

TEP Meeting Minutes

November 21, 2007

8:30 - 8 :35 Announcements

Database Administrator candidates update – No interviews have been held yet but there are perhaps two candidates who might be acceptable.

***ACTION:** Meet on Thursday, November 29 at 4:00 at the Greenfield School Admin. building to discuss next steps.- Marty, Carol, Bill and David*

Other – David spoke with Linda Hamel, the legal counsel for the IT Department of the Commonwealth. She knew of no boilerplate text that could form the basis for a K-12 retention policy and suggested that we consult our lawyer. David called Donna MacNicol and she will be happy to help us develop a policy in compliance with state and federal law that will specify which records would be retained and for how long. There was some discussion about whether or not we could come up with a policy on our own, but the majority decided that the added credibility gained by having Donna develop the policy would be worth the money. It was agreed to initially spend up to \$2,000 (8 hours) on this project. It was suggested that we put document retention on the agenda for the January 23rd Superintendents' meeting.

***ACTION:** Send questions about data retention to David by November 30. - TEP Members*

***ACTION:** Post data retention documents and forward questions to Donna. - David*

***ACTION:** Prepare presentation for January 23rd – David (and possibly Donna)*

8:35 - 9:30 Finances

Account balances

GCC Foundation Account Balance - \$37,962.14

FY-08: Income: \$144,639.15 Expenses: \$137,049.34

GCC (CIP) Account Balance - \$4,767.60 (will be transferred to Foundation acct.)

We are in pretty good shape financially.

Software Licenses

Contracts - Attached: *License Status Update*. David reported that all licensing fees due this year have been paid. Several questions resulted in action items:

***ACTION:** Talk to Darrell at PC Mall to find out if Mohawk and Gill-Montague can participate in the MS contract. - David*

***ACTION:** Talk to GWAVA directly; this is not the pricing model we had before. - David*

***ACTION:** Talk to ASAP to see if they can supply SurfControl. Forward all quotes to membership. - David*

Membership and membership fees – What to do about FY08? See attached: *Proposed TEP Membership Fees -08*

Bill suggested that a more realistic budget might be 20% on top of salary, which is about \$50K / year. Since it is too late to change anything significantly for FY08, and since TEP has a significant

amount of money that has been carried over from previous years, it was decided that membership fees for FY 08 would be computed using the latest enrollment figures and a \$25K budget.

***ACTION:** Send out membership invoices ASAP - David*

***ACTION:** Talk to Scott, Martha about having GCC, as a TEP member, making a financial contribution. - David*

Who are the current members? See *TEP Superintendents and tech coordinators – FY08*

***ACTION:** Call Joan Wickman about Union 28 TEP membership. - David*

***ACTION:** Update membership/email lists. - David*

Proposal for next year: \$1.00 / student; 15% surcharge on software licenses; 25% for non-members.

***ACTION:** Prepare a proposal based on a budget of \$50K/yr. with partial funding from membership dues and the remainder from fees for services. - David*

Other fundraising activities

David met with Allen Davis, Executive Director of the GCC Foundation. Fundraising, i.e., asking donors for money to support TEP is going to be a little dicey because we will need to have any donors approved by the Foundation since we are using their 501(c)(3) and it would be awkward for us to be going to the same sources that the Foundation uses. Given the size of the Franklin County business community, this is a pretty likely scenario. On the other hand, grants that we might be interested in will probably not interest the Foundation so there will be no conflict of interest.

9:30 - 10:15 ISP Presentation

1. Matt Crocker, from Crocker Communications, will explain latest ISP offerings.

Attached: *TEP Internet Specifications - FY 2009*. Notes from Matt's presentation have been incorporated into the RFP.

***ACTION:** Post RFP for Internet services on TEP web site. - David*

1.

10:15 - 10:25 Select new meeting day and/or time for next year.

Since we have been told that GCC Downtown rooms will not be available to us on Wednesdays next year, the group decided to change to a Thursday morning meeting.

***ACTION:** Talk to Gail about switching to the first Thursday of the month if possible. Same time, same place. - David*

10:25 - 10:30 Select sub-committee to prepare for January Superintendents Meeting

***ACTION:** Send David DOE contacts. - Bill*

***ACTION:** Invite DOE to Jan. 23 meeting. - David*

Next Meeting: December 19, 2007, GCC Downtown, 8:30 A.M.