



COA Executive Council Meeting Minutes

Date: 07/06/99

Location: AT&T Conference Call

In Attendance:

- Justin Sipher
- Bryan Eaton
- Peter Asp
- Fran Garrido
- Ginger Bailey
- Rich Reeder
- Tom Neiss
- Bob Lunden
- Ruedi Lienhard

Not In Attendance:

- Rick Coloccia
- Mike Pisa
- Bruce Longo
- Scott May
- Ivan Durbak
- Jim Wolf
- Natalie Sturr

** Agenda Item #1 - Minutes

The minutes from the 06/01/99 Executive Council meeting were approved on the Executive Council list.

** Agenda Item #2 - Conference Call Costs (Ginger Bailey)

Ginger Bailey reported that ALIS has supported the costs of our conference call meetings and asked whether or not ALIS would continue to do this. Tom Neiss indicated that ALIS would continue to support these

costs and if this changed he would bring the issue back to the Executive Council.

**** Agenda Item #3 - Executive Council Vacancies (Ginger Bailey)**

Arts and Sciences - We have one vacant position. Executive Council members were asked to contact anyone who may be interested in serving in this position.

Academic Committee Chair - Jim Wolf has resigned his Academic Chair position because of his current workload at Binghamton. Justin Sipher agreed to serve in this capacity on an interim basis.

**** Agenda Item #4 - COA Award Program (Ginger Bailey)**

Ginger Bailey briefly described the idea forwarded to her by Joe Smith (HSC Syracuse) to develop an annual award program for COA members. The Executive Council agreed that this was an excellent idea and that this should be included in the discussions with other SUNY IT organizations on a strategic direction for IT organizations within SUNY.

**** Agenda Item #5 - Executive Council Meetings (Bryan Eaton)**

Bryan Eaton reported that a schedule for Executive Council meetings for the 99/00 academic year needed to be established. The Executive Council agreed that one hour conference call meetings on the first Tuesday of each month would again work well. The actual dates of these meetings are shown in the Next Meetings item of these minutes.

**** Agenda Item #6 - Communications Workgroup (Tom Neiss)**

Tom Neiss had nothing new to report.

**** Agenda Item #7 - Organizational Relationships**

SUBOA - Ginger Bailey reported that she would discuss with Chuck Golden, the SUBOA liaison to COA, the Strategic Workgroup initiative after our conference call meeting with TOA and EDTOA on 07/13.

**** Agenda Item #8 - COA Project Initiatives**

Refining Job Titles and Job Descriptions - Rich Reeder reported that he had emailed a draft of job titles, descriptions and compensation levels to

the Executive Council for review and comment.

**** Agenda Item #9 - COA Strategic Workgroup**

Ginger Bailey reported that she had spoken with Chris Haile at the STC regarding this initiative to discuss and rethink how SUNY IT organizations may better serve the university system. Ginger also reported that a conference call meeting with TOA and EDTOA had been scheduled for 07/13 and that a meeting with all SUNY IT organizations would be scheduled in August.

**** Agenda Item #10 - Spring STC Conference Review**

Justin Sipher reported that the STC Planning Committee would be meeting later in the summer and that he would be able to report on their assessment of this year's STC after that meeting.

**** Agenda Item #11 - SUNY Library Initiatives**

Ruedi Lienhard reported that the recommendation for award of the RFP for a new Library Management System has been slightly delayed and that the recommendation is now expected later this month.

**** Agenda Item #12 - History of COA**

Ruedi Lienhard had nothing new to report.

**** Agenda Item #13 - Campus Network Assessment**

Rick Coloccia was not able to attend this meeting but did report in an email to Ginger Bailey that a number of campuses had still not yet responded to the Campus Network Survey and that he would be sending an email reminder to campuses requesting that this be done as soon as possible. Tom Neiss indicated that this information was needed by ALIS to be included in a report to the Provost and that this report needed to be completed in the very short term.

**** Agenda Item #14 - ALIS Technology Architecture Group**

Justin Sipher had nothing new to report.

**** Agenda Item #15 - New Business**

Letters to New Members and Presidents - Ginger Bailey reported that she

would be sending welcoming letters to new Executive Council members and their Presidents and that she would also be sending letters to Presidents requesting an update to their campus-designated representatives for our Academic, Administrative and Networking Committees.

STC Track Coordinator - Peter Asp volunteered to serve in this capacity and to coordinate the development of COA Sessions at the STC. After the STC Planning Committee meeting later this summer we will discuss how to best organize our approach to this. Executive Council members serving on the STC Planning Committee include Ruedi Lienhard, Tom Neiss and Justin Sipher.

COA Newsletter Committee - The Executive Council agreed that the publishing of information on the COA Web Site is an effective substitute for the publishing of a COA Newsletter.

COA Elections Committee - The Executive Council agreed that the Secretary of the Executive Council would continue to coordinate the annual elections process.

Fall Business Meeting - Ginger Bailey requested that the Planning Committee provide time slots for an Executive Council meeting and a meeting of SUNY IT organizations to continue to discuss and rethink how SUNY IT organizations may better serve the University system.

SUNY Board of Trustee - Tom Neiss reported that a Board resolution on 06/22 requested that the Economic Development and Technology Committee of the Board report on interconnecting voice, video and data networks within the University system. This resolution additionally invoked a moratorium on the acquisition of transmission services for voice, video and data until this report can be completed and analyzed. ALIS has proactively responded to this resolution in the context of enterprise-wide systems through Vice Chancellor Dunn's office.

The following items were deferred for discussion at our next meeting:

- Update on UTC (Scott May)
- Formality of Current Committees (Ginger Bailey)
- Educational Technology Centers (Ginger Bailey)
- EDI Project (Ginger Bailey)
- E-Commerce Project (Ginger Bailey)

** Next Meetings

The following is the schedule of upcoming Executive Council meetings.

- 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
- Tuesday 09/07 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 10/05 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 11/02 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 12/07 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 01/04 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 02/01 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 03/07 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 04/04 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 05/02 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 06/06 from 2:30 to 3:30 AT&T Conference Call
- Tuesday 07/11 from 2:30 to 3:30 AT&T Conference Call

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

** Preliminary Agenda for 08/03 Conference Call Meeting

1. Approval of the minutes of the 07/06/99 meeting
2. Executive Council Arts and Sciences Vacancy (Bryan Eaton)
3. Communications Workgroup (Tom Neiss)
4. Organizational Relationships (Ginger Bailey)
5. COA Project Initiatives
 - a. Refining Job Titles and Job Descriptions (Rich Reeder)
6. COA Strategic Workgroup (Ginger Bailey)
 - a. Refining Job Titles and Job Descriptions (Rich Reeder)
7. COA Strategic Workgroup (Ginger Bailey)
 - a. Conference Call on 07/13 with TOA and EDTOA
 - b. Summer Meeting with All Involved Groups
8. SUNY Library Initiatives (Ruedi Lienhard, Natalie Sturr)
9. History of COA (Ruedi Lienhard)

10. Campus Network Assessment (Rick Coloccia)
11. Update on UTC (Scott May)
12. Formality of Current Committees (Ginger Bailey)
13. Educational Technology Centers (Ginger Bailey)
14. EDI Project (Ginger Bailey)
15. E-Commerce Project (Ginger Bailey)
16. New Business