



## COA Executive Council Meeting Minutes

Date: 8/3/99

Location: AT&T Conference Call

### In Attendance:

- Mike Pisa
- Justin Sipher
- Bruce Longo
- Bryan Eaton
- Fran Garrido
- Ginger Bailey
- Rich Reeder
- Tom Neiss
- Bob Lunden

### Not In Attendance:

- Rick Coloccia
- Scott May
- Peter Asp
- Ivan Durbak
- Natalie Sturr
- Ruedi Lienhard

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

The minutes from the 07/06/99 Executive Council meeting were approved on the Executive Council list.

### \*\* Agenda Item #2 - Executive Council Vacancies

Arts and Sciences - John Bradley from Plattsburgh was appointed to this representative position.

**\*\* Agenda Item #3 - Communications Workgroup**

Tom Neiss had nothing new to report.

Ginger Bailey reported that she had sent in July the letter to Presidents requesting the names of persons for campus-designated representatives including Academic, Administrative, Networking and as appropriate for each campus, Chief Information Officer. Ginger has already received responses from at least 10 campuses.

**\*\* Agenda Item #4 - Organizational Relationships**

SUBOA - Ginger Bailey reported that she had sent Chuck Goolden a copy of the COA Strategic Workgroup "white paper" for his review.

**\*\* Agenda Item #5 - COA Project Initiatives**

Refining Job Titles and Job Descriptions - Rich Reeder reported on the email message sent to the Executive Council regarding job titles and descriptions. Rich will again send the URL for a CAUSE/Effect article on this topic to the Executive Council. This item will be one of the primary agenda items for our next meeting.

**\*\* Agenda Item #6 - COA Strategic Workgroup**

Ginger Bailey reported that at the conference call on 07/13 all involved agreed to move forward on this initiative. A meeting with COA, EDTOA, TOA, FACT, ITEC, SICAS Center, SUNYLA and the Training Center will be held on 08/17 in Syracuse to hopefully finalize the draft "white paper" for creating a SUNY Information Technology organization.

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

Tom Neiss reported that the recommended vendor for award of the Library Management System RFP is to be presented to the Provost at a meeting on August 9th.

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

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

**\*\* Agenda Item #9 - Campus Network Assessment**

Rick Coloccia was unable to attend this meeting. He did however express his frustration prior to the meeting with the lack of response he is getting from campuses. Bruce Longo will contact Rick to discuss having Executive Council members make direct contact to campus-designated Network representatives in a further effort to collect this data. These efforts would hopefully move this project to closure for COA, ALIS and the Provost.

**\*\* Agenda Item #10 - Update on UTC**

This item was deferred to our next meeting.

**\*\* Agenda Item #11 - Formality of Current Committees**

This item was deferred to our next meeting.

**\*\* Agenda Item #12 - Educational Technology Centers**

This item was deferred to our next meeting.

**\*\* Agenda Item #13 - EDI Project**

This item was deferred to our next meeting.

**\*\* Agenda Item #14 - E-Commerce Project**

This item was deferred to our next meeting.

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

Fall Business Meeting - Justin Sipher reported that the Fall Business Meeting has tentatively been set for Thursday, November 4th. The meeting will be jointly coordinated with TOA. EDTOA most likely will not meet with us as they are trying to coordinate their meeting around the Syracuse University Teaching Tools Conference a week earlier. This conference conflicts with the EDUCAUSE conference which many COA people attend. COA is responsible for developing a schedule of events for the Fall Business Meeting and the assistance of another person is needed to do this. A volunteer from the COA general membership will be sought to assist in the development and coordination of the COA track for this meeting.

**\*\* Next Meetings**

The following is the schedule of upcoming Executive Council meetings.

- 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 09/07 Conference Call Meeting

1. Approval of the minutes of the 08/03/99 meeting
2. Communications Workgroup (Tom Neiss)
3. Organizational Relationships (Ginger Bailey)
4. COA Project Initiatives
  - a. Refining Job Titles and Job Descriptions (Rich Reeder)
5. COA Strategic Workgroup (Ginger Bailey)
6. SUNY Library Initiatives (Ruedi Lienhard, Natalie Sturr)
7. History of COA (Ruedi Lienhard)
8. Campus Network Assessment (Rick Coloccia)
9. Update on UTC (Scott May)
10. Formality of Current Committees (Ginger Bailey)
11. Educational Technology Centers (Ginger Bailey)
12. EDI Project (Ginger Bailey)
13. E-Commerce Project (Ginger Bailey)
14. New Business