

TIES
Technology and Information Educational Services
Executive Committee Meeting

April 20, 2016

Pursuant to due call and notice thereof, the regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:00 a.m. on Wednesday, April 20, 2016, in the Snelling Room, TIES 1667 Snelling Avenue North, Falcon Heights, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Mr. Mike Bash; Mr. Jim Burgett; Dr. Deb Henton (arrived 7:06 a.m.); Mr. Dan Hoverman; Mr. David Law (arrived at 7:08 a.m.); Dr. John Schultz (arrived at 7:17 a.m.); Mr. Jim Skelly; Ms. Sue Heidt, Coordinator Rep; and Dr. Mark Wolak, Executive Director. Also present were TIES Staff Members Shana Finnegan, Chief Operating Officer; Georgia Kedrowski, Chief Experience Officer; Rhonda Newton, Business Applications Manager; and Denise Sundstrom, Chief Financial Officer.

Mr. Mike Bash moved, seconded by Mr. Jim Skelly, approval of the agenda. The motion carried unanimously.

Mr. Dan Hoverman moved, seconded by Mr. Jim Burgett, approval of the consent agenda. The motion carried unanimously.

The consent agenda items approval included: the minutes of the March 16, 2016 regular monthly meeting, the Treasurer's List of Disbursements for the period ending March, 2016, categorized as follows:

Claim payments for March, 2016		
Check:	201677-201681	\$ 2,734.22
	205745-205964	3,854,578.62
E-payments:	80005923-80005991	51,516.20
Wire Transfers:	90000196-90000203	90,721.94
Totaling:		\$ 3,999,550.98
Payroll for March, 2016		
Direct Deposit:	42143-42357	
Totaling:		\$ 417,147.37
Receipts for March, 2016		
*Receipt:	11345-11376; 11379; 11386-11393	
Totaling:		\$ 2,280,397.34

*includes a gap in receipt numbers due to timing of processing receipts

The following new hires: Nancy Morrison, 1.0 FTE Client Services II, grade 4, effective April 11, 2016; Timothy Priest, 1.0 FTE ETL Developer, grade 7, effective March 28, 2016; Corey Tramm, 1.0 FTE Chief Technology Officer, grade 11, effective April 25, 2016. The following resignations: Kate Elhardt, .68 FTE Guest Services, effective April 29, 2016 and Brittany Tuohy, 1.0 FTE Software Developer, effective April 15, 2016.

Agenda Item 6.0: Coordinator Report: Ms. Sue Heidt reported on the April TIES Coordinator meeting where South St. Paul was the featured district and presented on their STEM program. Also, Dr. Mark Wolak spoke about TIES' plan to differentiate services and an update on the HR/Pay/Finance roadmap was given.

Agenda Item 7.0: 2016 Executive Committee Election Timeline and Election Groups: Dr. Mark Wolak discussed the TIES Executive Committee election timeline and presented two proposals for Executive Committee election groups. Mr. Jim Skelly moved, seconded by Mr. Jim Burgett approval of proposal #2. Proposal #2 represents balance across classifications and also offers more candidates in Category I. The motion carried unanimously.

Dr. Deb Henton, Mr. Dan Hoverman, and Mr. David Law volunteered to be on the Election Nominating Committee. Mr. Jim Skelly moved, seconded by Mr. Mike Bash approval of the Nominating Committee. The motion carried unanimously.

Agenda Item 8.0: Administrative Procedure for Member Districts Leaving TIES Products: Dr. Mark Wolak discussed with Executive Committee members the administrative procedure he is recommending when districts decide to leave TIES' software applications. Dr. Deb Henton moved, seconded by Mr. David Law. After discussion, it was recommended to amend the procedure by adding "this procedure will go into effect July 1, 2016." After more discussion, it was determined that administrative procedure should be a policy. Mr. David Law moved, seconded by Dr. John Schultz approval to withdraw amendment. The motion carried unanimously. Dr. Deb Henton moved, seconded by Dr. John Schultz approval to withdraw motion approving administration procedure. The motion carried unanimously. Mr. David Law moved, seconded by Dr. John Schultz approval of the Discontinuation of TIES Software Applications Policy, which will go into effect July 1, 2016. The motion carried unanimously.

Agenda Item 9.0: HR/Pay/Finance Review Process Update: Ms. Denise Sundstrom and Ms. Rhonda Newton presented an update on the HR/Pay/Finance review process. RFI's were sent to eight vendors and demos begin the week of April 25. A recommendation will be brought to the Executive Committee in July on whether to improve upon current system, partner with new vendor, or co-develop product with another nonprofit.

Agenda Item 10.0: Purpose and Process for Study of TIES Membership/Ownership: Dr. Mark Wolak shared with Executive Committee members a draft outline of TIES Study of Membership. The purpose of the membership study is to seek input from all owner/members regarding their unique views of membership in the TIES collaborative and to organize the input, ideas and suggestions into a format useful for decision-making by TIES Executive Committee and administration. This process will start now with final review and recommendation at the annual joint board meeting in November.

Agenda Item 10.0: Executive Director Report: Dr. Mark Wolak reported on his visits in districts which have been going well and that new Chief Technology Officer Corey Tramm will be starting next week.

Dr. Deb Henton moved, seconded by Mr. David Law, adjournment of the meeting at 8:53 a.m., the motion carried unanimously.

Respectfully Submitted,
Mr. Dan Luth, Chair