



COA Executive Council Meeting Minutes

Date: 11/03/98

Location: AT&T Conference Call

In Attendance:

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

Not In Attendance:

- Rick Coloccia
- Kathy Voltz
- Ivan Durbak
- Jim Wolf

** Agenda Item #1 - Minutes

The minutes from the 10/06/98 Executive Council meeting were approved on the Executive Council list.

** Agenda Item #2 - Fall Business Meeting

Ginger Bailey reviewed the following information to be presented at the

Fall meeting and set the Executive Council meeting for Friday morning from 8:00 to 8:30.

Conference General Session (Friday 8:30-10:00) - Tom Neiss indicated that COA, EdTOA and TOA would use the 8:30 to 9:15 time slot for updates by their respective chairs and that Systems Administration would use the 9:15 to 10:00 time slot for updates by various people. During the COA time slot Ginger will briefly discuss the projects that the Executive Council has initiated and will introduce Tom Glaser (Morrisville) to discuss the University Colleges of Technology (UCT) project.

COA General Membership Meeting (Friday 10:15-11:30) - Ginger will introduce Executive Council representatives and will then introduce individuals to report on Executive Council initiatives.

- Communications Workgroup - Ginger Bailey
- Technology Fees - Ivan Durbak
- Help Desk Support - Natalie Sturr

Bryan Eaton will discuss the Executive Council elections to be held at next Spring's meeting and will announce the vacancies to be filled.

** Agenda Item #3 - LAIP Fees

Bruce Longo asked how the campus LAIP fees being generated by the 40% reduction in LAIP fees were being used. Bruce indicated that he understood that the Office of Library Services (OLIS) had requested that campuses use these now unused LAIP funds to upgrade technologies in the library. This OLIS request does not include specific rules for expenditure of these funds at the institutional level. Therefore an institution is able to use these funds for any purpose which may or may not include upgrading technologies in the library. COA members should join with library personnel to define and recommend the expenditure of these funds to upgrade technologies in the library.

** Agenda Item #4 - Campus Videoconferencing

Bruce Longo asked if videoconferencing had been or could be used for Executive Council meetings. Tom Neiss indicated that we had used the SUNY videoconference network for past Executive Council meetings. Ginger Bailey indicated that participation at Executive Council meetings had improved since we began using a conference call format instead of a videoconference format. Other Executive Council members indicated that not having to travel to a SUNY videoconference site was much better as this allowed them to remain at their campus and simply block out the time necessary for the conference call.

** Agenda Item #5 - Communications Workgroup

Tom Neiss reported the following actions on the 10 recommendations from the workgroup.

1. DONE - The campus president appointed members to COA would be put on the COA-L list.
2. DONE - The Academic, Administrative and Networking Committee lists and COAUNX-L would be consolidated onto one list (COA-L). Vendors would not be allowed to subscribe to COA-L.
3. DONE - The Computer Center Director list members would be added to the COA-L list.
4. DONE - COA-L for use by all of COA will be maintained by the Assistant Chair of the Executive Council and the Secretary will be the co-owner. Justin Sipher will create a welcome message to be sent to new subscribers to the COA-L list.
5. DONE - COAEXEC-L for use by the COA Executive Council will be maintained by the Chair of the Executive Council and the Secretary will be the co-owner.
6. DONE and ONGOING - COA Main Web content will be kept current by the Secretary with content changes being sent to the web maintainer. Tom Neiss indicated that he will work to have the COA web pages migrated from their current site at Empire State to the ITEC at Buffalo State.
7. ONGOING - COA may contract out, within SUNY, web maintenance if funds are available.
8. ONGOING - Web Page format would be reviewed for changes by the Communications Workgroup and brought to the Executive Council for approval.
9. DONE - Links to all authorized COA projects would appear on the COA web page, such as a link to the Help Desk Survey web page.
10. DONE - Administrative Systems would house all the lists.

** Agenda Item #6 - Organizational Relationships

ALIS - Rich Reeder has had no further contact with Chris Haile regarding this issue and therefore has no further information regarding the potential SUNY Microsoft agreement. Tom Neiss indicated that ALIS would be distributing a survey to campuses at the Fall meeting regarding the potential SUNY Microsoft agreement.

SUBOA - Ginger Bailey has been informed that Chuck Goolden (Canton) has been appointed by SUBOA as liaison to COA and TOA. Ginger has informed Eric Backlund (Chair of TOA) of this. Ginger and Eric have been asked to present the purpose and activities of COA and TOA at an

upcoming SUBOA meeting. Ginger requested information on the history of COA and Ruedi Lienhard agreed to coordinate a workgroup to define the history and accomplishments of COA. Bryan Eaton will send all approved Executive Council meeting notes to Chuck Goolden.

Center for Unified Business Systems (CUBS) - Ginger Bailey reported that Dave Powalyk will be providing an update on CUBS at the Fall meeting during the Administrative Committee meeting on Friday from 12:15 to 1:00.

** Agenda Item #7 - Project Initiatives

Redefining Job Titles and Job Descriptions - Rich Reeder reported that he was collecting information on industry standards for job titles and job descriptions in the information technology area. Bryan Eaton and Bruce Longo agreed to work with Rich to determine if we could develop a new set of job titles and job descriptions that would be useful to all campuses.

Technology Fees - Ivan Durbak was not able to attend this meeting and this item was therefore deferred to our next meeting.

Hardware/Software Inventory - Kathy Voltz 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 #8 - COA Strategic Workgroup

Justin Sipher reported that this workgroup (Ginger Bailey, Bryan Eaton, Ruedi Lienhard, Bob Lunden, Scott May) will meet at the Fall meeting on Thursday from 1:00 to 3:00 to begin discussions on future directions and strategies for COA.

** Agenda Item #9 - ALIS Technology Architecture Group (TAG)

Justin Sipher reported that there was no new information on this project and that he would provide a copy of the draft TAG report to the Executive Council. TAG was charged with defining the technology infrastructure necessary for the delivery of centralized services such as those defined in the CBT Systems and TopClass initiatives to SUNY institutions.

** Agenda Item #10 - Campus Designated Representatives

Ginger Bailey reported that she had received responses from the majority of campuses and that only 9 campuses had not responded to her request for campus representatives to our Academic, Administrative and

Networking Committees. Ginger will attempt to gather this information from these remaining 9 campuses. The information received from all other campuses has been posted to the COA web site. Ginger will send COA-L a message describing the process and informing COA-L that this list of campus designated representatives is on the COA web site. (Ginger sent this message to COA-L on 11/4.)

**** Agenda Item #11 - SUBOA Workgroup on Taxpayer Relief Act**

Ginger Bailey reported that an update on the Taxpayer Relief Act would be provided at the Fall meeting during the Administrative Committee meeting on Friday from 12:15 to 1:00. Bob Lunden indicated that the bid had been awarded for selection of the 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 IRS forms to send to taxpayers. Bob also indicated that the contract with the vendor was now in the negotiation and approval processes.

**** Agenda Item #12 - Spring STC Conference**

Cheryl Carnevale reported that she had made contact to each of our Committee Chairs (Jim Wolf - Academic, Rich Reeder - Administrative, Rick Coloccia - Networking) and that each Committee would be generating a list of topics for sessions at the Spring STC at the Fall meeting.

**** Agenda Item #13 - SUNY Library Initiatives**

Ruedi Lienhard reported that the SUNY Connect project to provide access to system-wide information resources such as encyclopedias and searchable databases would be discussed at the Fall meeting during the Conference General Session by Systems Administration. The SUNY Library Automation Migration (SLAM) project has now been included as part of the SUNY Connect project and will be discussed during the same time at the Fall meeting.

**** Next Meetings**

The following is the schedule of upcoming Executive Council meetings.

- Tuesday 12/01 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 01/05 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 02/02 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 03/02 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 04/06 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 05/04 from 2:30 to 4:30 AT&T Conference Call

- Tuesday 06/01 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 07/06 from 2:30 to 4:30 AT&T Conference Call
- Tuesday 08/03 from 2:30 to 4:30 AT&T Conference Call

** Preliminary Agenda for 12/01 Conference Call Meeting

1. Approval of the minutes of the 11/03 meeting (to be done on the Executive Council list).
2. Communications Workgroup (Tom Neiss)
3. Organizational Relationships
 - a. ALIS (Rich Reeder)
 - b. SUBOA (Ginger Bailey)
 - c. CUBS (Ginger Bailey)
4. 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)
5. COA Strategic Workgroup (Justin Sipher)
6. Campus-Designated Representatives (Ginger Bailey)
7. SUBOA Workgroup on Taxpayer Relief Act (Ginger Bailey)
8. Spring STC Conference (Tom Neiss, Justin Sipher, Cheryl Carnevale)
9. SUNY Library Initiatives (Ruedi Lienhard, Natalie Sturr)
10. History of COA (Ruedi Lienhard)
11. New Business