

MCOECN Board of Trustees

March 2018 Retreat Agenda

March 20, 2018

Hilton Columbus Downtown

401 N. High Street., Columbus, OH 43215

Tuesday March 20, 2018 beginning at 5:00 P.M. with Dinner in the Edna Boies Hopkins Room

I. Call to Order – 6:00 P.M.

Welcome and overview of the Retreat Agenda by Geoff Andrews – CEO.

II. Board Development Session – 6:00 P.M. to 7:00 P.M.

III. Approval of Minutes (Action Item)

- a. Recommend approval of the minutes of the regular meeting on 1/18/18.

IV. Monthly Business (Action Item)

- a. Recommend approval of the financial reports as presented for 1/31/2018 and 2/28/18 (bank reconciliation, financial summary, financial detail).
- b. Recommend approving a Memorandum of Understanding with the Ohio Department of Education in the amount of \$1,231,138 for FY 18 Roster Verification Program Services and appropriating this amount as Purchased Services in the following funds:

499-9829: \$231,138

590-9829: \$500,000

599-9829: \$500,000

- c. Recommend approval of the job description for the position of Technology Support Specialist (attached).
- d. Recommend approval of the following employment actions:
 - a. Approval of Melissa Higgs-Horwell, INFOhio Instructional Support Specialist, additional 200 hours at her current hourly rate. (Paid from the INFOhio Grant Fund – 499-9810).
 - b. Approval of Cathie Cooper, INFOhio Instructional Support Specialist, additional 200 hours at her current hourly rate. (Paid from the INFOhio Grant Fund – 499-9810).
 - c. Recommend approval of one-year employments contracts for 261 days for Fiscal Year 2019 as follows:

Melissa Balbaugh	Program Manager
Jackie Boatman	Customer Service Associate
Erica Clay	INFOhio Instructional Team Specialist
Christine Daugherty	Customer Service Associate
Elizabeth Davis	INFOhio Administrative Assistant

Karissa Donovan	Customer Service Associate
Teresa Fredericka	Director of INFOhio
Gayle Geitgey	INFOhio Instructional Team Specialist
Edward Hill	Customer Service Consultant
Cathy Kerner	INFOhio Operations Manager
Juanita Markham	INFOhio Technical Serv. Support Team Specialist
Mike Osborn	Service Management Implementation Specialist
Mike Ridinger	INFOhio Technical Serv. Support Team Specialist
Emily Rozmus	INFOhio Instructional Team Specialist
Charles Schmiesing	INFOhio Technical Serv. Support Team Specialist
Jennifer Schwelik	INFOhio Instructional Team Specialist
Terri Shutt	INFOhio Technical Services Manager
David Stubblebine	Customer Service Associate
Christina Tomazinis	Customer Service Consultant

4. Recommend approval of one-year employments contracts for 215 days for Fiscal Year 2019 as follows:

Jean Banks	INFOhio Technical Serv. Support Team Specialist
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5. Recommend approval of one-year employments contracts on an hourly bases for Fiscal Year 2019 as follows:

Bonnie Blachly	INFOhio Technical Serv. Support Team Specialist
Cathie Cooper	INFOhio Instructional Team Specialist
Melissa Higgs-Horwell	INFOhio Instructional Team Specialist

6. Recommend approval of two-year full-time employment contracts for Fiscal Year 2019 and Fiscal Year 2020 for:

Mary Adams	Project Specialist
Greg Buddelmeyer	Chief Financial Officer
Jeff Davis	Student Information Director
Janice Ditto	Student Information Support Specialist
Scott Gaughan	Director of Network Services
Devin Launder	Student Information Support Specialist
Lora Lawrence	Student Information Database Administrator
Jessica Madison	Director of Marketing & Communications
Ryan McClay	Director of Enterprise Technologies
Justin Price	Technical Services Delivery Specialist
Amy Recker	Student Information Support Specialist
Jackie Schultz	eFinancePLUS Support and Training Specialist
Andrew Tompkins	Director of Member Services
Bill Young	Director of Customer Services & Support

7. Recommend approval of two-year employments contracts for 215 days for Fiscal Year 2019 and Fiscal Year 2020 as follows:

Debbie Barbee	Student Information Business Analyst
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- d. Recommend approval of the Fiscal Year 2019 General Fund Budget, to be recommended to Membership:

Estimated Beginning Balance:	\$4,100,000
Revenue Estimates:	
Interest Income	\$ 82,500
Membership	\$ 229,500
MCOECN Services	\$ 892,500
Grant/Program Management	\$ 533,000
Direct Commission Revenue	\$ 90,000
Product/Services Resale – ISP	\$ 1,375,000
Product/Services Resale – Other	\$ 181,000
Total Projected Revenue:	\$3,383,000
Expense Estimates:	
Salaries	\$ 886,890
Fringe Benefits	\$ 255,105
Purchased/Contracted Services	\$ 682,500
Supplies	\$ 135,000
Purchased for Resale – ISP	\$1,075,000
Purchased for Resale – Other	\$ 141,000
Equipment	\$ 50,000
Other	\$ 120,000
Total Projected Expenses:	\$3,370,495
Revenue Over/(Under) Expenses:	\$ (12,505)
Estimated Ending Balance:	\$4,112,505

- e. Recommend approval of hosting rate for USAS/USPS Redesign of \$.50 per ADM for ITCs electing to use hosting services from the Management Council.
- f. Recommend approval the Fiscal Year 2019 Membership Fee of \$12,750 for full members and \$6,500 for associate members, to be recommended to Membership.
- g. Approve the Fiscal Year 2019 Kiosk Fee per ITC as follows: ACCESS: \$11,281, CONNECT: \$10,372, HCC: \$9,346, LACA: \$14,032, LGCA: \$9,635, META: \$20,636, MVECA: \$14,201, NCOCC: \$10,968, NEOMIN: \$9,835, NEONET: \$14,333, NOACSC: \$13,428, NOECA: \$11,708, NWOCA: \$10,263, OMERESA: \$14,121, SPARCC: \$11,922, SWOCA: \$16,452, TCCSA: \$11,115, WOCO: \$9,481. (calculation attached in agenda packet)
- h. Recommend approval of the INFOhio product and services fees for Fiscal Year 2019 (rate schedules included in agenda packet).
- i. Recommend adoption of the Resolution for Support for Future Ready Schools (attached in agenda packet).

V. CEO Report (attached in agenda packet)

- a. Site Review Reflections

VI. Board Items

- a. DASL Proceeds
 - 1. CEO Recommendation (attached in agenda packet)
 - 2. Reports from Small Group Discussions with Directors
 - a. Angie
 - b. Donn
 - c. Marty
 - 3. Comments from others in attendance
 - 4. Board discussion
 - 5. Board Action on the proceeds of the DASL sale

VII. Adjournment

MCOECN Board of Trustees

March 2018 Retreat Agenda

March 21, 2018

Hilton Columbus Downtown

401 N. High Street., Columbus, OH 43215

Wednesday March 21, 2018

Breakfast from 7:30 A.M. to 8:30 A.M. (Edna Boies Hopkins Room)

I. Call to Order – 8:30 A.M. (Edna Boies Hopkins Room)

II. Board Development Session

III. 2020 Plan Reporting and Amendments

Lunch around noon (Edna Boies Hopkins Room)

IV. Continued 2020 Plan Reporting and Amendments

V. Board Development Session

VI. Executive Session to consider the employment of a public employee or official

VII. Action Items (If Needed)

VIII. Adjournment (By 3:00 P.M.)