

TIES
Technology and Information Education Services
Executive Committee Meeting

July 15, 2015

Pursuant to due call and notice thereof, the organizational and regular monthly meeting of the Executive Committee of TIES, Technology and Information Educational Services, began at 7:04 a.m. on Wednesday, July 15, 2015, in the Snelling Room, TIES, 1667 Snelling Ave. N., St. Paul, Minnesota. The meeting was called to order by Mr. Dan Luth, Executive Committee Chair. Other members present included: Ms. Marci Anderson; Mr. Jim Burgett; Dr. Deb Henton; Mr. Dan Hoverman, Mr. Jim Skelly; Dr. John Schultz; Ms. Sue Heidt, Coordinator Representative and Dr. Mark Wolak, Executive Director. Also present were TIES Staff Member, Ms. Denise Sundstrom, Chief Financial Officer and Mr. David Law, Anoka Superintendent. Members absent: Mr. Mike Bash.

Ms. Marci Anderson moved; seconded by Mr. Dan Hoverman, approval of the organizational and regular meeting agenda, the motion carried unanimously.

The election of officers for 2015-16 was held.

- Ms. Marci Anderson nominated; seconded by Mr. Jim Skelly; Mr. Dan Luth, Board Representative, Burnsville/Eagan/Savage, for chairperson; Mr. Luth was elected.
- Mr. Jim Skelly nominated; seconded by Ms. Marci Anderson, Mr. Dan Hoverman, Superintendent Representative, Mounds View, for vice chairperson; Mr. Hoverman was elected.
- Mr. Jim Skelly nominated; seconded by Dr. John Schultz, Mr. Jim Burgett, Board representative, Osseo, for Clerk; Mr. Burgett was elected.
- Mr. Dan Luth nominated; seconded by Mr. Jim Skelly, Mr. Mike Bash Board Representative, Orono, for Treasurer; Mr. Bash was elected.

The 2015-16 officers are: Mr. Dan Luth, Chairperson; Mr. Dan Hoverman, Vice Chairperson; Mr. Jim Burgett, Clerk; and Mr. Mike Bash, Treasurer.

The organizational consent agenda items approved were:

- Compensation for Executive Committee members is a flat rate of \$4000 annually. Payment for the chair of the executive committee would be an additional \$1,200 for extra meetings attended while serving in the role.
- The US Bank Roseville and Venture Bank as the official depositories for TIES from July 15, 2015 to July 31, 2016.

- The following banking institutions or funds as sub-depositories designated for TIES' funds, for investment purposes only, from July 15, 2015 to July 31, 2016:

US Bank
Minnesota School Districts Liquid Asset Fund
Venture Bank

- The Chief Financial Officer or the Senior Accountant are authorized to make financial investments and electronic fund transfers; and

US Bank authorized to electronically transmit credit and debit entries initiated by TIES to US Bank for the direct deposit of employee payroll; and

The Chief Financial Officer or the Senior Accountant is authorized to approve pledged collateral prior to the Treasurer's signature and depositing for safekeeping.

- The following individuals authorized as the representatives of TIES to access safe deposit box: Denise A. Sundstrom or Kristen L. Kratz shall have authority to enter the safes and to make deposits therein or remove any part or all of the contents thereof, to rent safes and to executive leases thereof in the name of TIES, to amend or cancel the leases, to exchange or surrender the safes, and in all other respects to represent TIES.
- Clerk, authorized and directed to furnish the official depository, US Bank Roseville, with a copy of this motion, and the Treasurer, and the depository authorized to make the necessary arrangements for facsimile signatures for the Chairperson, the Clerk and the Treasurer, as the official check signers during fiscal 2015-16.
- The St. Paul Pioneer Press designated as the official publication for TIES during fiscal 2015-16.
- The Executive Director or the Chief Financial Officer are authorized to acquire such legal counsel services for TIES as necessary to meet the needs of the organization in 2015-16, and the 2015-16 hourly rate of service invoiced at a standard hourly rate basis for all attorneys in the firm.
- The Executive Director or the Chief Financial are authorized to sign contracts, which have been approved by the Executive Committee.
- The Executive Director or the Chief Financial Officer are authorized to sign Certified Copy of Resolutions (CCR), stating that TIES is authorized to borrow from a lending firm, that TIES is authorized to establish and maintain financing arrangements with the lending firm, and that TIES is authorized to sign the lending firm's legal documents.

Ms. Marci Anderson moved; seconded by Dr. John Schultz, approval of the regular consent agenda items, the motion carried unanimously.

The regular consent agenda items approved were: The consent agenda items approval included: the minutes of the June 17, 2015 regular monthly meeting, the Treasurer’s List of Disbursements for the period ending June 30, 2015, categorized as follows:

Claim payments for June, 2015		
Check:	201578-201581	\$ 1,970.00
	204041-204179	1,469,610.66
E-payments:	80005466-80005533	49,297.77
Wire Transfers:	90000109-90000118	88,092.16
Totaling:		\$ 1,608,970.59
Payroll for June, 2015		
Direct Deposit:	40163-40368	
Totaling:		\$ 457,158.61
Receipts for June, 2015		
Receipt:	10914-10952	
Totaling:		\$ 2,328,646.89

and elimination of the following positions effective June 17, 2015, Laura Beatson, 1.0 FTE Accounting Clerk, Lloyd Geving, 1.0 FTE Computer Operator, Ajaz Khan, 1.0 FTE Developer, Barbara Logan, .80 FTE Computer Operator, David Meados, 1.0 FTE Computer Operator, Daniel Rierson, 1.0 FTE Developer and Dianne Tourville, .80 FTE Electronic Publisher. The following change of assignments include: Mark Newstrand, .50 FTE (Phased Retirement Program), effective October 1, 2015 and Amanda Peterson, Guest Services Representative, increase .75 FTE to 1.0 FTE, effective July 1, 2015. The following resignations include: Gregory Utecht, casual part-time, data center-special project, effective July 17, 2015, Dawn Ballou, 1.0 FTE Executive Assistant effective July 31, 2015, Gerald Blanck, 1.0 FTE Software Architect, effective July 24, 2015 and Brian Dietz, Executive Committee Superintendent Representative Category III, effective July 1, 2015. The following new hires include: John Cavalieri, 1.0 FTE Senior Developer effective July 27, 2015 at a salary of \$120,000 (to be prorated), David Boeser, 1.0 FTE, Software Developer effective July 27, 2015 at a salary of \$75,000 (to be prorated) and Patrick Levy, Developer (intern), effective August 31 to December 31, 2015 at an hourly rate of \$20.00.

Agenda Item 7.0: Mr. Dan Hoverman moved; Dr. Deb Henton seconded; approval of the 2015-16 regular Executive Committee schedule as 7:00 a.m. on the third Wednesday of each month; the motion carried unanimously. Ad-Hoc Committees will be assigned at the August 19th meeting.

Agenda Item 8.0: Mr. Jim Burgett moved; Dr. John Schultz seconded; approval of the three Ad-Hoc Committee Groups: Governance, Finance & Facility and Personnel; the motion carried unanimously.

Agenda Item 9.0: Dr. Mark Wolak reported on the Strategic planning meetings held July 8-9, 2015 and also July 14-16, 2015.

Mr. Jim Skelly moved, seconded by Mr. Jim Burgett; adjournment of the meeting at 7:51 a.m., the motion carried unanimously.