

**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 Tuesday, June 27, 2006, at 1:30 p.m. in the ESC-13 Training and Technology 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. Robert Wells	Edna I.S.D.
Dr. Julius Cano	Education Service Center, Region 3
Dr. Steve Hyden	Education Service Center, Region 5
Ms. Lynda Hoffpauir	Education Service Center, Region 5
Mr. Scott Campbell	East Chambers I.S.D.
Ms. Elizabeth Abernathy	Education Service Center, Region 7
Mr. Stacey Bryce	Sabine I.S.D.
Dr. Pat Pringle	Education Service Center, Region 13
Mr. David Smith	Education Service Center, Region 15
Ms. Barbara Brown	Education Service Center, Region 15
Mr. Ronnie Teichelman	Education Service Center, Region 16
Mr. Robin Adkins	Education Service Center, Region 16
Mr. Charles Greenwalt	Education Service Center, Region 18
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 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  
February 23, 2006

Dr. Smith asked if there were any additions or corrections to the minutes of February 23, 2006. There were none. Mr. Smith made a motion to approve the minutes and Dr. Villarreal seconded it. The motion carried unanimously.

**Item No. 3**

Report from RSCCC Liaison – Lynda Hoffpauir

Ms. Hoffpauir, as the RSCCC Managers Liaison for the TCC, reported that the managers were pleased with Tech Fiesta and the Student Historical System. Both items have generated significant user interest. She also stated that the managers were excited about the grade book development and asked for server guidelines for this product. Mr. McCauley responded that the contracted programmers were currently doing load testing in order to obtain good server recommendations for the ESC's.

**Item No. 4**

HB1 Discussion

Dr Smith discussed the three areas of House Bill 1 with potential impacts to the TCC:

- Access to PEIMS data
- Student Records Exchange
- Accounting System

Dr. Smith has asked to sit on the panel that will determine how the access to PEIMS data will work. Currently the wording is for greater access to existing data but it may lead to something more.

The Student Records Exchange, though probably vendor driven, is not a requirement for a statewide Student Information System. The RFP for this should be out next month and will be closely watched. Dr. Smith felt the TCC products were well positioned as they currently interface with many other systems. He also suggested that we could respond to the RFP if it is a fit for our application development.

Dr. Smith said that although the agency cannot discuss the RFP for the accounting system, it will consist of a review of the FAR Guide, a review of current systems and an evaluation of whether a cost savings would result from a statewide system. He does not believe districts want a statewide system due to the loss of control when functionality is taken over by a third party. The TCC products already have the features mentioned in HB1, with no cost for changes related to mandates and an up front cost that doesn't change, but we would rather our products be chosen by the districts, not forced upon them.

**Item No. 5**

Status RSCCC Business

Mr. Andrews reported that the mid-May Release and the June Update consisted of major changes in all parts of the system. On the Business side, 185 SDRs were addressed. Accruals look good and the current focus is on enhancements. Mary Bordner conducted a training session over TETN recently and the feedback was very positive. She has also provided check lists and documentation as well as posted a Q & A on the FTP site.

**Item No. 6**

Status RSCCC Student

a. Historical

Mr. Andrews reported that the long-needed Historical System was the biggest change in the release for the Student programs. The focus is now on the grade book and then a Test Score System. He also announced that his staff has been making changes due to state mandates, including a change to the PET extract file format and eligibility for children of military parents. There will be two accepted formats for the PET extract in the short term, as other vendors could not respond as quickly as we could.

b. Grade Book Development

Mr. Andrews relayed how pleased he is with the grade book development and announced there would be training in late July for the setup and functionality of the product. He added that his staff is also assisting regions with conversions to the RSCCC from other products. Mr. Andrews then presented a demonstration of the grade book features, covering:

- Self-administering security system
- On-line Help
- District/Campus Message Page
- Attendance Posting screen
- Printing
- Grade Categories
- Assignments
- Transfers
- Cycle and Semester Grades

He explained that both RSCCC and iTCCS staffs are making changes in those products to accommodate the grade book. Discussion followed on the roll out date and contracting with existing third party products. Mr. Wells commented that the grade book looked great and will generate higher sales, especially in the 2007-2008 school year.

**Item No. 7**

Request of Funds for Web Development

McCauley referred the members to the handout, *Fund Balance Worksheet*, which showed projected revenues resulting in an unobligated fund balance for iTCCS of \$1.478 million and an equipment reserve fund balance of \$133,804. The RSCCC has a projected fund balance of \$506,764. Mr. McCauley explained that the deadline to have the grade book in production by the beginning of school has required eliminating some functionality in the initial phase. There will need to be a Phase 2 to add the missing features, such as the seating chart. He also reported that of the funds approved last year for the Historical System development, \$44,000 was not spent.

a. Parent Access

Mr. McCauley reported to the committee that a significant amount of feedback on the grade book has been related to existing grade book products having a parent access portal. He would like to begin Phase 2 in September and then develop a parent portal for grades, attendance and possibly discipline data. He requested a draw of \$150,000 each from the iTCCS and RSCCC budgets' fund balance for the development of these two projects. He stated that he did not know if that amount would cover the parent portal development, as we do not know the requirements at this point. The status can be reassessed in February and more funds requested if necessary. Mr. Greenwalt made a motion to approve the request to draw on fund balance. The motion was seconded by Dr. Hyden.

b. Grade Book – Phase 2

Dr. Pringle asked what features would be added in Phase 2. Mr. McCauley responded that they would consist of the seating chart view for attendance and a drill down inquiry function for student data such as schedules, emergency contacts and TAKS scores. He anticipates having Phase 2 in place before Christmas and having the parent portal for the 2007-2008 school year. The motion carried unanimously.

**Item No. 8**

Approve 2006-2007 Revised Budgets

a. iTCCS Budget

- Approve Recommendation to Increase Reserve for Disaster Recovery

Mr. McCauley pointed out two changes from February on the agenda attachment, *2006-2007 iTCCS Pricing Model*, for the additions of Point Isabel ISD and Pearland ISD. ESC-13 is also picking up Elgin ISD, which is not included. These additions resulted in an increase to the revenue. The *iTCCS Budget* attachment shows a \$6,000 increase in local operations from February. There are increases in TRS Care, the Centerwide Network, and Building Use, the last two due to additional staff and contracted programmers. There are decreases in Administrative Services, BMC Software Maintenance, Exide Battery Backup Maintenance and TETN Charges. The Transfer Out to Network Services increased to cover the cost of networking staff supporting iTCCS. The budget shows a \$359,000 operating surplus to cover a server upgrade. Mr. Greenwalt made a motion to approve the revised iTCCS Budget. The motion was seconded by Dr. Villarreal and carried unanimously.

Mr. McCauley referred the committee back to the *Fund Balance Worksheet* and pointed out that the Disaster Recovery Reserve of \$60,000 approved a few years ago would cover the cost of deployment to our disaster recovery site, but it would not cover spending any length of time there. He would like to build it up to \$100,000 to cover one to two weeks in the Boulder location. He requested moving \$30,000 from Unobligated Fund Balance to Disaster Recovery. Mr. Smith made a motion to approve this move. The motion was seconded by Ms. Abernathy and carried unanimously.

b. RSCCC Budget

Mr. McCauley stated that he has received the April projections and the numbers are up. He referred the committee to the agenda attachment, *RSCCC Funding with one Q&A Position*. Due to the increase in projections, the cooperative price for Business Districts will be \$1,644.59, a decrease of \$52.87 from the February pricing approval. The Student Campuses pricing also decreased to \$758.44, a decrease of \$64.34. The difference between the 2006-2007 total and the 2005-2006 actual billing is now \$99,861.01, up from \$97,539.01 in February, so the budget increased while pricing decreased.

The *RSCCC Budget* attachment shows increases from February in TRS Care, Contracted Services, the Centerwide Network, and Building Use. There are decreases in Administrative Services and TETN Charges. A new charge for Central Registration of \$1,436 is due to Tech Fiesta registrations. Dr. Cano made a motion to approve the revised RSCCC Budget. The motion was seconded by Mr. Campbell and carried unanimously.

**Item No. 9**

Status of iTCCS Cafeteria System Rewrite

Mr. McCauley reported that the programming for the rewrite of the iTCCS Cafeteria System has been completed and is in testing. A User Review is scheduled for tomorrow, June 28<sup>th</sup> and the system is scheduled for production in early July.

**Item No. 10**

Request for Additional Funds to Upgrade iTCCS Server

Mr. McCauley reviewed the handout *iTCCS Server Upgrade* with the committee, detailing the hardware, database and software upgrades needed. His proposal is to move from a 170 model to a 350 model, with an increase in MIPS (million instructions per second) from the current 366 to 491. Using the designated fund balance and the budgeted surplus still results in a \$91,066 shortfall. He requested an appropriation of unobligated fund balance to complete what is needed for the upgrade. Mr. Greenwalt made a motion to approve the use of fund balance for the difference needed. Dr. Villarreal seconded the motion and it carried unanimously.

**Item No. 11**

Status of Marketing Efforts

- Tech Fiesta

Mr. McCauley reviewed the *Tech Fiesta Participation* handout with the committee, which listed attendees by region for a total participation of 604. The two-day event generated a lot of positive comments and everyone would like to do it again next year. Mr. Andrews added that some of the RSCCC Managers stated during the TETN meeting that they had already informed their districts to budget for it next year. It will be held at the same time, in conjunction with Fiesta but will add an additional day for more in depth training. The committee requested that ESC-20 send general information regarding Tech Fiesta 2007 out to the regions.

- RSCCC Participation

Mr. McCauley directed the committee to the agenda attachment *RSCCC Clients 2006-2007*, which showed a gain in this year's April projections over last year's of 22 Business districts and 78 Student campuses. The non-duplicated count of districts using RSCCC and iTCCS is now 780.

- iTCCS Demos

Mr. McCauley reported that staff has been responding to many RFP's and requests for iTCCS demonstrations, most recently for McAllen ISD, El Paso ISD, Donna ISD and La Joya ISD. There is a good possibility of gaining Frenship ISD in ESC-17 and Port Arthur ISD in ESC-5. iTCCS staff is in the process of converting Elgin ISD and Point Isabel ISD and will travel to El Paso for a presentation in September. Mr. Garcia said that Laredo United and Rio Grande City have also expressed an interest.

Mr. McCauley said he hoped to have something final from the Marketing Committee by August to present to the group.

## **Item No. 12**

### Business Plan Discussion

Dr. Smith reported that Mr. McCauley's staff has worked on what the next generation product will look like and directed the committee to the handout, *Business Plan Executive Summary*. Mr. McCauley discussed the high points of the plan, cost projections and timeline.

Dr. Smith said that although the dollar figure looks big, the committee needs to look at what the TCC has accomplished in the last year. The cooperative is in good shape, with everyone supporting it and saying good things about it. The Business Plan outlines how to achieve the long term goal of getting to one product, while benefiting RSCCC in the short term. Mr. Greenwalt asked what Dr. Smith needed from the TCC members. Dr. Smith responded that he didn't need anything at this time, but was providing information. Mr. Garcia said that the plan looked good and addressed the gap in district size between RSCCC and iTCCS users. Mr. Wells commented that the plan is exciting, while Ms. Abernathy asked if Dr. Smith had any funding ideas. He responded that he has talked to some people, but had nothing specific to share at this time. Ms. Abernathy asked if there was anything the TCC members could be doing. Dr. Smith replied that we are looking for investors.

## **Item No. 13**

### Review Financial Report

Mr. McCauley reviewed the agenda attachments, *iTCCS Financial Report* and *RSCCC Financial Report* with the committee. The iTCCS revenue is over collected by \$111,581 and the expenditures show an unexpended balance of \$583,855, although some contracts are still to be renewed this year. The RSCCC revenue is over collected by \$16,870, with

some Sybase fees and possibly Special Programming revenue still to come in. The expenditures show an unexpended balance of \$199,547; however, \$100,000 of that is unexpended from the grade book development, half of which will be used through this fiscal year. Both budgets are in good shape and will contribute to the fund balances.

**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

None

**Adjournment**

The meeting of the Texas Computer Cooperative Management Committee adjourned at 3:15 p.m.