

MCOECN Board of Trustees

*Thursday June 18, 2015 beginning at 8:30 a.m. at the North Central Ohio
Computer Cooperative, 1495 West Longview Avenue, Mansfield, OH 44906*

Board Meeting Agenda

- I. Call to Order
- II. Approval of Minutes
 - a. Recommend approval of the minutes of the regular meeting on 4/23/15.
 - b. Recommend approval of the minutes of the special meeting on 5/8/15.
- III. Financial Action Items
 - a. Recommend approval of the financial reports as presented for 5/31/2015 (bank reconciliation, financial summary, financial detail).
 - b. Recommend approval of appropriation modifications as follows for FY 2015:
 1. SIS Fund (020-9005)

Purchased Services:	Original: \$3,859,153.33	New: \$3,994,153.33
(Total Increase of \$135,000.00)		
 2. Enterprise Fund (020-9190)

Other Expenditures:	Original: \$7,175.00	New: \$11,175.00
(Total Increase of \$4,000.00)		
 3. INFOhio Local Projects (020-9191)

Benefits:	Original: \$0.00	New: \$1,200.00
Supplies:	Original: \$656,935.00	New: \$746,000.00
Other Expenditures:	Original: \$2,050.00	New: \$3,200.00
(Total Increase of \$92,350.00)		
 4. INFOhio I Grant (499-9510)

Salaries:	\$462,642.00	New: \$521,792.00
Benefits:	\$117,581.00	New: \$130,731.00
Purchased Services:	\$758,527.00	New: \$734,227.00
Supplies:	\$13,750.00	New: \$9,750.00
Equipment:	\$7,500.00	New: \$3,500.00
Other Expenditures:	\$10,000.00	New: \$0.00
(Total Increase of \$0.00)		
 5. INFOhio II Grant (499-9511)

Salaries:	\$165,000.00	New: \$178,250.00
Benefits:	\$43,000.00	New: \$52,100.00
Purchased Services:	\$891,500.00	New: \$869,150.00
(Total Increase of \$0.00)		
 6. Disaster Recovery Grant (499-9522)

Purchased Services:	Original: \$288,600.00	New: \$288,173.79
Equipment:	Original: \$79,982.00	New: \$80,408.21

(Total Increase of \$0.00)

- c. Recommend approval to permit the CFO in consultation with the CEO to make necessary appropriation modifications to all funds to ensure closing FY 2015 in the black and reporting any such modifications to the board at the first regular meeting of FY 2016.

IV. MCOECN Action Items

- a. Recommend approval of Laura Sponhour to work up to 15 hours at \$48.41 per hour on MCOECN marketing materials in conjunction with the OECN PR committee.
- b. Recommend approval of general fund appropriations for FY 2016 per the budget approved by MCOECN membership on April 24, 2015 (budget included in agenda packet).
- c. Recommend approval of the FY 2016 Kiosk fee of \$13,300 per ITC, the Kiosk Fund budget (020-9197) and appropriations for FY 2016 (budget included in agenda packet).
- d. Recommend approval of the memorandum of agreement (MOA) with NCOCC for Kiosk management for FY 2016 in the amount of \$219,000 (MOA included in agenda packet).
- e. Recommend approval of the ODLA Fund budget (020-9002) and appropriations for FY 2016 (budget included in agenda packet).
- f. Recommend approval of the FY 2016 liability insurance quote from SORSA in the amount of \$4,606.
- g. Recommend approval of the FY 2016 Board of Trustees meeting – starting at noon unless otherwise noted:
 - August 20, 2015
 - September 24, 2015 beginning at 6 p.m.
 - November 10, 2015
 - March 3 & 4, 2016 – Board retreat beginning at noon on the 3rd
 - April 21, 2016 beginning at 6 p.m.
 - June 16, 2016
- h. Recommend approval of the FY 2016 Membership meetings:
 - September 25, 2015 (10 a.m. to noon)
 - April 22, 2016 (10 a.m. to noon)

V. ENTERPRISE Action Items

- a. Recommend approval of the FY 2016 Enterprise Fund Budget (020-9190) and accompanying appropriations (budget included in agenda packet).
- b. Recommend accepting the Fiscal Year 15 IIS (Thinkgate) Support Services Grant (599-9531) from the Ohio Department of Education in the amount of \$330,000 and appropriating this amount as follows:
 - Purchased Services: \$160,039.15
 - Supplies: \$ 21,694.00
 - Equipment: \$148,266.85
- c. Recommend approval to permit the MCOECN CTO to establish the price of Fiscal Year 2016 ISP services once the Fiscal Year 2016 ISP subsidy grant award amount has been determined by ODE. (For information only, based on current information the FY 2016 rate will not exceed \$2.50 per MB per month and could be \$1.57 if sufficient subsidy is awarded)
- d. Recommend approval of a “rate holiday” for ISP services to MCOECN member ITC’s

for the month of July 2015.

- e. Recommend approval of the sale of unused equipment to NCC for \$8,000 (detailed listing included in agenda packet).

VI. INFOhio Action Items

- a. Recommend approval of hiring Kathryn Rohrer as a part-time office assistant for INFOhio at \$12.39 per hour, for approximately 20 hours per week, for up to 9 weeks, June 8, 2015 through August 7, 2015.
- b. Recommend approval of FMLA request from Kathryn Federer, INFOhio Administrative Assistant through June 30, 2015.
- c. Recommend approval of the resignation of INFOhio eLearning Specialist Paula Deal, effective 7/1/2015.
- d. Recommend approval of one-year full-time employment contracts for FY 2016 for:
 - Theresa Fredericka, INFOhio Executive Director, same rate as FY 2015
 - Cathy Kerner, INFOhio Project Management Specialist, same rate as FY 2015
 - Kathryn Federer, INFOhio Administrative Assistant, same rate as FY 2015
- e. Recommend approval of one-year 215 day employment contracts for FY 2016 for:
 - Erica Clay, INFOhio ILibrarian, same rate as FY 2015
 - Emily Rozmus, INFOhio ILibrarian, same rate as FY 2015
 - Brandi Young, INFOhio ILibrarian, same rate as FY 2015
- f. Recommend approval of one-year part-time employment contracts for FY 2015 for:
 - Cathie Cooper, INFOhio eLearning Specialist for 600 hours, same hourly rate as FY 2015
 - Gayle Geitgey, INFOhio Instructional Integration Specialist for 1300 hours, same hourly rate as FY 2015
 - Melissa Higgs-Horwell, INFOhio eLearning Specialist for 1300 hours, same hourly rate as FY 2015
 - Jennifer Schwelik, INFOhio eLearning Specialist for 1300 hours, same hourly rate as FY 2015
 - Laura Sponhour, INFOhio Outreach Specialist for 1300 hours, same hourly rate as FY 2015
- g. Recommend approval of expenditures over \$20,000 for FY 16 for the following item:
 - OCLC WorldCat Access for all automated schools for \$22,560
 - EBSCO Discovery Services – up to \$75,000
 - NOACSC for INFOhio Technical Services for \$50,000 (020-9191).
- h. Recommend approval of the following ICoach Programs for FY 16:
 - ICoach Program - \$52,800
 - Additional stipends for assistance as Super Coaches to LACA and NWOET in the amount of \$7,000
- i. Recommend approval of product and services fees for FY 16 as follows:
 - Daily fees for library automation, electronic resources and curriculum integration training at \$700 for full day and \$400 for half day
 - Technical support hourly rate of \$75
 - Library Management Services Menu (detailed listing in agenda packet)
 - eTextbook hosting and development services (detailed listing in agenda packet)
- j. Recommend approval of the Resolution from the INFOhio Board Meeting passed May 13, 2015:

Whereas the Ohio House approved budget for the new biennium includes a 42% cut in INFOhio funding it is necessary to establish funding priorities in the event that the INFOhio funding is not restored with flat funding. INFOhio's investment in staff to provide Library and Instructional Support is making a difference in Ohio schools and with Ohio students. Purchased electronic resources can be restored once funding is

restored. If the INFOhio Staff is lost, the investment in the development of this staff cannot be restored. Therefore, the INFOhio Governing Advisory Board hereby establishes the following general funding priorities in the event that the INFOhio funding is not restored.

1. Maintaining the investment in INFOhio staff
 2. Maintaining investments in the library management system and the local fund
 3. Maintaining investments in special projects funded by the Ohio Department of Education
 4. Maintaining investments in the Libraries Connect Ohio initiative
- k. Recommend approval of the FY 2016 INFOhio Local Fund budget (020-9191) and accompanying appropriations (budget included in agenda packet).
- l. Recommend accepting the FY 2016 INFOhio grant award from the Ohio Department of Education in the amount of \$1,443,572 (499-9610) and the following appropriations (Dependent on state funding):
- Salaries \$555,000.00
 - Fringe Benefits \$138,572.00
 - Purchased Services: \$700,000.00
 - Supplies: \$ 50,000.00
- m. Recommend approval of the FY 2016 support contract with NOACSC for INFOhio Technical Services for \$521,947 (dependent on state funding – contract in board packet).
- n. Recommend participation in Libraries Connect Ohio with the State Library of Ohio, OPLIN, and OhioLINK for FY 2016 and approval of payment not to exceed \$500,000 for the Pre K-12 share of LCO participation to Ohio State University (Dependent on state funding).
- o. Recommend approval to utilize INFOhio Local Funds (020-9191) to meet payroll obligations for July and August 2015 if needed in the absence of available state funding, with reimbursement made by state funds when allowable by ODE.

VII. Student Information Action Items (as approved by the PB Advisory Board on 6/5/15)

- a. Recommend approval of the FY 2016 Student Information fee of \$4.16 per ADM.
- b. Recommend approval of the FY 2016 Student Information budget (Fund 020-9005) and corresponding appropriations (budget included in agenda packet).
- c. Recommend approval of the memorandum of agreement (MOA) with the Heartland COG (NCOCC) for Student Information Business Analyst services for FY 2016 in the amount of \$139,780 (MOA included in agenda packet).
- d. Recommend approval of the memorandum of agreement (MOA) with the Northwest Ohio Area Computer Services Cooperative (NOACSC) for Student Information Support for FY 2016 in the amount of \$641,762 (MOA included in agenda packet).

VIII. Program/Activity Updates

- a. CEO Update – Bruce Hawkins
- b. CTO Update – Sam Orth
- c. INFOhio Update – Theresa Fredericka
- d. SIS Update – Greg Spencer

IX. Discussion Items

- a. New title for Bruce Hawkins upon Geoffrey Andrews assuming CEO duties 8/1/15

X. Adjournment