



## **COA Executive Council Meeting Minutes**

Date: 03/05/02

Location: Conference Call

### **In attendance:**

Mark Reed  
John Bradley  
Rich Reeder  
Ivan Durbak  
Natalie Sturr  
Bob Lunden  
Deb Putnam  
Dan Sidebottom  
David Loring

### **Excused:**

Ed Beadel  
Brett Thompson  
Rick Coloccia  
Tom Neiss  
Gary Ris  
Tom Killian  
Frances Garrido

### **\*\* Agenda Item #1 – Minutes**

The minutes from the 02/05/02 Executive Council meeting were not available for approval.

### **\*\* Agenda Item #2 – Library Initiative**

The next seven campuses in the Syracuse cluster are working on loading and analyzing their data. The following was sent this week by the SUNY Office of Library and Information Services (OLIS) to SUNY library directors concerning campus networking:

<http://www.sunyconnect.suny.edu/sunynetserv.htm>

### **\*\* Agenda Item #3 – Bylaws Revision, letters to Presidents**

Ivan Durbak made a motion to approve the proposed changes to the bylaws. Dan Sidebottom seconded the motion. The proposed bylaws changes were unanimously approved by the Executive Board. Rick will make the appropriate notifications.

### **\*\* Agenda Item #4 – Treasurer's Report**

No report.

### **\*\* Agenda Item #5 – Spring STC**

Dan announced there are 22 confirmed COA sessions for the STC Conference. The [www.stc.suny.edu](http://www.stc.suny.edu) site has been updated with most of the conference information. The SUNY and CUNY chancellors have been invited and Chancellor King has accepted and will be attending. Keynote speakers and PD's are in place. The Platinum Sponsorship levels (\$7,500 – limited to 5) have all been taken. Conference plans are

proceeding very well.

**\*\* Agenda Item #6 – Networking Initiatives**

No report.

**\*\* Agenda Item #7 – FACT update**

No report.

**\*\* Agenda Item #8 – SUNY Council of CIO's**

The Executive Council met in February via teleconference. The Council will hold back-to-back sessions at the STC conference, with one open business meeting. Dick Miller has agreed to speak at this open meeting. Provost Salins has been invited to attend this session as well. The Software/Hardware Contracts Committee members have been working with MaryAnn Corsetti and Ron Brown. The Networking Committee is working on bringing Internet2 information and access to more campuses. The Policy Committee is reviewing materials from SUNY and other educational institutions and businesses to develop a SUNY policy template and best practices manual.

**\*\* Agenda Item #9 – Web Accessibility Compliance**

No report.

**\*\* Agenda Item #10 – New Business**

1- HIPAA. Ivan Durbak gave an update on a recent meeting in Albany where the HIPAA Insurance reforms were discussed. For more information about HIPAA, see <http://www.hcfa.gov/medicaid/hipaa/content/more.asp> . SUNY Legal is reviewing the official guidelines to determine if Student Health Centers will be required to comply. SUNY is working to set up a monthly process of surveying campuses regarding HIPAA compliance. The official guidelines will be published on March 31. The next major deadlines for compliance are October 2002 (transaction codesets), and April 2003 (testing and privacy).

2- Ginger Bailey's retirement. The Executive Board would like to recognize Ginger Bailey for her years of service to COA. Bob Lunden will contact SUNY/Albany to obtain her current contact information and invite her to the STC conference. If she attends, a presentation will be made at that time. Deb will contact Ruedi to see if there is a precedent on purchasing gifts of appreciation for service.

**Next Scheduled meetings, all via teleconference:**

Tuesday, April 2, 2002 , 9am

Tuesday, May 7, 2002 , 9am

***Please note telephone number to call: 1-888-285-4585***

***Access code – Tom Neiss 165568***

***Access code – all others 273898***

**Tentative Agenda for the April 2nd Meeting via conference call:**

- \*\* Agenda Item #1 – Minutes of February 5, 2002 and March 5, 2002
- \*\* Agenda Item #2 – Library Initiatives (Natalie)
- \*\* Agenda Item #3 – Treasurer’s Report (Ruedi)
- \*\* Agenda Item #4 – Spring STC (Dan)
- \*\* Agenda Item #5 – Networking Initiatives (Tom N.)
- \*\* Agenda Item #6 – FACT update (Ed)
- \*\* Agenda Item #7 – SUNY Council of CIO’s (Rich)
- \*\* Agenda Item #8 – Web Accessibility Compliance (Tom N.)
- \*\* Agenda Item #9 – HIPAA Update (Ivan)
- \*\* Agenda Item #10 – New Business