



COA Executive Council Meeting Minutes

Date: 10/6/98

Location: AT&T Conference Call

In Attendance:

- Rick Coloccia
- Curt King
- Mike Pisa
- Justin Sipher
- Bruce Longo
- Scott May
- Bryan Eaton
- Ivan Durbak
- Ron Sarnier
- Ginger Bailey
- Tom Neiss
- Bob Lunden
- Cheryl Carnevale
- Natalie Sturr
- Ruedi Lienhard

Not In Attendance:

- Kathy Voltz
- Jim Wolf
- Rich Reeder

** Agenda Item #1

The minutes from the 09/01/98 Executive Council meeting were unanimously approved on the Executive Council list.

** Agenda Item #2

Communications Workgroup - Tom Neiss submitted a list of 15

recommendations from the workgroup and we discussed each recommendation. The following revised list of recommendations to improve communications were approved.

1. The campus president appointed members to COA would be put on the COA-L list.
2. The subcommittee lists and COAUNX-L would be consolidated onto one list (COA-L). Vendors would not be allowed to subscribe to COA-L.
3. The Computer Center Director list members would be added to the COA-L list.
4. COA-L will be maintained by the Assistant Chair of the Executive Council and the Secretary will be the co-owner.
5. COAXLIST will be maintained by the Chair of the Executive Council and the Secretary will be the co-owner.
6. COA Main Web content will be kept current by the Secretary with content changes being sent to the web maintainer.
7. COA may contract out, within SUNY, web maintenance if funds are available.
8. Web Page format would be reviewed for changes by the Communications Workgroup and brought to the Executive Council for approval.
9. Links to all authorized COA projects would appear on the COA web page, such as a link to the TAG groups web pages.
10. Administrative Systems would house all the lists.

**** Agenda Item #3**

Relationship with ALIS - Rich Reeder was not able to attend this meeting and this item was therefore deferred to our next meeting.

Relationship with SUBOA - Ginger Bailey reported that she has provided SUBOA with information on COA. We are now waiting for a response from SUBOA regarding our offer and willingness to assist SUBOA on technology issues.

Relationship with CUBS - Ginger Bailey reported that she has not yet been able to have any further discussion with Dave Powalyk regarding COA's participation with the Center on administrative software issues. Dave will be providing an update on CUBS at the Fall meeting during the Administrative Committee meeting on Friday 11/6 from 12:15 to 1:00.

**** Agenda Item #4**

Imaging Technology - Ginger Bailey had no new information to report.

Redefining Job Titles and Job Descriptions - Rich Reeder was not able to attend this meeting and this item was therefore deferred to our next meeting.

Technology Fees - Ivan Durbak reported that he is continuing his survey efforts with the business officers and that he would have a preliminary list of SUNY institutions and technology fees for our fall meeting. A suggestion was made to contact the campus-designated academic representatives for those campuses that had not responded.

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 has completed her initial survey and has posted the results on the COA web page. Natalie will conduct another survey before the spring STC in order to have update this information prior to the conference.

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). This workgroup will meet at the fall meeting on Thursday 11/5 from 1:00 to 3:00 to begin discussions.

**** Agenda Item #6**

ALIS Technology Architecture Group - Justin Sipher reported that ALIS had contracted with ITEC to provide the technology services necessary for the delivery of centralized services such as those defined in the CBT Systems and TopClass initiatives. ITEC is in the process of hiring staff to provide these new support services. The delivery of these centralized services will be delayed until such time that ITEC has the personnel resources in place.

**** Agenda Item #7**

Letters to Campus Presidents - Ginger Bailey reported that the letter regarding COA Executive Council participation and the letter requesting campus-designated representatives had been sent. Ginger also reported that she had already received 50 responses from campuses regarding campus-designated representatives and that she will track these

responses to attempt to gather this information from every campus.

**** Agenda Item #8**

SUBOA Workgroup on Taxpayer Relief Act - Ginger Bailey reported that this workgroup met at the end of September. Ginger indicated that a timetable had been established to issue an RFP and select 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. Ginger also indicated that campuses had been selected to provide the vendor with test data in early December and that a further timetable had been established for SUNY-wide campus participation after testing was completed.

**** Agenda Item #9**

Fall Business Meeting (11/5 and 11/6 in Syracuse) - Tom Neiss reported that the agenda for the fall meeting had been set, was posted to all COA lists and was posted on the COA web page. The Executive Council meeting at the fall meeting has been scheduled for Friday 11/6 from 7:00 to 8:30. We discussed what our participation would be in the Conference General Session and what our agenda items would be in the COA General Membership Meeting.

The following information will be finalized as an agenda item for our next meeting.

Conference General Session (8:30-10:00) - Ginger will briefly discuss the various projects that the Executive Council has initiated and will introduce Tom Glaser (Morrisville) to discuss the University Colleges of Technology (UCT) initiatives.

COA General Membership Meeting (10:15-11:30) - Ginger will introduce Executive Council representatives to the membership. Ginger will then introduce individuals who have assumed responsibility for Executive Council initiatives for a report on that initiative.

- Communications Workgroup - Ginger Bailey
- Redefining Job Title and Job Descriptions - Rich Reeder
- Technology Fees - Ivan Durbak
- Help Desk Support - Natalie Sturr
- SUNY Library Initiatives - Natalie Sturr - if not addressed by Chris Haile in the Conference General Session

**** Agenda Item #10**

Spring STC Conference - Tom Neiss reported that the STC Planning Committee was requesting input from COA regarding whether or not COA would like to organize some event like the video projector shootout from last year's conference. This will be an agenda item for our next meeting. Tom additionally reported that the committee is close to selecting a conference theme and a conference keynote speaker.

Cheryl Carnevale had 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. Cheryl was not able to attend this meeting and this item was therefore deferred to our next meeting.

**** Agenda Item #11**

SUNY Library Initiatives - Natalie Sturr reported that the SUNY Library Automation Migration (SLAM) project to provide a system-wide solution for LAIP and non-LAIP campuses for transitioning to a new library automation solution has established a mid-November timeframe for issuing an RFP and a May 1999 timeframe for selecting a vendor. This project is expected to be funded from LAIP, SUNY System Administration and State budget sources. Natalie also reported that the SLAM project has been merged into the SUNY Connect project. The SUNY Connect project has been established to provide access to system-wide information resources such as encyclopedias and searchable databases.

**** Agenda Item #12**

Executive Council Positions - Scott May and Bruce Longo have agreed and have been approved to respectively replace Bob Hayden and John Elliff as Executive Council representatives from the Colleges of Technology.

**** Agenda Item #13**

Executive Council Voting and Non-Voting Members - Bryan Eaton reported that based on our by-laws and email discussions on our list that "voting" members include all elected representatives, all chairs of standing committees and all systems administration representatives and that "non-voting" members include the treasurer and all liaisons from other organizations. This was approved.

**** Agenda Item #14**

Campus-Designated Representatives to COA - Bryan Eaton suggested that in our request to Presidents next year to update our list of campus-designated academic, administrative and networking representatives that we include a new category for a chief information officer or a functionally equivalent position. This was approved.

**** Agenda Item #15**

SUNY Connect - Bruce Longo was not able to remain in attendance at this meeting for discussion of this item and this item was therefore deferred to our next meeting.

**** Agenda Item #16**

Campus Videoconferencing - Bruce Longo was not able to remain in attendance at this meeting for discussion of this item and this item was therefore deferred to our next meeting.

**** Next Meetings**

The following is the schedule of upcoming Executive Council meetings.

- Tuesday 11/3 from 2:30 to 4:30 AT&T Conference Call
- Friday 11/6 from 7:00 to 8:30 Fall Meeting
- Tuesday 12/1 from 2:30 to 4:30 AT&T Conference Call

**** Preliminary Agenda for 11/3 Conference Call Meeting**

1. Review and approval of the minutes of the 10/6 meeting (to be done on the Executive Council list).
2. Fall Business Meeting (Ginger Bailey)
3. SUNY Connect (Bruce Longo)
4. Campus Videoconferencing (Bruce Longo)
5. Communications WorkGroup (Tom Neiss)
6. Organizational Relationship
 - a. ALIS (Rich Reeder)
 - b. SUBOA (Ginger Bailey)
 - c. CUBS (Ginger Bailey)
7. COA Project Initiatives
 - a. Refining Job Titles and Job Descriptions (Rich Reeder)
 - b. Technology Fees (Ivan Durbak)
 - c. Hardware/Software Inventory (Kathy Voltz)
 - d. Exchange Program (Jim Wolf)
8. Rethinking COA WorkGroup (Justin Sipher)

9. ALIS Technology Architecture Group (Justin Sipher, Tom Neiss)
10. Campus-Designated Representatives (Ginger Bailey)
11. SUBOA Workgroup on Taxpayer Relief Act (Ginger Bailey)
12. Spring STC Conference (Tom Neiss, Justin Sipher, Cheryl Carnevale)
13. SUNY Library Initiatives (Ruedi Lienhard, Natalie Sturr)