

**Southwest Telecommunications Cooperative  
Governance Board Meeting**

Wednesday, September 29, 1999 - 1:00 P.M.  
Southwest/West Central Service Cooperatives, Marshall, Minnesota

**Minutes**

Southwest Telecommunications Governance Board Members Present:

Orlyn Wiemers	Minneota
Steve Kjorness	Westbrook/Walnut Grove
Jay Haugen	Sleepy Eye
Dick Orcutt	Windom
Doug Froke	Fulda
Leroy Domagala	Adrian, Edgerton
Marv Niedan	Canby
John Widvey	Worthington
Rick Ellingworth	Redwood Falls
Joel Whitehurst	Morgan

Others Present:

Lee Warne	SW/WC Service Cooperatives
Bruce Haug	SW/WC Service Cooperatives
Cliff Carmody	SW/WC Service Cooperatives
Rod Wrege	SWTC
Jerry Parker	SWTC
Forrest Fosheim	SWTC

- 1.0 The meeting was called to order by Orlyn Wiemers at 1:00 P.M., at the Southwest/West Central Service Cooperatives in Marshall.
- 2.0 There were no opening remarks.
- 3.0 Motion by Steve Kjorness, second by Marv Niedan, to approve the agenda. Motion carried.
- 4.0 Motion by Marv Niedan, second by John Widvey, to approve the minutes from the July 20, 1999, Governance Board meeting. Motion carried.
- 5.0 SWTC Operations

- 5.1 FY2000 Operating Budget and Expenditures  
Rod Wrege presented the FY2000 Operating Budget and Expenditures. Motion by John Widvey, second by Jay Haugen, to approve the FY2000 Financial Reports and Claims of Account presented to the SWTC Governance Board. Motion carried.
  
- 5.2 Network Operations Report  
Forrest Fosheim reported on the video and data operations. Jerry Parker reported on increased ITV usage.
  
- 5.3 Status of Letters of Intent from Member Districts  
We have received letters of intent from two schools dropping video and data services and letters from three schools dropping video services. Rod will prepare a list of member districts that will indicate any changes in membership status. Upon completion of that list Rod will calculate the effects of those changes on the budget presented at the August 11, 1999 Superintendents meeting. The Board reached a consensus that if the membership changes cause the amounts presented at the August 11, 1999 to increase, member districts will be allowed to re-assess their decision to remain with SWTC.
  
- 5.4 Request for Payment of Teacher for Hills-Beaver Creek  
Tom Knoll has sent a bill to SWTC for \$6500 for reimbursement for an AP Biology teacher that was to have been taught from Hills to the Central Region on the system in FY 99. Due to the lack of documented commit

ment  
for  
student  
counts  
from  
the  
Central  
Region,  
the  
class  
was  
canceled.

As directed by the Board, Rod Wrege sent a letter to the central region requesting reimbursement to Hills for the AP Biology class. Central Region has declined payment. Copies of correspondence between Tom Knoll, SWTC personnel and Central Region personnel were presented to the Board. Rod Wrege requested the Board consider the information presented and direct him to either pay or to decline payment of the requested reimbursement to Hills-Beaver Creek Schools.

Motion by Doug Froke, second by Dick Orcutt, that we notify Tom Knoll that his bill for ITV is due and payable by November 15 and that SWTC not pay the \$6500.

Doug Froke withdrew his motion.

Motion by Dick Orcutt, second by Steve Kjorness, to deny the request from Hills-Beaver Creek for payment of \$6,500. Motion carried. Rod was directed to send a letter informing Tom Knoll of the SWTC Governance Board decision.

#### 5.5 Request to Purchase Help Desk Software

A request to purchase and implement a help desk software system was made and supportive documentation presented to the Board.

Motion by Steve Kjorness, second by Dick Orcutt, to purchase help desk software. Motion carried.

#### 6.0 Legislative/METC, E-Rate Report

Rod met with METC. FY00 TAG applications for the nonrecurring costs for new sites and pioneers have not been approved.

At this time we do not have commitment letters for e-rates for FY00.

#### 7.0 Miscellaneous

7.1 Next Governance Board Meeting is November 17, 1999, 12:45 P.M., at the Service Cooperatives in Marshall.

7.2 Next Superintendents Meeting will be determined at a later date.

8.0 Motion by Dick Orcutt, second by Rick Ellingworth, to adjourn the meeting. Meeting adjourned.

Respectfully submitted,  
Jerry Parker