

**Southwest Telecommunications Cooperative
General Superintendent's Meeting**

Monday, November 16, 1998, 10:00 A.M.
Southwest/West Central Service Cooperatives, Marshall, Minnesota

Minutes

Superintendents Present:

Orlyn Wiemers	Minneota
Douglas Froke	Fulda
Steve Kjorness	Westbrook/Walnut Grove
Dennis Maasjo	Balaton
LeRoy Domagala	Adrian & Edgerton
Norman Miller	Luverne
Dick Gulbranson	RRC
Tom Knoll	HBC
Steve O'Conner	Marshall
Dan Bearfield	Pipestone
Bob Meyer	Comfrey
Dave Gehrke	Mt. Lake
Jay Haugen	Sleepy Eye
Joel Whitehurst	Cedar Mt.
Jerry Martinson	Lincoln High
Corny Smit	MCC
Kathy Keck	Wabasso
Luther Heller	Springfield
Rick Ellingworth	Redwood Falls

Others Present:

Rod Wrege	SWTC Director
Bruce Haug	SW/WC Service Cooperatives Director of RMIC
Jerry Parker	SWTC Program Support Specialist

- 1.0 Call to Order
Orlyn Wiemers called the meeting to order Monday, November 16, 1998, at 10:00 A.M.
- 2.0 Opening Remarks
Introductions were made.
- 3.0 Adopt Agenda
Motion by Luther Heller, second by Corny Smit, to adopt the agenda as presented.
Motion carried.

- 4.0 Approval of Minutes from July 8, 1998
Motion by Dennis Maasjo, second by Jerry Martinson, to approve the minutes from the July 8, 1998, Superintendents meeting. Motion carried.
- 5.0 SWTC Operations
 - 5.1 FY1997-1998 SWTC Fund Balance
The fund balance for year ending June 30, 1998 is \$110,765.19. This fund balance does not include the expenses of approximately \$9,000.00 for installation of the two new Internet file servers because the installation was paid for after June 30, 1998. This would leave the actual fund balance of slightly over \$100,000. Rod distributed an update on the actual costs of moving. We had budgeted \$102,000. We have spent \$52,054 to date. We have not received a bill from US West for line relocation and will have additional costs for environment conditioning and router upgrades.
 - 5.2 1998-99 ITV Chargeback
Rod distributed and explained the chargebacks for the first semester. This was based on the average Minnesota teacher salaries. Rod will begin the invoicing procedure for one half of this amount now and one half again at the end of this semester. He will also invoice twice during spring semester after we have the spring semester final numbers.
A question was raised about the AP Biology class from Hills to the Central Region. The Central Region did not have any students.
Motion by Corny Smit, second by Luther Heller, that other regions pay for students based on the same rules that apply to our region. Motion carried. Rod will send a letter to the Central Region requesting payment for students.
 - 5.3 Year 2000 Issues
Rod will be placing links on our web site to sites dealing with year 2000 issues.
 - 5.4 1999-2000 ITV Class Schedule
The 99-00 preliminary schedule is being developed. Course offerings will be identified in December and a preliminary schedule will be developed in January. A final schedule will be completed by February 15, 1999.
 - 5.5 Handbook Revisions - Updates
An issue was addressed regarding paying host site teachers for their mileage to the remote sites. The handbook was not totally clear. Motion by Dick Gulbranson, second by Rick Ellingworth, that travel expenses for the host teacher required visits be negotiated by the sites involved in the class. Motion carried.
The Handbook will be updated with this clarification.
- 6.0 TAG/Legislative Issues
 - 6.1 TAG Enhancement Requests for FY98
State-wide there is about 1.8 million dollars for enhancements. Rod has requested money for ongoing costs of additional bandwidth and for a pilot project for desktop video conferencing.
 - 6.2 TAG Requests for Next Biennium

The fund committee for the METC has requested \$42,000,000, statewide, for the next biennium. This money will be used for additional bandwidth and for converting analog sites to digital sites.

6.2a Increased Data Bandwidth

Bandwidth will be increased from 56K to T1's, based on need. Over the next two years this will include most of our sites.

6.2b Analog to Digital Conversion

If this funding is approved, we will be able to convert all our sites to digital by the end of the biennium.

6.3 ITV Aid and Levy Sunset

The sunset of this levy begins in FY2000 at 25% per year. This was to exclude the sites with pre-existing leases; however, when the legislation passed, the sunset was all inclusive. The TAG requests are increased to include the money lost by this levy sunset.

6.4 E-Rate Update

6.4a Current Year Funding Commitment Letters

Funding commitment letters should be received any time after the middle of November. Those who applied first and those with the most need should receive their letter first.

6.4b Application Dates for 1999-2000

Applications for E-Rates for FY2000 may be made after December 1, 1998. There is an eighty day window for applying.

7.0 Miscellaneous

7.1 Next Governance Board Meeting

The next Governance Board meeting will be held at 9:00 A.M., on December 15, 1998, at SWTC in Windom.

7.2 Next Superintendents Meeting

The next Superintendents meeting will be determined at a later date.

8.0 Adjourn

Motion by Joel Whitehurst, second by Luther Heller, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,
Jerry Parker, Program Support Specialist