

# MCOECN Board of Trustees

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*Thursday June 16, 2016 beginning at 12 p.m. at the offices of the MCOECN*

*8050 North High Street, Suite 150, Columbus, Ohio 43235*

## Board Meeting Agenda

- I. Call to Order
- II. Approval of Minutes
  - a. Recommend approval of the minutes from the Board of Trustees meeting on 4/21/16.
- III. Action Items
  - a. Recommend approval of the financial reports as presented for 4/30/2016 and 5/31/2016 (bank reconciliation, financial summary, financial detail).
  - b. Recommend approval of the job description for Customer Service Associate (included in agenda packet).
  - c. Recommend approval of the following employment contracts:
    - 1. Debbie Barbee, Student Information Business Analyst, June 1, 2016 through June 30, 2016 – 19 work days for \$6,639.74 (Paid from Student Information Fund).
    - 2. Jessica Madison, Customer Service Associate, June 8, 2016 through June 30, 2017, \$55,000.00 annual salary (Paid from KRA-ELA Grant Fund).
    - 3. Ellie Schumann, Part-time INFOhio Administrative Assistant, May 6, 2016 through August 12, 2016, \$12.39 per hour for up to 75 hours (Paid from INFOhio Grant Fund).
    - 4. Bryce Tuohy, Kiosk Developer, \$490.42 daily rate on at At-Will Contract basis with full-time benefits beginning 7/1/2016.
  - d. Recommend approval of accepting the following grants from the Ohio Department of Education:
    - 1. FY 16 Essential Digital Resources Grant (499-9612) in the amount of \$241,330 and appropriating this amount as Purchased Services.
    - 2. FY 16 EMIS Support Grant (499-9629) in the amount of \$72,500 and appropriating this amount as Purchased Services.
    - 3. FY 16 CA-Unicenter Assets Grant (499-9630) in the amount of \$38,400 and appropriating this amount as Purchased Services.
  - e. Recommend approval of changes in Estimated Revenue as follows for FY 2016:
    - 1. General Fund (001-0000):                               Decrease of \$34,000.00

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|---|--------------------------|
| 2. ODLA Fund (020-9002):                | Increase of \$180.00     |
| 3. SIS Fund (020-9005)                  | Increase of \$145,000.00 |
| 4. Enterprise Projects Fund (020-9190): | Increase of \$306,500.00 |
| 5. Projects/Operations Fund (020-9199): | Increase of \$3,400.00   |
| 6. FY 16 Service Desk Grant (499-9621): | Decrease of \$70,369.10  |

f. Recommend approval of appropriation modifications as follows for FY 2016:

- |   |                          |                     |
|---|--------------------------|---------------------|
| 1. General Fund (001-0000)                  |                          |                     |
| Supplies:                                   | Original: \$5,000.00     | New: \$11,000.00    |
| Equipment:                                  | Original: \$5,000.00     | New: \$0.00         |
| Other:                                      | Original: \$8,000.00     | New: \$7,000.00     |
| Advances Out:                               | Original: \$0.00         | New: \$190,000.00   |
| (Total Increase of \$190,000.00)            |                          |                     |
| 2. SIS Fund (020-9005)                      |                          |                     |
| Salaries:                                   | Original: \$0.00         | New: \$45,000.00    |
| Fringe Benefits:                            | Original: \$0.00         | New: \$17,000.00    |
| Purchased Services:                         | Original: \$3,896,980.00 | New: \$3,941,980.00 |
| Equipment:                                  | Original: \$0.00         | New: \$3,000.00     |
| (Total Increase of \$110,000.00)            |                          |                     |
| 3. INFOhio Local Projects (020-9191)        |                          |                     |
| Purchased Services:                         | Original: \$95,000.00    | New: \$265,000.00   |
| Supplies:                                   | Original: \$738,000.00   | New: \$698,000.00   |
| (Total Increase of \$130,000.00)            |                          |                     |
| 4. INFOhio I Grant (499-9610)               |                          |                     |
| Salaries:                                   | Original: \$555,000.00   | New: \$530,000.00   |
| Benefits:                                   | Original: \$138,572.00   | New: \$131,500.00   |
| Purchased Services:                         | Original: \$700,000.00   | New: \$690,000.00   |
| Supplies:                                   | Original: \$50,000.00    | New: \$92,072.00    |
| (Total Increase of \$0.00)                  |                          |                     |
| 5. Service Desk Grant (499-9621)            |                          |                     |
| Purchased Services:                         | Original: \$555,000.00   | New: \$484,214.54   |
| Supplies:                                   | Original: \$0.00         | New: \$416.36       |
| (Total Decrease of \$70,369.10)             |                          |                     |
| 6. Disaster Recovery Grant (499-9622)       |                          |                     |
| Purchased Services:                         | Original: \$288,600.00   | New: \$321,498.88   |
| Supplies:                                   | Original: \$50,000.00    | New: \$32,367.12    |
| Equipment:                                  | Original: \$79,792.00    | New: \$64,716.00    |
| (Total Increase of \$0.00)                  |                          |                     |
| 7. KRA-ELA Service Support Grant (499-9625) |                          |                     |
| Salaries:                                   | Original: \$0.00         | New: \$114,111.07   |
| Fringe Benefits:                            | Original: \$0.00         | New: \$30,711.87    |
| Purchased Services:                         | Original: \$586,120.00   | New: \$438,248.07   |
| Equipment:                                  | Original: \$0.00         | New: \$3,048.99     |
| (Total Increase of \$0.00)                  |                          |                     |
| 8. INFOhio I Grant (499-9510)               |                          |                     |
| Salaries:                                   | Original: \$462,642.00   | New: \$521,792.00   |
| Benefits:                                   | Original: \$117,581.00   | New: \$130,731.00   |

Purchased Services:	Original: \$758,527.00	New: \$734,227.00
Supplies:	Original: \$13,750.00	New: \$9,750.00
Equipment:	Original: \$7,500.00	New: \$3,500.00
Other Expenditures:	Original: \$10,000.00	New: \$0.00
(Total Increase of \$0.00)		

- g. Recommend approval to establish the ERP Project Fund as 020-9001 and appropriating \$190,000 along with estimated revenue of \$190,000 from an advance out of the General Fund.
- h. Recommend approval to permit the CFO in consultation with the CEO to make necessary appropriation modifications to all funds to ensure closing Fiscal Year 2016 in the black and reporting any such modifications to the board at the first regular meeting of Fiscal Year 2017.
- i. Recommend approval of budgets and accompanying appropriations for Fiscal Year 2017 for the following funds (all included in agenda packet):
  - 1. General Fund (001)
  - 2. ERP Project Fund (020-9001)
  - 3. Ohio Distance Learning Association Fund (020-9002)
  - 4. Student Information Fund (020-9005)
  - 5. Kiosk Fund (020-9197)
  - 6. INFOhio Local Fund (020-9199)
- j. Recommend approval of the memorandum of agreement (MOA) with NCOCC for Kiosk Support for Fiscal Year 2017 in the amount of \$44,393.21.
- k. Recommend approval of the Fiscal Year 2017 liability and property insurance quote from SORSA in the amount of \$4,379.
- l. Recommend approval of the Fiscal Year 2017 ISP rate of \$1.25 per MB per month (\$2 per month less ODE ISP Subsidy of \$.75 per MB per month), contingent on the award of the Fiscal Year 2017 ISP Subsidy Grant by the Ohio Department of Education in an amount similar to the Fiscal Year 2016 award.
- m. Recommend approval of a “rate holiday” for ISP services to MCOECN member ITC’s for the month of July 2016.
- n. Recommend approval of the FY 2017 Student Information fee of \$4.12 per head count.
- o. Recommend approval of the INFOhio product and services fees for Fiscal Year 2017 (rate schedules included in agenda packet).
- p. Recommend approval of the Master Software License, Maintenance and Services Agreement with SunGard Public Sector, LLC (agreement included in agenda packet).

IV. CEO Items – Geoff Andrews

- a. CEO report
- b. Staff Reports
  - i. INFOhio – Theresa Fredericka
  - ii. Enterprise Group – Sam Orth
  - iii. Student Information – Jeff Davis

V. Board Discussion Items (If needed)

VI. Executive Session

- a. To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of an MCOECN Employee.

VII. Adjournment