



COA Executive Council Meeting Minutes

Date: 9/1/98

Location: AT&T Conference Call

In Attendance:

- Ginger Bailey
- Cheryl Carnevale
- Ivan Durbak
- Bryan Eaton
- Bob Lunden
- Scott May
- Tom Neiss
- Mike Pisa
- Rich Reeder
- Ron Sarnier
- Justin Sipher

Not In Attendance:

- Rick Coloccia
- Bob Hayden (has resigned his position at Canton)
- Curt King
- Ruedi Lienhard
- Natalie Sturr
- Kathy Voltz
- Jim Wolf

** Agenda Item #1

The minutes from the 07/20/98 Ex Council meeting were unanimously approved.

** Agenda Item #2

Communications Workgroup - Tom Neiss reported that he and Jim Wolf

had discussed a list of recommendations that would be sent to the other members of the workgroup (Rick Coloccia, Bob Lunden, Rich Reeder) for their workgroup's review and discussion. Jim has not yet been able to do this. Tom indicated that he will contact Jim to see what he can do to help get this list of recommendations emailed to the workgroup and that the workgroup would then complete their review and discussion. The list of recommendations will then be distributed to the Ex Council for review and discussion on our list and at our next meeting. NOTE - In an email to our list on 9/4 Tom forwarded the list of recommendations from the workgroup to the Ex Council.

**** Agenda Item #3**

Relationship with ALIS - Ginger Bailey has not yet been able to have any further discussion with Chris Haile regarding COA's participation in the development of a SUNY/Microsoft partnership agreement. Rich Reeder indicated that he has had discussion on this issue directly with Microsoft. He volunteered to contact Chris to discuss COA's role in this initiative and to then report on this initiative at our next meeting.

Relationship with SUBOA - Ginger Bailey has not yet been able to have any further discussion with Carl Carlucci (Current SUBOA Chair) regarding COA's participation with SUBOA on technology issues. Ginger will make this contact and report on this initiative at our next meeting.

Relationship with CUBS - Ginger Bailey has not yet been able to have any further discussion with Dave Powalyk regarding COA's participation with the Center on administrative software issues. Mike Pisa indicated that his information was that the project was on hold based on the concept that the student information systems component should be included with the business systems component. Ginger will contact Dave and report on this initiative at our next meeting.

**** Agenda Item #4**

Imaging Technology - Ginger Bailey had no new information to report.
Redefining Job Titles and Job Descriptions - Rich Reeder reported that he has begun work on this project and that he would have some preliminary information for us to review within the next month.

Technology Fees - Ivan Durbak reported that he has begun work on this project, that he would have a preliminary list of SUNY institutions and technology fees for our fall meeting and that he would have a comprehensive list of SUNY institutions and technology fees by the end of this calendar year.

Hardware/Software Inventory - Kathy Voltz was not able to attend this meeting and this item was therefore deferred to our next meeting.

Help Desk Support - Natalie Sturr was not able to attend this meeting and this item was therefore deferred to our next meeting.

Exchange Program - Jim Wolf was not able to attend this meeting and this item was therefore deferred to our next meeting.

**** Agenda Item #5**

Rethinking COA Workgroup - Justin Sipher reported that he had not yet been able to coordinate a meeting of this workgroup (Ginger Bailey, Bryan Eaton, Ruedi Lienhard, Bob Lunden, Scott May). Justin agreed to set up a conference call with this workgroup by the end of next week to begin discussions regarding whether or not COA needs to be reorganized to better serve the needs of COA and SUNY. He will report on these discussions at our next meeting.

**** Agenda Item #6**

ALIS Technology Architecture Group - Justin Sipher had no new information to report.

**** Agenda Item #7**

Letters to Campus Presidents - Ginger Bailey reported that she had not yet been able to compose and send these letters. One letter to thank campus Presidents for their campus' representation on the COA Executive Council and another letter to request their designations of campus administrative, academic and networking COA representatives. Bryan Eaton volunteered to help Ginger to get this done within the next few weeks.

**** Agenda Item #8**

SUBOA Workgroup on Taxpayer Relief Act - Ginger Bailey reported that this workgroup had not met since our last Ex Council meeting. Ginger indicated that the plan is to issue an RFP for a vendor to provide the services necessary to take student data from each campus, to merge this student data into one large file to send to the IRS and to create the necessary IRS forms to send to the taxpayers.

**** Agenda Item #9**

Fall Business Meeting (11/5 and 11/6 in Syracuse) - Justin Sipher reported that there will be a conference planning committee meeting on 9/15. Tom Neiss volunteered and sent a preliminary conference announcement to the COAACAD, COADMIN, COA-L and COAXLIST lists. We agreed

to request meeting times on the agenda for status reports by the ALIS Technology Architecture Group, ITEC and the Training Center on 11/5 and for the COA General Membership and the COA Standing Committees on 11/6. The COA General Membership and Standing Committees meetings would be 45 minutes each. Scott May volunteered to locate a person to provide a status report on the UCT (University Colleges of Technology) project for fall meeting.

Note - In an email to our list on 9/4 Scott confirmed that he was able to secure Tom Glaser (Morrisville - Chair of UCT Technology Committee) to make a presentation to COA on 11/6.

** Agenda Item #10

Spring STC Conference - Justin Sipher reported that the STC and CIT Planning Committees had jointly met to discuss how to best deal with these two conferences being held in the same week (STC in Syracuse from 6/7 to 6/9 and CIT in Utica from 6/9 to 6/11). The committees decided that there would be no joint registration, that vendor relationships would remain separate, that a joint speaker was a possibility and that a lower rate for attending the CIT if a person had already attended the STC was a possibility. Cheryl Carnevale volunteered to make contact to each of our Standing Committee Chairs (Jim Wolf - Academic, Rich Reeder - Administrative, Rick Coloccia - Networking) to request a list of topics for sessions at the spring conference with our goal being to have this list completed for review and final discussions at our upcoming fall meeting.

** Agenda Item #11

SUNY Library Initiative - Ruedi Lienhard and Natalie Sturr were not able to attend this meeting and this item was therefore deferred to our next meeting.

** New Business

With the resignation of Bob Hayden from his position at Canton we are in need of a representative on the Ex Council from the Colleges of Technology. Bob had been appointed to the Ex Council through 6/99 and his replacement would also be appointed to the Ex Council through 6/99. At that time an election would determine the person in this position to represent the Colleges of Technology for a full, two-year term. Scott May volunteered to seek a person willing to serve on the Ex Council in this capacity. Scott will inform the Ex Council of the person he has been able to identify as soon as possible.

** Next Meetings

We agreed that the following schedule of Ex Council meetings will use the AT&T conference call format as was used for this meeting.

- Tuesday 10/6 from 2:30 to 4:30
- Tuesday 11/3 from 2:30 to 4:30
- Tuesday 12/1 from 2:30 to 4:30

Tom Neiss has arranged for these conference call meetings that are being financially supported by ALIS.

** Preliminary Agenda for 10/6 Conference Call Meeting

1. Review and approval of the minutes of the 9/1 meeting.
2. Review and discussion of recommendations from Communications WorkGroup (Jim Wolf)
3. Updates on relationships with ALIS (Rich Reeder), SUBOA (Ginger Bailey) and CUBS (Ginger Bailey)
4. COA Project Initiatives
 - a. Imaging Technology (Ginger Bailey)
 - b. Refining Job Titles and Job Descriptions (Rich Reeder)
 - c. Technology Fees (Ivan Durbak)
 - d. Hardware/Software Inventory (Kathy Voltz)
 - e. Help Desk Support (Natalie Sturr)
 - f. Exchange Program (Jim Wolf)
5. Rethinking COA WorkGroup (Justin Sipher)
6. ALIS Technology Architecture Group (Justin Sipher, Tom Neiss)
7. Letters to the campus Presidents (Ginger Bailey, Bryan Eaton)
8. SUBOA Workgroup on Taxpayer Relief Act (Ginger Bailey)
9. Fall Business Meetings (Tom Neiss, Justin Sipher)
10. Spring STC Conference (Tom Neiss, Justin Sipher, Cheryl Carnevale)
11. SUNY Library Initiative (Ruedi Lienhard, Natalie Sturr)
12. Bob Hayden Replacement (Scott May) - DONE