

**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 26, 2007, at 1:30 p.m. in the San Saba Room of the Renaissance Austin Hotel. Dr. Terry Smith, Chair, presided and the following attended:

Mr. Adrian Garcia	Education Service Center, Region 1
Mr. Eduardo Infante	Lyford C.I.S.D.
Dr. Linda Villarreal	Education Service Center, Region 2
Dr. Crawford Helms	West Oso I.S.D.
Ms. Mary Beth Matula	Education Service Center, Region 3
Dr. Steve Hyden	Education Service Center, Region 5
Mr. Scott Campbell	East Chambers I.S.D.
Ms. Elizabeth Abernethy	Education Service Center, Region 7
Dr. Tom Norris	Education Service Center, Region 12
Mr. Michael Hope	Robinson I.S.D.
Dr. Pat Pringle	Education Service Center, Region 13
Dr. Sue Jones	Brownwood I.S.D.
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. Nancy Dunnam	Education Service Center, Region 18
Mr. John McCauley	Education Service Center, Region 20
Ms. Judi Sparks	Education Service Center, Region 20
Mr. John Huey Andrews	Education Service Center, Region 20
Ms. Beverly Meyer	Education Service Center, Region 20

Dr. Smith welcomed the attendees.

Item No. 1

Establish Quorum of at Least Six
Members Present

Dr. Smith confirmed that a quorum was established, with at least ten ESCs represented.

Item No. 2

Approve Minutes of the Meeting of
February 22, 2007

Dr. Smith asked if there were any additions or corrections to the minutes of February 22, 2007. There were none. Dr. Villarreal made a motion to approve the minutes and Dr. Hyden seconded it. The motion carried unanimously.

Item No. 3

Report from RSCCC Liaison – Judi Sparks

Ms. Sparks, as the RSCCC Managers Liaison for the TCC, thanked ESC-20 on behalf of the managers for deploying the parent portal this summer. She reported on three items important to the RSCCC Managers:

- Consider pursuing SIF compliance
- Request for more consultant training at ESC-20
- Appreciation for rollout of the Business Plan

Item No. 4

Status of RSCCC Business

Mr. Andrews reported that there had been an April Release and a June Update. Mary Bordner held training over TETN on June 20th, highlighting the changes in RSCCC Business. Mr. Andrews reported issues with the functionality for emailing wage and earnings statements. It has been trial and error working with the different email systems used by districts. His staff is now working on the ability to email purchase orders to vendors.

Item No. 5

Status of RSCCC Student

Mr. Andrews reported that Mary Pruski held training on Move to Grade Reporting over TETN on June 21st and will hold training on txGradebook and txConnect (parent portal) on June 27th, also over TETN.

He told the committee that many changes were made in the RSCCC programs to accommodate the parent portal. There is now a joint installation program for txGradebook and txConnect.

Mr. Andrews stated that there will be TREx training for ESC representatives on July 31st at TEA. TEA has asked ESC-20 to take a lead roll in this project and his staff has been working with the vendor (NTC) to do a joint presentation during the training. The initial project specifications have been changed to better accommodate school business practices.

He also announced that there would be a “hot fix” within the next two days to address a Move to Grade Reporting issue and an email issue with districts running Outlook on an Exchange server.

Item No. 6

Demo – Parent Portal

Mr. McCauley reminded the committee that they had approved the use of fund balance for the portal development. He said that the portal product was released on June 15th and is a key factor for districts using txGradebook.

Mr. Andrews reported that the parent portal (txConnect) was piloted in five ESCs for RSCCC and one iTCCS district. It is designed to work with txGradebook.

He demonstrated features of txConnect, including:

- Landing page with messages
- Summary page
- Help functionality
- Multiple students
- Attendance views
- Grades: Cycle and Semester
- Assignments
- Alerts
- Setting up parent accounts (portal ID)

Mr. Campbell reported that East Chambers had piloted the portal and that it went very well. The feedback he received was very positive and he suggested adding discipline information.

Mr. McCauley said that there would be a lot of suggestions and that staff was currently working on 14 enhancements to the grade book this summer.

Item No. 7

Request Approval of Funds

- a. RSCCC-Funding for Solstar
Increased Maintenance

Mr. McCauley told the committee that he was requesting approval of funds, all of which would come from fund balance. The cooperative has historically paid for the maintenance on the Solstar scheduling software, which was normally \$10 per campus (approximately 400 campuses). The maintenance is increasing significantly (\$50 per campus) and because the increase is coming mid-year and was not budgeted, he would like to use some of the fund balance to cover this expense.

- b. RSCCC-Funding for Sybase
Database 3-Year Contract Renewal

Mr. McCauley referred the committee to page 10 of the agenda packet for the proposal from Sybase for a three-year contract renewal. It involves a prepayment of \$80,000 and offers the same pricing as the last three years. The CPU pricing of \$590 compares very favorably with the retail price of \$2,500. He requests that we use \$80,000 from fund balance and explained that the money is recovered as the ESCs order Sybase licenses for their districts.

- c. iTCCS – Funds for Power
Generator

Mr. McCauley explained that the current uninterrupted power supply (UPS) used as a backup is battery powered and will run for one hour before shutting down the system. As we now serve over half a million students he recommends that we purchase a better power generator, which will cost \$400,000. As the generator will be used for other ESC-20 purposes, such as supporting the network, servers, video and voice over IP, the request is that the iTCCS budget contribute \$150,000 toward its purchase. ESC-20 will fund the remainder.

Dr. Hyden commented that we may not be able to get enough gas to it to power it. Mr. McCauley replied that we will be using diesel and that it should last for 24 hours. We are also investigating the cost of replacing the battery backup. Dr. Norris stated that though this is costly, it is necessary and asked if it would require re-wiring. Mr. McCauley replied that it would. Dr. Jones asked if the iTCCS contribution shouldn't be a percentage of the final cost rather than the \$150,000. Mr. McCauley responded that we have done studies and have a good idea of the cost and that \$150,000 is a fair amount.

d. iTCCS – Funds for tcACCESS

Mr. McCauley restated the problems that we experienced this year with the ODBC access from Computer Associates. He believes these issues are resolved, but C.A. cannot tell us definitively. We have applied upgrades for both Computer Associates and Microsoft software and have not experienced additional problems. The tcACCESS software is an alternative to the Computer Associates software and has a purchase price of \$78,000. The request is to use fund balance monies for this purchase if the final testing proves it is more beneficial than the C.A. product.

Dr. Norris made a motion to approve the use of fund balance for agenda items 7.a. through 7.d. The motion was seconded by Dr. Wargo and carried unanimously.

Item No. 8

Approve 2007-2008 Revised Budgets & Revenue Projections

a. iTCCS Budget

Mr. McCauley directed the committee to pages 11 - 13 of the agenda packet and reviewed minor changes to the *iTCCS Budget*. There is an increased revenue projection due to the addition of Port Arthur I.S.D. He stated that IBM maintenance costs have increased \$5,000 due to the CPU increase and the Centerwide network costs are up due to the servers purchased for the parent portal. Building use decreased slightly. The BMC monitoring software line item was \$45,000 and was purchased from an Austin company. The company no longer carries this product, therefore it must be purchased from BMC and costs \$76,000. The iTCCS cooperative pricing did not change from that approved in February. Dr. Helms made a motion to approve the revised iTCCS Budget for 2007-2008. The motion was seconded by Dr. Jones and carried unanimously.

b. RSCCC Budget

Mr. McCauley reviewed the *RSCCC Clients* document on page 14 of the agenda packet with the committee, which showed an increase of eight business districts and 286 student campuses when comparing the April 2007-2008 projections with those of 2006-2007. He feels these estimates are conservative. The unduplicated count for districts using RSCCC increased from 713 to 762. Dr. Norris complimented Mr. Andrews' staff for their assistance in converting 40 campuses in his region.

Mr. McCauley reviewed the revised *RSCCC Budget* (page 15), explaining the minor reduction was due to moving some staff to the Business Plan project. He increased the area of contracted services to help support coming enhancements. This line item is usually \$40,000, but has been increased to \$80,000. Also included in the revised budget is \$15,000 for advertising in TASB's *Texas Lone Star Magazine* and the *TASBO Report* publication. Centerwide network costs decreased for the RSCCC Budget. Mr. McCauley discussed the *RSCCC Funding* document on page 16 of the agenda packet, explaining that based on increased participation, the cooperative cost per business district decreased from \$1,767.36 to \$1,766.96 and the cost per student campus decreased from \$815.06 to \$638.65. Mr. Bass made a motion to approve the revised RSCCC Budget for 2007-2008. The motion was seconded by Dr. Villarreal and carried unanimously.

Item No. 9

Approval of Changes to the Shared Services Agreement

Mr. McCauley pointed out an error in the proposed changes to the *Shared Services Agreement* on page 18 of the agenda packet. Under 3.c. (now b.) Governance, it should read "five executive directors" rather than two. Due to increased iTCCS and RSCCC student participation, we are proposing a 7/5 split in two categories rather than four categories. Included in the proposal is a change from one year terms to two year terms. Ms. Dunnam asked when this would go into effect. Mr. McCauley responded that if approved, it would go into effect following this meeting, as votes go out this summer. He referred the committee to page 20, which showed how this proposal affects the makeup of the Pricing Committee. There would be three executive directors of ESCs with only RSCCC clients, making the Pricing Committee a 4/3 split. Dr. Hyden made a motion to approve the changes to the *Shared Services Agreement*. The motion was seconded by Dr. Norris and carried unanimously.

Item No. 10

Status of TCC Business Plan and Approval of New Budgets

a. Business Plan Timeline

Mr. Andrews discussed the Business Plan Timeline with the committee. He reported that ESC-20 staff has been working with the company contracted to do the initial PowerBuilder to JAVA conversion. Work began on June 18th and he anticipates a web version of the PEIMS programs by November. It has taken considerable staff time to furnish the conversion company with source code, a test database, screen flow and test cases. Mr. Andrews informed the committee that JAVA training for the programming staff has been arranged, both online and classroom, and will begin the week of July 16th.

Testing and documentation staff have been identified and moved to the new project and replacements will be hired. He also reported that ESC-20 staff will be working with TASBO for requirements gathering, marketing assistance, training and promotion for the new product.

Mr. McCauley added that the timeline on page 24 of the agenda packet was a high level outline. He stated that three weeks ago he had contracted with outside programming staff and the conversion company. The first two years will be the automated conversion of RSCCC, but the end of this year we will begin gathering enhancement specifications for the end product.

a. 2006-2007 Budget

Mr. McCauley reported that he has developed a budget for the TxEIS project for the remainder of this year (page 25) and has moved staff into this project. The first two years will cost less than anticipated due to not having to use contract programmers to convert existing reports as they will be handled by the conversion company. We have received \$11,482,000 in funding to date and the 2006-2007 budget shows \$758,246 in expenses.

b. 2007-2008 Budget

Mr. McCauley reviewed the *2007-2008 TxEIS project budget* (page 26) with the committee. The \$2.7 million budgeted in 6219 is to pay Metex, the conversion company, and also includes testing and cleanup. \$4.5 million is budgeted for total expenditures for next year.

Dr. Norris commented that Skyward is a prettier product and asked if ours would be. Mr. McCauley replied that a better looking user interface is one of our goals. Dr. Smith added that we will not plan around our current customers only. Mr. McCauley said that we gave our goals to Metex and that the contractors (Denim Group) are also familiar with this environment. The contractors are confident they can modify the look once it is converted if Metex adheres to our requested standards. We will know more next month.

Mr. Garcia asked if we would push for a hosted solution or one that could be run in-house at a district. Mr. McCauley said we would offer both solutions, which is why we chose the JAVA platform. Dr. Helms made a motion to approve the project budgets. The motion was seconded by Mr. Bass and carried unanimously.

Item No. 11

Review Financial Report

Mr. McCauley reviewed the agenda attachment, *iTCCS Financial Report*. He explained that it included a change requested by ESC-3 to show the use of fund balance.

Currently the revenue is over collected by \$77,000. The expenditures are under expended by \$371,494 but this amount will decrease due to contract renewals. The \$517,103 deficit was appropriated from fund balance and previously approved for the server upgrade done in September and the development of the grade book and parent portal products.

Mr. McCauley reviewed the agenda attachment, *RSCCC Financial Report*. Currently, the revenue is over collected by \$59,000. The December report of actual counts brought in \$30,000 more than the April projected counts and the difference is Sybase sales. The \$121,550 expenditure balance is due to vacancies and appropriations not spent. This balance will increase due to staff moving to the TxEIS budget. These staff positions will be refilled, but it will not be immediate. The \$304,000 deficit was appropriated from fund balance and approved previously.

Item No. 12

Review Accounts Receivable Report

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

Item No. 13

Other

Ms. Dunnam asked about training for the ESCs with increased participation. Mr. McCauley said that ESC-20 staff has trained at ESCs 12 and 16 and that training is scheduled for ESCs 11 and 13. Mr. Andrews added that consultants have requested more training. Mr. McCauley asked if the TCC was opposed to holding classroom type training twice a year rather than just during Tech Fiesta. There was no opposition.

Mr. Garcia asked about the status of the Oracle database conversion. Mr. McCauley responded that it was ongoing and we would be issuing an RFP. Dr. Smith assured the TCC that current development on the RSCCC and iTCCS products will not stop.

Adjournment

Dr. Norris made a motion to adjourn, which was seconded by Dr. Hyden. The meeting of the Texas Computer Cooperative Management Committee adjourned at 3:00 p.m.