



COA Executive Council Meeting Minutes

Date: 05/04/99

Location: AT&T Conference Call

In Attendance:

- Curt King
- Mike Pisa
- Justin Sipher
- Bruce Longo
- Scott May
- Bryan Eaton
- Ivan Durbak
- Ginger Bailey
- Rich Reeder
- Tom Neiss
- Bob Lunden
- Natalie Sturr

Not In Attendance:

- Rick Coloccia
- Kathy Voltz
- Ron Sarner
- Jim Wolf
- Cheryl Carnevale
- Ruedi Lienhard

** Agenda Item #1 - Minutes

The minutes from the 04/06/99 Executive Council meeting were approved on the Executive Council list.

** Agenda Item #2 - Communications Workgroup

Use of COA-L - We agreed to make COA-L a closed list. This means that

the owner of COA-L will receive notification when a person attempts to subscribe to COA-L. The owner will review the person's email address and either approve or disapprove the person's subscription based on the person's organization in order to maintain the integrity of the list. For example, a person from a SUNY institution will be approved for subscription and a person from a computer manufacturer will be disapproved for subscription. If the owner has a question on the approval or disapproval of a person the owner will ask the other members of the Executive Council for guidance. Bob Lunden will follow up to change COA-L to a closed list.

COA Web Site Maintenance - Bryan Eaton reported that he needs someone to assist in maintaining the COA Web Site. Tom Neiss volunteered to assume this responsibility. Tom requested the assistance of all Executive Council members to help him monitor the COA Web Site to insure current information. Tom also requested that current information, such as meeting minutes and campus-designated representatives, be provided for him to post to the web site.

** Agenda Item #3 - Organizational Relationships

SUBOA - Ginger Bailey reported on her presentation to SUBOA at their April 14th meeting. She indicated that informal discussions will continue regarding the attendance of a COA liaison at SUBOA meetings and regarding how COA may work with SUBOA on important SUNY technology issues. The "white paper" on a strategic direction for technology organizations within SUNY will be shared with SUBOA liaison Chuck Goolden.

** Agenda Item #4 - Project Initiatives

Redefining Job Titles and Job Descriptions - Rich Reeder reported that he will continue to work on refining the list of job titles. Bruce Longo will assist Rich with this project. Rich will also check with System Administration to clarify the process that must be followed to effect the changing of job titles and job descriptions.

Technology Fees - Ivan Durbak reported that this project has been completed for state operated campuses. We agreed to not attempt to complete this project for community colleges because of the greater number of issues and differences in how community colleges define and assess "fees" for technology.

SUNY Network Technology Plan - Bruce Longo reported that summarized comments from the Executive Council will be forwarded to Tom Neiss by the end of the week.

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

Ginger Bailey reported that the draft "white paper" on a strategic direction for technology organizations within SUNY has been completed. The "white paper" will be shared with Chris Haile, Chuck Goolden (SUBOA liaison to COA), Ivan Lisnitzer (SUBOA Chair), Eric Backlund (TOA Chair) and Bob Racette (EDTOA Chair) for their comments. We (COA Strategic Workgroup) hope to meet with officers of TOA and EDTOA at the upcoming STC. Ginger will follow up with the Chairs of both organizations to determine if we will be able to do this.

**** Agenda Item #6 - Spring SUNY Technology Conference (STC)**

Justin Sipher and Tom Neiss reported that current STC information is on the COA Web Site and that the STC Planning Committee is in the final stages of preparing for the conference.

**** Agenda Item #7 - SUNY Library Initiatives**

Natalie Sturr reported that the RFP for a new Library Management System is proceeding according to schedule and that a June announcement of the selected vendor is expected. Natalie also indicated that a preliminary set of PC specifications for a new Library Management System has been sent to COA lists.

**** Agenda Item #8 - History of COA**

Ruedi Lienhard was not able to attend this meeting and this item was deferred to our next meeting.

**** Agenda Item #9 - Campus Networking Assessment**

We agreed that Rick Coloccia should proceed with his web-based survey to determine the status a campus-based networks and should request all campus-designated networking representatives to respond to this survey.

**** Agenda Item #10 - ALIS Technology Architecture Group**

Justin Sipher and Tom Neiss reported that recommendations have been made to Vice Chancellor Dunn regarding an architecture to support SUNY-wide technology initiatives and services.

**** Agenda Item #11 - New Business**

Y2K Initiatives - A session including Tom Neiss (System Administration), Sue Chichester (Geneseo) and Bryan Eaton (Hudson Valley CC) will be held at the STC to discuss Y2K initiatives and issues.

Executive Council Elections - Bryan Eaton reported that nominations have been received for all positions with the exception of one representative position from the Colleges of Arts and Sciences. Bryan indicated that per our by-laws ballots will be distributed to campus-designated representatives within the next few days.

** Next Meetings

The following is the schedule of upcoming Executive Council meetings.

- 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 06/01 Conference Call Meeting

1. Approval of the minutes of the 05/04/99 meeting
2. Communications Workgroup (Tom Neiss)
3. Organizational Relationships
 - a. SUBOA (Ginger Bailey)
4. COA Project Initiatives
 - a. Refining Job Titles and Job Descriptions (Rich Reeder)
5. COA Strategic Workgroup (Ginger Bailey)
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