

**Minutes of a Meeting  
of the  
Texas Computer Cooperative  
Management Committee**

A meeting of the Management Committee for the Texas Computer Cooperative (TCC) was convened on Thursday, February 27, 2003, at 9:30 A.M. in the ESC-20 Conference Center. Dr. Terry Smith, Chair, presided and the following attended:

Mr. Roel Pena	Education Service Center, Region I
Mr. Eugenio Gutierrez	Edinburg C.I.S.D.
Mr. Mike Reilly	Education Service Center, Region I
Dr. Ernest Zamora	Education Service Center, Region II
Dr. Paul Clore	Gregory-Portland I.S.D.
Mr. Sam Wallace	Education Service Center, Region II
Dr. Julius Cano	Education Service Center, Region III
Dr. Steve Hyden	Education Service Center, Region V
Mr. Scott Campbell	East Chambers I.S.D.
Dr. Ron Preston	Education Service Center, Region IX
Dr. Pat Pringle	Education Service Center, Region XIII
Mr. Jim Johnson	Education Service Center, Region XIII
Mr. Clyde Warren	Education Service Center, Region XV
Ms. Gloria Thomas	Education Service Center, Region XV
Ms. JoAnne Reddell	Northside I.S.D.
Mr. John Andrews	Education Service Center, Region 20
Mr. John McCauley	Education Service Center, Region 20
Ms. Beverly Meyer	Education Service Center, Region 20

Dr. Smith welcomed the attendees and announced that John McCauley had accepted the position of Associate Director of Information Systems Division. He then asked those present to introduce themselves.

**Item No. 1**

Establish Quorum of at Least Six Members Present

Dr. Smith confirmed that a quorum was established.

**Item No. 2**

Approve Minutes of the Meeting of October 3, 2002 and TETN Meeting of February 3, 2003

Dr. Smith asked if there were any additions or corrections to the minutes of October 3, 2002 or February 3, 2003. There were none. A motion to approve the minutes was made by Mr. Warren and seconded by Dr. Pringle. Approval was unanimous.

**Item No. 3**

Receive Input from RSCCC Managers Liaison

Ms. Thomas reported that the RSCCC Managers' objective is to get the new business system out in the districts as soon as possible. Because available testing resources slow the production of releases, they are asking for consideration for an additional testing position in the RSCCC budget for 2003-2004.

**Item No. 4**

Consider Recommendations of Pricing Committee

Mr. McCauley reported that the Pricing Committee met in Austin on January 27, 2003 and were presented the proposed budgets.

- a. STMRPC Proposed Budget for 2003-2004

The STMRPC proposed budget includes a 3% salary increase, software purchase for support of printing laser forms at the campus, and annual support of the new ZOS operating system.

Revenue projections include an increase in user fees, partial repayment of loan to RSCCC and use of fund balance for a shortage of \$24,906.00

The Operations Committee recommended establishing a minimum charge of \$1,200.00 per district, allowing ESCs to negotiate a first year cost for new districts with Mr. McCauley and requiring ESCs to pay an amount at least equal to last year's amount.

Mr. McCauley reviewed the *2003-2004 Pricing Structure* with the proposed 8% increase. Discussion followed concerning:

- Cost of 3% salary increase (\$30,000.00)
- Increase in Administrative Costs (percent of budget)
- Increase in some line items (result of detail breakdown)
- Basis for student counts (2001-2002 published enrollment)
- Increase in maintenance costs (increase in operating software cost due to CPU upgrade)
- Concern regarding timing of 3% increase

Dr. Smith told the committee that any costs that are corrected downward would be passed back to the cooperative. Dr. Pringle made a motion to approve the budget as recommended by the Pricing Committee, with any costs not used being passed back to the cooperative. The motion was seconded by Dr. Zamora and passed unanimously.

b. RSCCC Proposed Budgets for 2003-2004

- i. Budget for Maintaining Current Support and One Special Programming Position
- ii. Budget for Maintaining Current Support, Special Programming Position and the Addition of One Quality Assurance Analyst for Business Applications
- iii. Discuss Committee Action in Regards to R&D Support

Mr. McCauley reported that three RSCCC budgets were presented to the Pricing Committee:

- With the addition of a special programming position (self-sustaining)
- With the special programming position and R&D money
- With the special programming position, R&D money and a position for quality assurance (tester)

The Pricing Committee recommended a budget including the positions for special programming and quality assurance, without the R&D money. The budget includes a 3% salary increase and increases for software maintenance. An existing part-time position has been eliminated and the money used for a contracted position. This budget also includes the first year repayment of the loan from the STMRPC.

Mr. McCauley reviewed the pricing model for the budget, based on the August 2002 billing for counts. It will be updated when the December figures are available.

The committee discussed the pros and cons of the special programming position in relation to maintenance programming. Mr. McCauley stated that more programming hours would be available for maintenance in the future, as they are now interviewing for previously unfilled positions. He also said that special programming for the STMRPC has been politically well received and all districts share the benefit of the enhancements. He also reported that additional steps would be taken in the Quality Assurance area, which should decrease reported problems.

Dr. Cano asked about the number of existing testers. Mr. McCauley responded that there are three, with two devoted to the student applications. In response to Dr. Cano's question regarding quantifiable results, Mr. McCauley offered to provide information on the number of problems reported and corrected for each release.

Further discussion included:

- The increasing scope of the programs
- Priority of special programming requests
- Special programmer cost not included in user fees

Mr. Johnson made a motion to approve the budget including a tester (as shown on page 19 of the agenda packet). The motion was seconded by Dr. Zamora and carried by a vote of nine to three, with ESCs I, II, V, XIII and 20 voting for and ESCs III, IX, and XV voting against.

iv. Discuss Committee Action in  
Regards to the Historical  
System Development

Dr. Smith reported that the Pricing Committee had asked for more detail on projected costs when they considered the Historical System development.

Mr. Andrews reported that the Student Advisory Committee had met several times to develop the specifications. Two types of bids were presented: vendor managed versus staff augmentation in which the programmers are housed at and managed by ESC-20 staff. He explained that the range in the bids for the vendor managed approach was due to the fact that two vendors made cost estimates, with the real cost being whatever was needed to complete the project. The third vendor gave a fixed bid on the project. Bid analysis of this third bid indicated \$400,000 for the project and \$250,000 to cover unanticipated costs.

For the staff augmentation approach, the second and third vendors were similar on contracted programming hours. Past experience has shown that it takes more time to deal with vendor-managed projects. Mr. Andrews also reported that ESC-20 staff believes that vendors 1 and 2 underestimated the costs, while vendor 3 overestimated. He felt a truer estimate would be between \$400,000 and \$450,000 and would take 26 weeks with four programmers assigned to the project.

Dr. Smith stated that after June we would know if excess funds were available to augment this cost.

Mr. Johnson asked about developing a screen to only capture the data needed for four-year transcript information. Mr. Andrews responded that the original focus of the SAC was on storing AAR data, but the requests for historical information increased as the meetings progressed. Even if the project were scaled down, it would be too much work for existing internal staff.

Discussion followed concerning a phased-in approach, use of the special programmer position, and polling the districts to see how many are willing to pay for this system. Mr. Campbell asked which vendor we would recommend. Mr. Andrews said that we have worked previously with staff from vendor 3 and there would be less of a learning curve. Mr. Campbell asked what the per campus cost would be for the full historical system and Mr. McCauley replied that it would almost double the cooperative price per campus (if the costs were passed on to the student users only). The consensus was to go back to the SAC the first week in April for a discussion of deliverables in phases that would result in an ultimate total product.

**Item 5.**

Receive Status of Bringing STMRPC Student and Business Products to Graphical User Interface Environment

Mr. McCauley reviewed the *CWS Conversion Status* attachment, which included:

- Conversions to the new communication system
- Districts/ESCs scheduled or in progress of conversion
- Districts using CWS (CICS Web Support)
- Districts planning to use CWS
- Application Development Status
  - In Production – 8 applications
  - In Committee Preview status – 2 applications
  - Awaiting preview – 3 applications
  - Being converted – 2 applications

The target for completion of the Student system is the third week of April. The conversion of the Business applications begins with a Web Review Committee meeting on March 4<sup>th</sup> to define roles and responsibilities and establish priorities.

**Item No. 6**

Receive Status Report on RSCCC Student and Business Systems

Mr. Andrews reported that a Beta version of the February Update was released to the BAC and SAC for testing on February 21st. Minor changes are needed, but the update should be ready for production soon. For Business, the release includes program modifications reported by business consultants and the addition of printing check signatures. The RSCCC Managers agreed that the BAC could assist with testing. For Student, the focus of the update is changes to the Scheduling programs and the interface with GradeSpeed for attendance data.

The April Release for Business will include:

- Some additional SDR cleanup
- New functionality
  - Budget System
  - Next Year Requisition
  - August Accruals

The release of the Asset Management system is targeted for this summer.

The April Release for Student will include:

- 182 SDRs, including a rewrite of the Superintendent's Report
- New functionality, including Self Paced Courses

Mr. Andrews felt there was now a good balance between responding to issues in a reasonable time and assuring quality, due to a more methodical release procedure and additional testing. The Student Advisory Committee were requesting new functionality rather than reporting problems.

Mr. Andrews reported that an agenda item for the April RSCCC Managers meeting would be a discussion of when to drop support for the 32-bit Business system. He also discussed the limitation of staff resources for providing support to ESCs converting to the new Business product and looking at ways to maximize staff time, which will be discussed at the next Business Advisory Committee meeting.

Discussion followed on the marketing opportunity for RSCCC because of potential changes in state funding.

**Item No. 7**

Review Financial Report

Mr. McCauley reviewed the *STMRPC Financial Report*. He reported that the updated figure for the revenue balance was now \$234,000 rather than the \$252,996.38 as indicated on the report. He also informed the TCC Committee that \$81,000 was distributed to hold down the increased cost from last year but there was no provision made to cover that cost. He also stated that there was one payment to be made for software maintenance. Mr. Johnson asked about the balance in encumbered salaries. Mr. McCauley responded that it was a result of not filling his previous position and step increases that have not yet occurred.

Mr. McCauley reviewed the *RSCCC Financial Report*. He reported that the December costs have not been billed yet and some positions have not been filled. He intends to fill the Quality Assurance position this year. Mr. Andrews stated that the market has changed and more applicants are being interviewed.

**Item No. 8**

Review Accounts Receivable Report

Dr. Smith reviewed the *Accounts Receivable Report* and explained that some outstanding invoices are due to the way ESC-20 bills districts for commitments. The larger districts work with internal staff to ensure that the billing is accurate before payment is made.

**Item No. 9**

Other

There were no other items brought forward for discussion.

**Adjournment**

The meeting of the Texas Computer Cooperative Management Committee adjourned at 12:30 P.M.