



## COA Executive Council Meeting Minutes

Date: 02/02/99

Location: AT&T Conference Call

### In Attendance:

- Rick Coloccia
- Mike Pisa
- Justin Sipher
- Bruce Longo
- Bryan Eaton
- Ivan Durbak
- Ginger Bailey
- Rich Reeder
- Tom Neiss
- Bob Lunden
- Cheryl Carnevale
- Natalie Sturr
- Ruedi Lienhard

### Not In Attendance:

- Curt King
- Scott May
- Kathy Voltz
- Ron Sarner
- Jim Wolf

### \*\* Agenda Item #1 - Minutes

The minutes from the 01/05/99 Executive Council meeting were approved.

### \*\* Agenda Item #2 - Communications Workgroup

Tom Neiss reported that the COA web site has been moved to the ITEC (<http://www.coa.suny.edu>). Bryan Eaton will work through Betty Spencer at

the ITEC to coordinate new postings or changes to the site. Tom will follow up with Betty to make some minor changes so that all links work properly. When this is completed Ginger Bailey will email COA-L informing the list of the new COA web site URL. Bryan will then request that Curt King post a message on the old COA web site at Empire State to direct people to the new COA web site. On behalf of COA our thanks to Curt for all of his work in providing the location and the expertise to host our web site for the last few years.

#### \*\* Agenda Item #3 - Organizational Relationships

SUBOA - Ginger Bailey sent a follow up email message in mid-January to Chuck Goolden indicating our continued interest to work with SUBOA on project initiatives.

SUNY Business Systems (formerly College and University Business Systems -CUBS) - Dave Powalyk the SUNY Business Systems project coordinator participated in our meeting and updated the Executive Council on the project. He suggested that COA members refer to the SUNY Business Systems web site located at <http://www.sysadm.suny.edu/cubs/sbs.htm> for details.

#### \*\* Agenda Item #4 - Project Initiatives

Redefining Job Titles and Job Descriptions - Rich Reeder had nothing new to report on this initiative.

Technology Fees - Ivan Durbak reported that he expects to complete his survey and report within the next month. Ivan just learned of a report generated by Systems Administration that includes fees charged by all SUNY institutions and is working to obtain that report.

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 #5 - COA Strategic Workgroup

Justin Sipher reported that the workgroup held a conference call last week to review the discussions from the Fall meeting and to continue discussions on how a new "COA" organization may be structured to best support campus and system technology needs. Bryan Eaton reported that he received no responses from his inquiry on how other state-wide university systems are structured. The workgroup will continue to discuss

this issue and expects to have a summary document prepared for Executive Council discussion within the next few months.

**\*\* Agenda Item #6 - Campus Designated Representatives**

Ginger Bailey had nothing new to report.

**\*\* Agenda Item #7 - SUBOA Workgroup on Taxpayer Relief Act**

Ginger Bailey reported that this workgroup has not met recently and will again meet in April. The first mailing to students of IRS Form 1098 has been completed.

**\*\* Agenda Item #8 - Spring SUNY Technology Conference (STC)**

Justin Sipher reported that the STC Planning Committee will be meeting on February 3rd to continue with planning for the conference. The email messages sent by Ginger Bailey that listed possible session topics from our Academic, Administrative and Networking Committees have been included in the planning process. Ginger indicated that the committee should make decisions on these session topics as soon as possible so that people who volunteered to be involved in the sessions could be informed. Cheryl Carnevale will provide the Executive Council with this information as soon as these decisions have been reached.

**\*\* Agenda Item #9 - SUNY Library Initiatives**

There was nothing new to report on this initiative.

**\*\* Agenda Item #10 - History of COA**

There was nothing new to report on this initiative.

**\*\* Agenda Item #11 - Campus Networking Assessment**

Rick Coloccia reported that he is working on a web-based survey instrument to collect this information. Rick will review this survey with the Executive Council as soon as he has completed his development and expects to be able to report on the results of the survey at the Spring STC.

**\*\* New Business**

Digital Millennium Copyright Act (DMCA) - Tom Neiss reported that an email message had been sent today from System Administration with campus

recommendations for dealing with this issue. A single system-wide DMCA Agent was determined to not be a possibility and each SUNY campus should register their own DMCA Agent.

Conference Calls - Tom Neiss reported that the cost for the Executive Council conference call meetings that are being supported by System Administration was becoming quite high. Tom recommended that we make every attempt to limit our conference call meetings to one hour. We agreed to do this.

ALIS Technology Architecture Group (TAG) - Justin Sipher reported that this group had recently met and had provided to System Administration a brief report of findings and a proposal for developing a system-wide technology architecture to support system-wide initiatives such as CBT Systems and TopClass. The concept of the initiative was supported and the group will continue to meet to finalize a design and development strategy. Carey Hatch from ALIS is now coordinating the efforts of this group. Carey will be responsible for providing a recommendation to System Administration to form a university-wide group to move the implementation of this project forward.

## \*\* Next Meetings

The following is the schedule of upcoming Executive Council meetings.

- 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

To Access: Telephone 888-232-0361 Conference Code 814048

## \*\* Preliminary Agenda for 03/02 Conference Call Meeting

1. Approval of the minutes of the 02/02/99 meeting
2. Communications Workgroup (Tom Neiss)
3. Organizational Relationships
  - a. SUBOA (Ginger Bailey)
  - b. SUNY Business Systems (Dave Powalyk)
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. SUBOA Workgroup on Taxpayer Relief Act (Ginger Bailey)
7. Spring STC Conference (Tom Neiss, Justin Sipher, Cheryl Carnevale)
8. SUNY Library Initiatives (Ruedi Lienhard, Natalie Sturr)
9. History of COA (Ruedi Lienhard)
10. Campus Network Assessment (Rick Coloccia)
11. ALIS Technology Architecture Group (Justin Sipher)
12. New Business