

**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, June 23, 2005, at 9:30 A.M. in the ESC-20 Conference Center. Dr. Terry Smith, Chair, presided and the following attended:

Mr. Adrian Garcia	Education Service Center, Region 1
Dr. Linda Villarreal	Education Service Center, Region 2
Mr. Jose Cantu	Education Service Center, Region 2
Dr. Crawford Helms	West Oso I.S.D.
Dr. Julius Cano	Education Service Center, Region 3
Mr. Robert Wells	Edna I.S.D.
Dr. Steve Hyden	Education Service Center, Region 5
Mr. Scott Campbell	East Chambers I.S.D.
Mr. Dean Gilstrap	Education Service Center, Region 9
Mr. Mike Nolan	Education Service Center, Region 12
Dr. Pat Pringle	Education Service Center, Region 13
Mr. Luke Martin	Education Service Center, Region 13
Mr. David Smith	Education Service Center, Region 15
Mr. John Bass	Education Service Center, Region 16
Mr. Larry Appel	Dumas I.S.D.
Dr. Kyle Wargo	Education Service Center, Region 17
Mr. Wayne Blount	Sands C.I.S.D.
Ms. Kelly Smith	Northside I.S.D.
Ms. Nancy Dunnam	Education Service Center, Region 18
Mr. John Andrews	Education Service Center, Region 20
Mr. John McCauley	Education Service Center, Region 20

Dr. Smith welcomed the attendees and 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 with ten
ESCs represented.

Item No. 2

Approve Minutes of the Meeting of Feb.
24, 2005

Dr. Smith asked if there were any additions or corrections to
the minutes of Feb. 24, 2005. There were none. Dr. Pringle
made a motion to approve the minutes and Dr. Cano
seconded it. The motion carried unanimously.

Item No. 3

Introduce RSCCC Managers Liaison

Ms. Dunnam indicated that Linda Hoffpauir from ESC V will be the RSCCC Managers Liaison.

Ms. Dunnam indicated that the RSCCC managers believed that it was important to add a marketing person to increase the marketing expertise at the ESCs.

Ms. Dunnam indicated that the RSCCC managers believed that development of an integrated gradebook and WEB access are a top priority for the RSCCC. This kind of functionality is seen as being important for marketing the product.

Ms. Dunnam listed current developments that the managers see has been very beneficial to the system. These included;

- An automatic install for new releases of the software.
- Doing systematic reviews of the Business programs
- Development of an interface to palm pilots.
- The assistance in testing provided by the ESCs, especially ESC XIII and ESC XV.
- Development of the Accounts Receivable System.

Item No. 4

Amendments to Shared Services Agreement

Dr. Smith reviewed the proposed changes to the TCC Shared Services Agreement. Most were minor changes, such as changing 'STMRPC' or 'mainframe' to 'iTCCS'. The more substantive changes were;

- Adding ESC IV as a member of the cooperative.
- Providing more detailed guidelines for the selection of TCC Management Committee representatives.

Dr. Smith also recommended that the requirement to preview changes to the agreement be eliminated. This was due to the fact that there were now only two meetings per year, not three.

After limited discussion, Dr. Wargo moved to approve the agreement as amended. Dr. Cano seconded. The motion carried unanimously.

Item No. 5

Status of the RSCCC Business System

Mr. Andrews reviewed the major issues related to the Business System.

- A test version of the Accounts Receivable System was provided to the participating ESCs on May 6, 2005. Another test version will be provided in the next week

or two. The Accounts Receivable System will go out in production with the August update.

- A number of program changes have been made to address the problems we had last year with accruals. Also, an Accrual Verification Report has been developed to assist districts in identifying any potential problems. End of Year Accruals will also be part of next week's training for business consultants.
- Future program changes will be needed for the August update to address legislative changes (retire / rehires, TRS Care contributions, etc.).

The changes for Positive Pay will be included in the October release.

Item No. 6

Status of the RSCCC Student System

Mr. Andrews reviewed the major issues related to the Student System.

We have sent request for quotes to about five vendors asking for prices to provide contract programmers for the Historical System. These quotes are due back to the ESC-20 Business Office by June 24, 2005. We have been making arrangements for space and equipment to house the contractors. The programming will begin in August 2005. A timeline was provided showing the major target dates for the project.

Mr. Andrews reviewed the program changes that would be needed to comply with the new PEIMS requirements for reporting students who have left the district.

Mr. Andrews reviewed the new TEA requirements related to the new PEIMS Enrollment Tracking system. This will require all districts to report weekly on student enrollments and withdrawals. This appears to be an effort to address the legislature's desire for more current enrollment information.

There was an extended discussion on this issue and some of the problems districts could face. Ms. Dunnam indicated that this requirement had not been brought up to the ITF. Dr. Cano suggested that the possibility of phasing this in be brought up to the commissioner.

Item No. 7

Request for Funds for RSCCC Web Development

Mr. McCauley reviewed the issue of developing Web access for the RSCCC. This includes parent, teacher, student, and staff access to different components of the system, and would include a teacher gradebook.

Mr. McCauley indicated that part of the need for developing a gradebook comes from the increasingly complicated interfaces

that are required to work with grade books of private vendors. He indicated that we would not drop the current interfaces, but neither do we want to continue to enhance them.

Mr. McCauley requested approval to use \$20,000 from fund balance to begin research and development for this Web effort. This money would be put with \$30,000 already available to give us \$50,000 to start. At the February 2006 TCC meeting, he would provide a report with a clearer picture of the costs and timelines for this project.

There was an extended discussion of this request. Mr. Garcia indicated that districts would like an integrated gradebook because they do not like the current arrangement of having to deal with two different vendors. Dr. Hyden indicated that the RSCCC is currently stable, but we now need to take steps to move forward. Dr. Smith emphasized that we need to develop additional functionality to attract new clients. Mr. Campbell stressed that any development with the gradebook would need to be in place by May 2006. Otherwise the districts would go ahead and sign contracts with the private vendors for the 2006 – 2007 school year.

Dr. Cano made a motion to approve the request. Ms Dunnam seconded the motion. The motion passed unanimously.

Item No. 8
Status of Marketing TCC Products

Mr. McCauley reviewed the marketing efforts for the cooperative. This included our participation in Tech Fiesta here at ESC 20 in April 2006.

Mr. McCauley made the request to approve using \$30,000 from fund balance to contract with marketing specialists to assist the ESCs in their marketing effort. This would focus on reviewing our products to make them more marketable, developing greater marketing capabilities at the ESCs, and developing common presentations, including marketing CDs.

After an extended discussion, Dr. Wargo made a motion to approve this request. Dr. Hyden seconded the motion. The motion passed unanimously.

Item No. 9
Approve 2005-2006 Revised Budgets

Mr. McCauley indicated that the iTCCS and RSCCC budgets for 2005-2006 were basically the same as what was presented at the February TCC meeting. The modifications reflect changes such as a decrease in the building use fees and changes in the number of clients.

Dr. Cano made a motion to approve the iTCCS budget as revised. Dr. Villarreal seconded the motion. The motion passed unanimously.

For the RSCCC, Mr. McCauley indicated that based on the latest April projections in number of clients, the cost per district for the Business system would decline by \$60.89. The cost per campus for the Student system would increase by \$0.86.

Dr. Hyden made a motion to approve the RSCCC budget as revised. Dr. Wargo seconded the motion. The motion passed unanimously.

Item No. 10

Status of iTCCS Web Conversion

Mr. McCauley said that as of April 7, 2005 the Web conversion of the iTCCS product was complete. Some districts are still using the old interface, primarily because they need to upgrade their computers before moving to the Web interface. The old interface for business applications will be discontinued as of January 1, 2006.

Mr. McCauley indicated that the graphics used in the Web interface had been moved to a separate server. This has resulted in greater efficiency and has saved about 20% of the resources on the mainframe.

Mr. McCauley indicated that we plan to replace the current mainframe. This equipment is now about five years old, and we are running into memory issues. Also, the newer models are now 64-bit, instead of our current 32-bit. We anticipate that the new equipment will be in place around the end of September or early October.

Item No. 11

Request of Funds for iTCCS Cafeteria System Rewrite

Mr. McCauley said that there were three iTCCS districts using the Cafeteria System. This system is primarily a cafeteria warehouse system that was first developed in 1979. It does not include point of sale functionality.

Mr. McCauley indicated that the three districts wanted a rewrite of the system to provide more up-to-date capabilities. Several other iTCCS districts have indicated they may be interested in the system if it is rewritten.

The estimated cost of the rewrite is \$126,000. Mr. McCauley requested approval to use \$100,000 out of fund balance to complete the rewrite of the Cafeteria System. Use of fund balance would be contingent on districts funding the remaining \$26,000.

During the discussion on this issue, Mr. Wells indicated that schools are moving away from having their own cafeteria warehouse systems and instead looking at outsourcing.

Mr. Garcia made a motion to approve the request. Ms. Dunnam seconded the motion. The motion passed.

Item No. 12

Status of iTCCS Fire Suppression System

Mr. McCauley indicated that we have contracted with M.JACKS to install the new fire suppression system. Currently, staff are working with contractors to seal the computer room.

The old system only covered the tape storage area. The new system will cover that and the computer room itself, thereby providing coverage for both the tapes and the equipment.

Item No. 13

Review Financial Reports

Mr. McCauley reviewed the attachments *iTCCS Financial Report as of June 6, 2005* and *RSCCC Financial Report as of June 6, 2005* to explain where the current budgets stand.

He indicated that the realized revenue has exceeded the estimated revenue by about \$42,000 for iTCCS and by about \$38,000 for RSCCC.

Item No. 14

Review Accounts Receivable Report

Dr. Smith asked the Committee members to review the *Accounts Receivable Report* as an on-going information item.

Item No. 15

Other

Mr. McCauley proposed meeting dates for the 2005-2006 school year. These were February 23, 2006 and June 22, 2006.

There were no objections to the February date. However, the group requested the June date coincide with another conference. Mr. McCauley indicated that he would look at selecting a different date for June 2006.

Adjournment

The meeting of the Texas Computer Cooperative Management Committee adjourned at 11:55 A.M.