



COA Executive Council Meeting Minutes

Date: 03/02/99

Location: AT&T Conference Call

In Attendance:

- Rick Coloccia
- Mike Pisa
- Justin Sipher
- Bruce Longo
- Bryan Eaton
- Ginger Bailey
- Tom Neiss
- Bob Lunden
- Cheryl Carnevale

Not In Attendance:

- Curt King
- Scott May
- Kathy Voltz
- Ivan Durbak
- Ron Sarnier
- Jim Wolf
- Rich Reeder
- Natalie Sturr
- Ruedi Lienhard

** Agenda Item #1 - Minutes

The minutes from the 02/02/99 Executive Council meeting were approved on the Executive Council list.

** Agenda Item #2 - Communications Workgroup

Tom Neiss raised issues relative to the use of the COA-L list regarding

who is allowed to subscribe, who is allowed to post messages and should job vacancy notices be posted to the list.

Bob Lunden will follow up with Mike Plowinske (System Administration) to determine how the COA-L list is currently set up and whether or not the COA-L list can be set up to allow only for subscriptions approved by the list owner and only for messages posted by list subscribers.

We discussed at length the question of should job vacancy notices be posted to the COA-L list. The issue will again be discussed at next month's Executive Council meeting.

** Agenda Item #3 - Organizational Relationships

SUBOA - Ginger Bailey reported that she may have the opportunity to present at the SUBOA 4/14-4/15 meeting. Her presentation would be about COA, about COA's relationships with other SUNY-wide organizations and about the projects that COA is currently involved with. Additionally Ginger would offer COA's assistance in collaboration with SUBOA on any technology-related issues that SUBOA may currently be addressing or may address in the future.

SUNY Business Systems - There was nothing new to report. This item will be removed from the agenda until such time that new developments warrant further discussion.

** Agenda Item #4 - Project Initiatives

Redefining Job Titles and Job Descriptions - Bruce Longo reported that he is working with Rich Reeder to provide organizational charts, job titles, job descriptions and job salaries for SUNY institutions in Western NY. Rich Reeder was not able to attend this meeting and a more complete discussion was therefore deferred to our next meeting.

Technology Fees - Ivan Durbak was not able to attend this meeting however did report via email that he is receiving a SUNY-wide report from JoAnn Fazioli (System Administration) that shows technology fees for each campus. Ivan will then summarize the report for review by the Executive Council and for publishing on the COA web site.

Hardware/Software Inventory - Kathy Voltz was not able to attend this Meeting. This item will be removed the agenda until such time that new developments warrant discussion.

Exchange Program - Jim Wolf was not able to attend this meeting. This item will be removed the agenda until such time that new developments warrant discussion.

**** Agenda Item #5 - COA Strategic Workgroup**

Ginger Bailey reported that she had prepared a draft "white paper" that had been distributed to the workgroup regarding a future direction for technology organizations within SUNY. The workgroup will complete their work on the draft "white paper" and will then distribute the document to the Executive Council for review and discussion.

**** Agenda Item #6 - SUBOA Workgroup on Taxpayer Relief Act**

Ginger Bailey had nothing new to report. This item will be removed from the agenda until such time that new developments warrant further discussion.

**** Agenda Item #7 - Spring SUNY Technology Conference (STC)**

Justin Sipher reported that the STC Planning Committee will be meeting on Friday March 5th to discuss conference issues. Cheryl Carnevale reported that she has been in contact with people identified as session coordinators to confirm their intent to develop and facilitate their sessions. She is hopeful that she will have all of this information for Friday's meeting.

Justin raised the issue of COA sponsorship for non-SUNY panelists who agree to participate in the conference. In general and for past conferences a person agreeing to be a keynote speaker has had expenses paid and a person (SUNY or non-SUNY) agreeing to participate at the session-level has not had expenses paid. We agreed that this same general policy should be followed for the upcoming conference.

Tom Neiss indicated that a COA General Membership meeting and COA Committee (Academic, Administrative, Networking) meetings needed to be scheduled in the conference agenda. Justin will follow up to have these included in the conference agenda.

**** Agenda Item #8 - SUNY Library Initiatives**

Natalie Sturr was not able to attend this meeting however did report the following via email.

The SUNY Library Automation Migration (SLAM) committee met last Friday, 2/26. The RFP is in the hands of the vendors. There was a bidders conference on Wednesday 2/23 with 12 vendors were represented: 9 are vendors in Library Management Systems and 3 are vendors of related equipment. Response to the RFP are due March 30 with an

announcement of vendor award in June. The first implementations could occur at the end of 1999 with the full roll-out taking 4-5 years.

The Library Automation Steering Group (LASG, parent of SLAM) and SLAM are beginning to work on implementation issues. By 3/17 SLAM is to have to LASG a list of criteria that will need to be met by host sites (that house the server(s) and network to several other libraries), stand-alone sites, and node-sites (most of the libraries). One document SLAM hopes to draft in conjunction with this and wants distribute by the end of March is a set of specifications for the hardware and networking that libraries will need. This will be shared with COA as well as the library community.

**** Agenda Item #9 - History of COA**

Ruedi Lienhard was unable to attend this meeting and this item was therefore deferred to our next meeting.

**** Agenda Item #10 - Campus Networking Assessment**

Rick Coloccia reported that he is working on a web-based survey instrument to collect this information. Rick expects to have a draft version for review and discussion by the Executive Council by the end of March.

**** Agenda Item #11 - ALIS Technology Architecture Group**

Tom Neiss suggested that this item should be on the agenda for the STC and that a session currently identified by Mark Reed (Binghamton) for directory services could possibly be merged with this discussion. Justin Sipher will follow up with Mark to determine what may work best at the conference.

**** New Business**

COA Executive Council Elections - Ginger Bailey raised the issue of whether or not we needed to schedule an Executive Council meeting at the STC. Bryan Eaton agreed to look at our by-laws and draft a timetable for the upcoming elections. The draft timetable follows.

Fall Meeting - Executive Council upcoming vacancies were communicated to COA membership and COA membership was solicited for nominations.

Mid-March - Secretary of Executive Council will request nominations from COA membership.

Mid-April - Nominations will be closed and slate of candidates will be completed.

Late-April - Voting ballots will be issued to campus-designated representatives on each COA Committee (Academic, Administrative, Networking). Representatives will receive ballots such that representatives will be voting only for the election relative to the type of SUNY institution which they represent. For example, Community College representatives will be voting only on the Community College election.

Mid-May - Voting will be completed and announced to COA Membership.

June Executive Council Meeting (06/01) - Executive Council officers will be elected.

June STC - New Executive Council and new Executive Council officers will be announced to COA membership.

** Next Meetings

The following is the schedule of upcoming Executive Council meetings.

- 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 04/06 Conference Call Meeting

1. Approval of the minutes of the 03/02/99 meeting (Done)
2. Communications Workgroup (Tom Neiss)
 - a. Use of COA-L
3. Organizational Relationships
 - a. SUBOA (Ginger Bailey)
4. COA Project Initiatives
 - a. Refining Job Titles and Job Descriptions (Rich Reeder)
 - b. Technology Fees (Ivan Durbak)
5. COA Strategic Workgroup (Justin Sipher)
6. Spring STC Conference (Tom Neiss, Justin Sipher, Cheryl Carnevale)
7. SUNY Library Initiatives (Ruedi Lienhard, Natalie Sturr)
8. History of COA (Ruedi Lienhard)
9. Campus Network Assessment (Rick Coloccia)
10. ALIS Technology Architecture Group (Justin Sipher)
11. New Business

a. Y2K Initiatives