Technology Oversight Committee Meeting
Technology Conference Room
1010 E. 10th
Tucson, Arizona 85719
July 21, 2011
4:30 PM – 6:37PM

MINUTES

Committee Members Present:
Ashton Bergstrand
Tressa Escarpeta
Scott Horten - Chair
Harry McGregor
Damian Shindler
Mark Stegeman – Via Conference Phone

Committee Members Absent:
Michael Hicks

TUSD Staff Present:
John Gay – CIO
Andrea Marafino
Kathy Dierdorf
Donald Bailes
John Bratcher
Norma Galindo

Guests Present:
MEETING CALLED TO ORDER
Scott Horten called the meeting to order at 4:40 p.m.

APPROVAL OF MINUTES

Update from TUSD CIO

ACTION

Mr. McGregor motioned for the approval of the previous month’s minutes and Mr. Bergstrand seconded the motion.

Bloom Elementary School is adding a permanent modular building and we have plans to do the normal wiring, cables and drops. Each classroom will have a wireless access point and will use standard telephones with plans to be done by November.

We will be doing work with key control to see how we can integrate the two key control programs. 1 system is a paper based system to keep track of who has keys, and the other system keeps track of locks and key codes. Intend to look at what we can do to replace those 2 systems with a single system and to provide better key control than we currently have. Mr. McGregor suggested talking to Pima College and also U of A about their lock systems.

E-Rate Update

We received a funding commitment letter from E-rate that we will be refunded E-rate money. E-rate will reimburse companies that we have already paid for services and then we will get reimbursed from those companies.

Mr. Gay thanked Donna Mattix, John Bratcher and Donald Bailes for all the hard work they provided to make this a success.

Tech Plan Phase I

Tech Plan 2011-2014 and also 2011-2014 Submission to the Az. Dept. of Education were handed out. The current Tech. Plan was to expire on 7/31/11 so new plan needed submitted to the state. New plan needs a set of actionable initiatives and a group to oversee these plans.

We formed the Strategic Technology Planning Council group. This group started the end of April and they produced most the content in both documents. The Az. Dept. Education submission goes into an online system (ALEAT). The Needs Assessment has a format the state requires and includes tables that are self assessment of where we are in regards to technology. Specific needs related to technology are listed in this document. There is an updated version of the existing Continuous Improvement Plan which is contained in the ALEAT system.
This document is for our current needs which need to be approved by the Board, there is not a start and stop to the Continuous Improvement Plan. If there is an action step then an update is needed in the Continuous Improvement Plan or the State contacts you about your milestones.

Review of Tech Plan/Tech Purchases for New School

Site layout for the new school was handed out showing the layout of the campus. Five of the seven buildings will be operational in time to start school. The other two should be ready by November (bldgs 6 and 7). We are using a connection to City of Tucson fiber (1 gig) and main distribution frame (bldg 1) and 24 intermediate distribution frames in other buildings. These frames are located in ‘studios’ which are classrooms as well as open areas. The campus is wireless and there are wireless access points throughout the campus.

We asked vendors for proposal quotes to IP enable the switch for phones and also to use VOIP. It was cheaper to buy VOIP phones since this school had no phones. Cabling is progressing and switching equipment is here as well. City of Tucson is buying the switch for the school and we are waiting for the switch.

RFP for payroll consultant

We found out the Lawson module program wasn’t going to work with clocks or kiosks for time keeping management and we are in the process of fixing this problem. We had to delay HR/Payroll because of this. We decided to go to positive pay but it is a large process change. We felt we needed to acquire the services of a consultant with experience with payroll business process and also with Lawson and timekeeping management systems. The contract recommendation went to the board and was approved. This person will start next week.

We have terminated agreement with the original clock vendor.

Update on Lawson

We are currently live on Lawson and we have put in over 3000 reqs in the system and issued 1500 purchase orders.

July 1 we were live with the finance and asset management modules.
TOC Membership vacancy discussion

Mr. Horten asked who would be willing to fill the role of the Vice-Chair position. Mr. McGregor stated he is willing and Mr. Bergstrand nominated Mr. McGregor. It was approved by the committee that Mr. McGregor would be the Vice-Chair.

Due to lack of meeting quorum recently, Mr. Horten suggested putting in the charter that a quorum is a simple majority of currently held seats pending Legals approval of the modification. Mr. Bergstrand moved to make this a vote and Mr. McGregor seconded. It was approved by the committee to take this to Legal.

Call to the Audience

No audience members wished to speak.

CONFIRM AND SCHEDULE

Next TOC meeting will be held on Tuesday, August 16, 2011 at 4:30 to be held in the Technology Conference Room.

MEETING ADJOURNED

Mr. Horten adjourned the meeting at 6:37 PM

Approved __________________

krd
8/10/11 Technology Oversight Committee/Minutes