Services by Service Area effective July 1, 1997, including the approval and on-going support of Library services (INFOhio), and including the \$50/hr rate for a trial period to be reported back to the Governing Board in December 1997, with updates presented at the August and October Board meetings. Gary Smetzer seconded the motion. Vote: Reed, aye; Smetzer, aye; Bailey, aye; Booth, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Murray, aye; Evans, aye. Linda Booth moved and Valerie Bailey seconded to approve the FY98 priorities as presented. Vote: Booth, aye; Bailey, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Murray, aye; Reed, aye; Smetzer, aye; Evans, aye. DEC terminal maintenance was discussed included a listing of the number of terminals by district currently connected to the network. Gary Smetzer moved and Bob Heigle seconded for LACA to continue responsibility for maintaining the DEC terminals. Vote: Smetzer, aye; Heigle, aye; Booth, aye; Bailey, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Murray, aye; Reed, aye; Evans, aye.
- 97-047 Shirley Dupps moved and Terry Kopchak seconded to approve the FY98 appropriations as presented. Vote: Dupps, aye; Kopchak, aye; Booth, aye; Bailey, aye; Heigle, aye; Millisor, aye; Murray, aye; Reed, aye; Smetzer, aye; Evans, aye. Contract changes including Library Services and OCIS for both the member and non-member contracts were presented. Adding OCIS to the contracts would alleviate the need for a separate OCIS contract. John Millisor moved and Linda Booth seconded to approve the member and non-member contracts as presented. Vote: Millisor, aye; Booth, aye; Bailey, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Murray, aye; Reed, aye; Smetzer, aye; Evans, aye.
- 97-048 Constitution changes presented at the last Governing Board meeting were reviewed. John Millisor moved and Bob Heigle seconded to approve the Constitution presented and included the name change for the LCESC on the membership roster. Vote: Millisor, aye; Heigle, aye; Bailey, aye; Booth, aye; Kopchak, aye; Dupps, aye; Murray, aye; Reed, aye; Smetzer, aye; Evans, aye.
- 97-049 Gary Smetzer moved and Rick Evans seconded to nominate Dale McVey as Chairman. Shirley Dupps moved and Terry Kopchak moved the nominations be closed. Vote: Smetzer, aye; Evans, aye; Bailey, aye; Booth, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Murray, aye; Reed, aye.
- 97-050 Gary Reed moved and Linda Booth seconded to nominate Raj Chopra as Vice-Chairman. Gary Smetzer moved and Valerie Bailey
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seconded the nominations be closed. Vote: Reed, aye; Booth, aye; Bailey, aye; Heigle, aye; Kopchak, aye; Dupps, aye; Millisor, aye; Murray, aye; Smetzer, aye; Evans, aye.

97-057 The Fiscal Advisory update included current personnel and UDMS (report writer software) projects. The Non-Fiscal Advisory update included a new grade input program for teachers to alleviate the need for grade scans, an update on the web interface for administrators to access student records/profiles, and the need for building administrators to represent the districts at the Non-Fiscal meetings. The Technology Advisory update included the distribution of LACANet District and User Policies. Terry Kopchak moved and Gary Smetzer seconded to approve the LACANet policies as presented. Vote: Kopchak, aye; Smetzer, aye; Bailey, aye; Booth, aye; Heigle, aye; Dupps, aye; Millisor, aye; Murray, aye; Reed, aye; Evans, aye.

Unfinished business included a MCOECN update on the state budget and the legislative Hannah-Online service. There was no current interest to contract for Hannah-Online services.

New business included the notice that the next LACA Governing Board meeting would be held August 14, 1997, at 9:00 a.m. and would be the yearly combined Superintendent/Treasurer meeting.

97-058 It was moved by Shirley Dupps and seconded by Bob Heigle to adjourn the meeting at 10:40 a.m.

Reported by,

Sandra Mercer
LACA Director