

COA Executive Council Meeting Minutes

Date: 11/05/02

Location: Conference Call

In attendance:

Frances Garrido
Deb Putnam
Tom Killian
John Bradley
David Loring
Bill Nichols
Tom Neiss

Excused:

Dan Sidebottom
Ruedi Lienhard
Todd Foreman
Rich Reeder
Bob Lunden
Monica Papagni
Bill Kramp
Mark Reed
Carol Bell
Natalie Sturr

**** Agenda Item #1 – Minutes**

The 10/01/02 Executive Council meeting minutes were approved.

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

Natalie sent the revised LMS/Aleph migration schedule, based on a standard 7 month timeframe for implementation, additional campuses at multi-campus server sites, staggered implementations, and flexible production dates.

**** Agenda Item #3 – Treasurer's Report**

Deb will email Ruedi again for a written report.

**** Agenda Item #4 – Spring STC**

The committee is meeting monthly, have scheduled 2 PD's, may use the Training Center reservations system, the Chancellor may attend the meeting. An update will be provided at the Wizard conference.

**** Agenda Item #5 – FACT update**

The chair of FACT is temporarily sidelined. The SCAP reports are processed and money is released as soon as approved. The earlier reporting date of September 1st allowed for plans to be formulated over the summer. Several presentations were made on FACT and CourseSpace.

Item #6 – SUNY Council of CIO's

The CIO group met at the NYSERNet conference. The COA Regional Forums were discussed; CIO's will encourage their staff to participate.

**** Agenda Item #7 – HIPAA Update**

HIPAA Flashes were received. Incidental disclosures are permitted as long as reasonable safeguards are in place. Specific individual privacy rights were listed.

**** Agenda Item #8 – Regional Conference Initiative**

The Western region conference was held, details were posted to COA-L. The Central and Downstate regional meetings were scheduled and notices sent. The North regional meeting has not been scheduled yet. A survey conducted at the Western meeting indicated the forum was helpful, provided valuable content and contacts, identified best practices, and should be repeated. The Training Center does not need to be involved. The forums will be held every semester. Topics suggested for the spring are Networking and Client Services.

**** Agenda Item #9 – COA Structure**

No report.

**** Agenda Item #10 – Authentication**

No report.

**** Agenda Item #11 – New Business**

- 1- The proposed bylaw changes were approved. System Administration was inadvertently omitted from the Doctoral Institutions category, the text will be corrected and distributed at the COA Fall Business meeting.
- 2- Agenda for General Business meeting on Thursday November 7: Bylaws change, regional forums, reports from the academic, networking, and administrative coordinators, update on the STC, Wizard, and issues from the floor.
- 3- Fran Garrido is retiring at the end of December; a new secretary needs to be selected.

Next Scheduled meetings, all via Teleconference:

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

Participant Access Code - 273898

Host Access Code (Tom Neiss only) - 165568

Tuesday, December 3, 2002	9 am
Tuesday, January 7, 2003	9 am
Tuesday, February 4, 2003	9 am
Tuesday, March 4, 2003	9 am
Tuesday, April 1, 2003	9 am
Tuesday, May 6, 2003	9 am
Tuesday, June 3, 2003	9 am

Tentative Agenda for the December 3rd Meeting, via Teleconference:

**** Agenda Item #1 – Minutes of the November 5, 2002 meeting**

**** Agenda Item #2 – Library Initiatives (Natalie)**

**** Agenda Item #3 – Treasurer’s Report (Ruedi)**

**** Agenda Item #4 – STC 2003 (Dan)**

**** Agenda Item #5 – FACT update (Tom N.)**

**** Agenda Item #6 – SUNY Council of CIO’s (Rich)**

**** Agenda Item #7 – HIPAA Update (Bill N.)**

- ** Agenda Item #8 – Regional Conference Initiative (Deb)
- ** Agenda Item #9 – COA structure (Dan)
- ** Agenda Item #10 – Authentication (Bob L.)
- ** Agenda Item #11 – Fall Business Meeting (Deb)
- ** Agenda Item #12 – New Business