

**Southwest Telecommunications Cooperative
Governance Board Meeting**

Tuesday, December 15, 1998 - 9:00 AM
SWTC, Hwy 71 North, Windom, MN

Minutes

Southwest Telecommunications Governance Board Members Present:

Orlyn Wiemers	Minneota
Steve Kjorness	Westbrook/Walnut Grove
Bruce Haug	SW/WC Service Cooperative
Jay Haugen	Sleepy Eye
Greg East	SV - RL - B
Rick Ellingworth	Redwood Area Schools
Joel Whitehurst	Cedar Mountain
Steve O'Connor	Marshall

Others Present:

Rod Wrege	SWTC Director
Jerry Parker	SWTC

- 1.0 Orlyn Wiemers called the meeting to order December 15, at 9:10 a.m., at SWTC, Highway 71 North, Windom.
- 2.0 No opening remarks.
- 3.0 The agenda was modified to include 9.1 Service Contracts. Motion made by Joel Whitehurst, second by Steve O'Connor, to approve the modified agenda. Motion carried.
- 4.0 Motion made by Greg East, second by Joel Whitehurst, to approve the minutes as presented. Motion carried.
- 5.0 Rod Wrege presented the FY99 Operating Budget & Claims of Account. Motion made by Greg East, second by Steve Kjorness, to approve the FY99 Operating Budget and Claims of Account as presented. Motion carried.
- 6.0 SWTC Administration
 - 6.1 Preliminary FY00 Operating Budget
Rod Wrege presented the preliminary FY00 Operating Budget. The FY00 preliminary budget projected a net income of \$11,007.
 - 6.2 SWTC Relocation Update and Recommendation

The SWTC total relocation expenses to date are \$52,054. Estimated remaining expenses are air conditioning system \$4,000 and last router upgrade 12,000. Total relocation costs are estimated at 68,054.

Motion by Rick Ellingworth, second by Greg East, to not charge the school districts for relocation expenses at this time, based on the current budget projections, and that Rod send a letter to the schools informing them that they will not be billed at this time.

6.3 Personnel Update and Recommendations

Rod presented an organizational change in which Forrest Fosheim would assume responsibilities for both the Video and Data network. This would eliminate the Data Network Coordinator position. A new position for a Video/Data technician would be created. Motion by Steve Kjorness, second by Greg East, to recommend that SWTC not replace the Data Network Coordinator and to change Forrest's job description to include responsibility for the operations of the data network and the video network, and that he be moved from level MA5, to 45MA7, as of 1/1/99. Motion carried. The Board recommended that after six months he be given a review. Motion by Greg East, second by Rick Ellingworth, to move Tim Hansen to level IV5, effective January 1, 1999, based on him moving to the northern area of our region and providing there are no pay equity issues. Motion carried. Rod was directed to look into the possibility of a pay equity issue. Rod was also asked to put together a new organizational chart to show these changes.

7.0 SWTC Operations

7.1 Network Operations Report

Rod reported that the video network is working well. Because the network is working well now, the scheduling software will not be updated until next summer. The data network will be connected to Means with a high speed connection. The hardware should be in place right after Christmas. This should improve our access speed to the network.

Rod explained Nortel Net Knowledge which is a network training program. Bay Network will provide all the hardware and the course work necessary for a training center. They would then train trainers. Each school would have a teacher or technology coordinator take the course work and go back to the school to teach students over a two year period to be network administrators.

7.2 Internet Server Status

The Internet servers are installed and in operation. The e-mail address requests, which we have received, are completed.

7.3 Curriculum Review Committee

Jerry Parker reported that the curriculum committee met and developed a Policy for Curriculum Review. This policy was distributed and will be incorporated into

the handbook.

7.4 Handbook Update and Recommendations

Jerry proposed several updates to the handbook, which were distributed to the board members for review and to vote on at later date. These updates included the policy for curriculum review, graduation standards, video taping, and forms for signature by parents and students.

7.5 1999-2000 Program Planning Report

Jerry reported on the progress of scheduling courses for the 1999-2000 school year. The principals met, December 2, and identified course offerings. The principals will meet again, January 19, with preliminary numbers and, February 10, to produce final numbers.

8.0 METC/Legislative Update/E-Rates

Rod is requesting TAG funds to convert the analog sites to digital and also increase the data bandwidth of each district to at least a T1 line. Also, he is requesting money to do a test project with desktop video conferencing.

Rod has canceled the open house with the area legislators because of lack of response. Elaine Harder was the only legislator who responded.

9.0 Other

9.1 Service Contracts for Next Year

Motion by Steve Kjorness, second by Jay Haugen, to approve the service contract with data network service and program support at \$2500, and video and data network service and program support at \$9,000. Motion carried.

10.0 Miscellaneous

10.1 Next Governance Board Meeting is scheduled for Tuesday, February 2, 10:00 to 12:00 at the Mediterranean Club in Tracy.

10.2 Next Superintendents Meeting will be held Wednesday, March 10, 1:00 PM, at the Service Cooperative in Marshall.

11.0 Meeting adjourned.

Respectfully submitted,
Jerry Parker, Program Support Specialist