

**MIAMI VALLEY EDUCATIONAL COMPUTER ASSOCIATION**  
**Assembly Meeting Minutes**  
**November 15, 2007- 9:30 a.m.**

The MVECA Assembly Meeting was called to order at 9:33 a.m. by Chairperson, Keith Brown.

**Calling of the Roll by Judy Geers, in the absence of Recording Secretary Ben Teeters**

The following members were present: Dave Baits, Stacia Smith(by proxy), John Calland(by proxy), Debbie Finkes, Gary West, Terry Thomas, Chip Arledge, Marsha Leonard (by proxy), Judy Geers, Valerie Browning, Joan Corbitt, Lori Lytle(by proxy), Dawn Weller(by proxy), Art Reiber, Jeff Anderson(by proxy), Debbie Black, Rick Broderick, Denise Schneider, Fred Bryer(by proxy), Dave Bollheimer, Brad McKee, Robert Dalton (by proxy), Pat Thompson, Randy Richardson(by proxy), Pam Mustovich(by proxy), Keith St. Pierre (by proxy), Kevin Liming (by proxy), Keith Brown, Phil Warner, Jeffrey Lewis, and Rosalie Townsend.

Proxy: Judy Geers for Stacia Smith, John Calland, and Marsha Leonard; Kevin Graham for Lori Lytle Kevin and Dawn Weller; Art Reiber for Jeff Anderson; Dave Bollheimer for Fred Bryer, Pam Mustovich, and Randy Richardson; Pat Thompson for Robert Dalton, Steve Shank for Keith St. Pierre, Kenny Moore for Kevin Liming

Absent: Dennis Morrison, Steve Maag, Brian Ruckel, Darlene Kassner, Pat Michalski, Julie Turner, Deborah Lawwell, Boone Hall, Scott Hiles, Dan Roberts, John Abdella, James Gay, Debra Decker, Ben Teeters

**Additions, Deletions or Corrections to Agenda:** None

**2008-11-01: ROUTINE BUSINESS**

2008-11-01.1 The Chairperson recommended that the Assembly approve the minutes of the April 19, 2007 Assembly Meeting. Pat Thompson moved to approve, Debbie Finkes seconded, Assembly Majority voted "yea", motion carried.

**2008-11-02: DISCUSSION/ACTION ITEMS**

**Old Business**

**New Business**

**A. Financial Report**

The Treasurer Presented the Assembly with the FY2007 yearend report. MVECA reported \$2,063,443.59 in revenue which was \$24,902 higher than expected. This was partly due to receiving two grants, one for \$25,000 and the other for \$35,000. The grants are to be used to offset cost for connection into the Ohio Super Computer Network. MVECA expended \$2,155,197.92. This was \$311,380 less than what was projected. The combination of higher revenues and lower expenses allowed MVECA to carryover \$703,089.89. This was \$336,283.04 higher than projected. The Treasurer further presented the Assembly with the current budget of \$2,779,888.44 and revenue of \$2,519,794.92. There was a need to increase the budget and projected revenue due to the hiring of and contracting out of a Technology Coordinator for Madison Plains. Also MVECA is need of upgrading several vital systems for disaster recovery purposes. The total cost will be roughly \$200,000.00. We have not decided whether or not to lease the equipment or buy it. Leasing would depend of rates we would receive. The Treasurer concluded that the report by presenting an updated forecast. Based on the carryovers projected for FY08 – FY09 the Treasurer was not recommending a fee increase for FY09 but would revisit this at the spring assembly meeting in April.

2008-11-02.1 The Chairperson recommended that the Assembly approve the Financial Report as presented. Jeff Lewis moved to approve, Art Reiber seconded, Assembly Majority voted "yea", motion carried.

- B. Future Equipment Purchase/Lease
  - a. Discussed the timing of an equipment upgrade. MVECA has exceeded the lifespan of some of our equipment and upgrades needed to keep us current. The major reason for upgrades is to allow MVECA to put in place a Disaster Recovery or Business Continuity Plan.
  - b. Discussed our strategy of following standardization with other ITCs in the area of storage, servers, and system virtualization.
- C. MVECA Fee Schedule for FY2009
  - a. Reminded all of the previously approved change from fees based on ADM to Head Count beginning with Fy2009.
  - b. Corrected several minimum fees removed for EMIS, Fiscal and Student Services.
  - c. Indicated to expect some changes in the Fy2010 Fee Schedule.

2008-11-02.2 The Chairperson recommended that the Assembly approve the MVECA Fee Schedule for FY2009 as presented. Chip Arledge moved to approve, Joan Corbitt seconded, Assembly Majority voted “yea”, motion carried.

**2008-11-03: COMMUNICATIONS**

**Executive Directors Report**

- Introduction
  - Guest Speaker – Data security, privacy, protection and production
  - Allen Shaffer, Bricker & Eckler
- Other Director Items
  - Service Level Agreements – reported that the Service Level Agreement have been shared with stakeholder of all service areas. SLAs will be included with FY2009 service contracts.
  - CIP – it was noted that MVECA did submit its CIP to ODE and it was accepted and approved. The CIP is available on MVECA’s web page along with a Supplemental CIP that addresses other non-core services not included on the ODE official CIP.
  - Helpdesk – discussed the accountability needs for MVECA to more fully utilize the ServiceDesk software. Additional training and other resources will be available to assist district staff learn and use the system.

**Software Update**

- D3A2 Update – Dean Reineke reviewed the requirements for D3A2 grants available for ITCs. MVECA will need to increase participation in the D3A2 project throughout the year to be eligible for these funds. Also reviewed was the current level of interest among MVECA districts and their current status.
- DASL Update – Tammy Hrosch provided an update that 16 districts, 2 CTCs and 1 ESC, a total of 81 buildings, were Live on DASL. Madison Plains and Southern Ohio ESC are to go Live in December with only Xenia and Greene County ESC remaining.
- ProgressBook and Special Services Update
  - ProgressBook – Tammy reported that 18 out of 21 districts are currently using ProgressBook with several districts adding more buildings.
  - SSEM – Tammy reported that 14 out of 24 districts (including ESCs) are currently using the Special Services module.

**Fiscal Update**

- HR Kiosk – Tom Faulkner provided an update on the HR Kiosk. Included was an announcement that all districts could begin using the Kiosk as an employee resource to view pay stubs and leave balances. MVECA staff has used the Kiosk internally for our leave/approval process. We will begin piloting the

- leave/approval process with one district. The Individualized Professional Development Plans – IPDP – are to be available sometime after the new year.
- Time Clock – Thor Sage provided an update on the user requirements for Time Management software that has taken place with TimeClock Plus, Timeware, and Unitime.

**Technology Update**

- E-mail SPAM – Gary Bosserman provided information on the amount of SPAM email being processed at MVECA and the increase seen on the amount of email. Gary discussed various tools available through MVECA
- Internet Filtering – Gary Bosserman discussed the new Internet filtering being implemented at MVECA. The WebWasher software, from Secure Computing, is currently being used internally by the MVECA staff and was purchased with grant funds from ODE. We hope to have several districts online by the end of November.

**2008-11-04 OTHER**

The next regular Assembly Meeting is scheduled for Thursday, April 17, 2008

**2008-11-05 ADJOURNMENT**

2008-11-05.1 The Chairperson recommended that the Assembly Meeting of November 15, 2007 be adjourned. Pat Thompson moved to adjourn, Art Reiber seconded, Assembly Majority voted “yea”, meeting adjourned.