

**Metropolitan Educational Council
Information Technology Committee Meeting
Wednesday September 7, 2011
9:00 a.m.
MEC Large Conference Room
2100 Citygate Drive, Columbus, Ohio 43219**

MINUTES

MEMBERS

1. Mr. Rich Boettner(P)	Director of Technology	Hilliard City Schools
2. Ms. Angie Crandall(A)	Director of Technology	ESC of Central Ohio
3. Mr. Dave Dewese**(P)	Technology Coordinator	Canal Winchester Local Schools
4. Ms. Pam Earp(P)	Technology Coordinator	North Union Local Schools
5. Mr. James Freeman(P)	Director of Technology	Whitehall City Schools
6. Mr. Kevin Miller(A)	Treasurer	Fairfield Union Local Schools
7. Mr. Walt Podgurski(A)	Director of Technology	Pickerington Local Schools
8. Mr. Joe Schiska(A)	Director of Technology	Gahanna-Jefferson Public Schools
9. Mr. Keith Schlarb(P)	Director of IT Services	Worthington City Schools
10. Mr. Steve Scott(A)	Director	Lancaster Digital Academy
11. Mr. Kevin Snyder(A)	Director of Technology Services	Lancaster City Schools
12. Mr. Jeff Thoman(P)	Technology Supervisor	Tolles Career & Technical Center

** Committee Chairperson

OTHERS

1. Mr. Ron Miller(P)	Executive Director	MEC
2. Ms. Sue Ward(P)	Fiscal Officer	MEC
3. Mr. Dayna Duncan(P)	Assistant ITC Director	MEC
4. Mr. Bret Longberry(P)	ITC Director	MEC

- a) Call to order by Chairperson, Mr. Dave Dewese
- b) Approval of Agenda
- c) Approval of the Minutes of the April 20, 2011 meeting
- d) Administrative Update
 - a) 2011 SOC-1 Audit Preliminary Results
 - b) FY2012 CIP Review
 - c) FY10-11 ITC Goal Review
 - d) FY11-12 ITC Goals
 - e) ITC Mergers
 - f) MCOECN Strategic Planning Update
 - g) Regional Shared Services Update
- e) Financial Report
 - a) Review of FY2010-2011 Final Revenue and Appropriations
 - b) Approval of 2011-2012 Revenue and Appropriations
- f) Service Area Updates
 - a) DASL to EMIS checklist verification
- g) Items by Committee Members
 - a) Election of Chairperson for 2011-2013
 - b) Addition of Committee Members
- h) Future Meetings and Agenda Items

Call to order by Chairperson, Mr. Dave Dewese at 9:07AM.

- I. Approval of Agenda
 - A motion to approve the agenda for the 9/7/2011 meeting of the Information Technology Committee was made by Rich Boettner. The motion was seconded by Pam Earp. Motion approved.
- II. Approval of the Minutes of the April 20, 2011 meeting
 - A motion to approve the minutes of the April 20, 2011 meeting of the Information Technology Committee was made by James Freeman. The motion was seconded by Jeff Thoman. Motion approved.
- III. Administrative Update – Presented by Bret Longberry
 - a) 2011 SOC-1 Audit Preliminary Results
 - i. Auditors have completed the 2011 SOC-1 Audit but MEC has not received the final report. Preliminary results were very positive and included no issues.
 - b) FY2012 CIP Review
 - i. The 20112 CIP is at ODE for final review. As soon as the plan is approved by ODE it will be posted on the MEC website
 - ii. ITC survey link on MEC website is now active. Committee members were asked to encourage participation in the survey within their districts/entities.
 - c) FY10-11 ITC Goal Review
 - i. A review of the 2010-2011 ITC Goals is attached to these minutes.
 - d) FY11-12 ITC Goals
 - i. A copy of the 2011-2012 ITC Goals are attached to these minutes and were discussed with the committee. Major emphasis this year is on the evolving plans related to region shared services and the impact on MEC.
 - e) ITC Mergers
 - i. LNOCA and LEECA announced their merger in August. They plan to operate as separate locations for the 2011-2012 fiscal year, but will combine efforts for 2012-2013 and will be treated as one entity by ODE. Discussions regarding impact of possible MEC mergers followed. Committee members expressed concerns about maintaining customer service levels.
 - f) MCOECN Strategic Planning Update
 - i. The MCOECN is developing a reorganization plan to be presented to membership later this fall. Efforts are focused on creating three to four large application/data hosting facilities in the state. There would not be a need to reduce the number of ITCs as the need would still exist for local support of hosted applications. More details will be coming soon and members of the committee will be asked to help guide MEC staff as the plan develops.
 - g) Regional Shared Services Update
 - i. Changes in the state budget bill took away the lead for regional shared services to be conducted by ESCs. This has lead to a free for all approach by many service agencies. Each group is developing a plan to be presented to Bob Sommers by the end of calendar year 2011.
- IV. Financial Report – Presented by Sue Ward
 1. Review of FY2010-2011 Final Revenue and Appropriations
 2. Approval of 2011-2012 Revenue and Appropriations
- V. Service Area Updates
 1. DASL to EMIS checklist verification – Dayna Duncan presented a possible

online verification to make sure district staff members complete the DASL to EMIS transition of data prior to the start of a new school year. Members of the committee like the concept and encouraged use of this new checklist.

2. Technical Services – by Dayna Duncan

- i. W2s on the kiosk website – Payroll staff from districts are asking that we add access to W2s to the kiosk system. It is done currently at other ITCs around the state. Dayna presented his concerns along with an overview of the process and potential security implications.
 - a) It is the recommendation from the ITC Committee that MEC not include W2s at this time until security issues can be better resolved.

VI. Items by Committee Members

1. Election of Chairperson for 2011-2013

- i. At the November 16, 2011 meeting we will take nominations and elect a chair who will serve beginning July 1, 2011 through June 30, 2014.

VII. Future Meetings and Agenda Items

Next meeting is 11/16/2011.

There is a conflict with the 2/15/2012 date as it falls during the eTech Conference. A new date will be selected. The last meeting of the year is April 18, 2012 at the MEC Vendor Fair.

A motion to adjourn the meeting of the Information Technology Committee was made by James Freeman. The motion was seconded by Jeff Thoman. Motion approved. Meeting adjourned at 11:05AM.