

COA Executive Counsel Meeting Minutes

Date: September 20, 2004, 11:00 a.m.

Location: Conference Call

In attendance: Monica Papagni Bill Kramp Reudi Lienhard Doug Kahn Joshua Peluso Bill Nichols Sue Chichester Deb Putnam Justin Sipher Judi Businski	Excused: David Loring John Bradley Carol Bell Bill Myers Mike Pisa Rich Reeder Jon Lewitt Reudi Lienhard Dave Powalyk Todd Foreman Natalie Sturr Carey Hatch Mark Reed Tom Killian Wendi Ackerman Dan Sidebottom David Loring John Petkash Elias Eldayrie
---	---

**** Agenda Item #1 – Minutes of the August 3, 2004 meeting**

Approved.

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

No Report.

**** Agenda Item #3 – STC 2005 (Doug)**

Josh agreed to work with Doug and will do the session coordination this year. They are meeting in Syracuse, Oct. 1 to discuss STC 2005 and 2006. Feedback on the venue was that people were largely happy with Hudson Valley. Doug would like comments from COA about changing the venue. Discussion ensued about the venue, including: Hudson Valley is really nice for golfers but not everybody is golfer. It would be nice to see something different and do something different. It is a long drive for a lot of people. Some people have had problems with accommodations over the years. They are trying to find a compromise to find a central location. If STC moves around, we're "equal opportunity impactors". Golf helps bring additional vendors and may have improved the attendance. Afternoon off for networking is important. The issue is what other activities might be considered if in area, if golf was not manageable. Change in venue gives some other networking activities which might be fresher. Looking at 2006 because of lead time needed at hotels. Would like to lock in for a two to three year commitment for each location. They get better packages and it helps to work out wrinkles.

Doug summarized that COA would like feasibility of moving the venue for 2006 and would bring that to the meeting on October 1. Suggestions for looking at other venues include Cooperstown, The Prime in Saratoga.

Ideas regarding the programs at STC included: Talking about direction of COA. More sessions geared to some of technical staff. We have not maxed out the room space at Hudson Valley so adding sessions is possible. We could open up one or two tracks of technical discussions. Have some discussion with Training Center and maybe vendor presentations.

Please contact to Dan, Rudy, Doug or Josh if you have any suggestions or concerns for the conference.

**** Agenda Item #4 – SUNY Council of CIO's (Justin)**

****Authentication**

Chris Haile, Vice-Chair (and chair-elect) is taking the coordination role in efforts to work with System Admin about strategic planning. They have solicited a small working group to work with Dave Demarco to develop ideas for working towards a SUNY IT master plan. One of challenges is defining what aspects are best done at system level and what are best done at the campus level. This will stretch over several years' time.

By the fall meeting, they will have a report from Ted Phelps as who has been working with him regarding security issues. He has engaged some people from campuses to work with him on defining some benchmarks. Also, they are trying to get COA subscribed to CSCIC advisories.

**** Agenda Item #5 – Regional Conference Initiative (Deb)**

Discussion has been occurring through the listserv about increasing the amount of funding support that COA will provide to sponsor the RCIs and what that amount should be. Discussion has included \$200 to \$500. Guidelines should state "up to" the amount. This money could be used for lunch, a gift, etc. COA has a large balance, if spend \$2000 total, a year, it might engage some other schools to come. People have done a great job and it will continue especially if increase money available. Agreed to adjust to UP TO \$500. (Moved by Monica, seconded by Deb Putnam.)

Also, working with the Training Center to try and bring in some experts in the area.

Deb will send out reminders to campuses that it's time to start thinking about RCIs and will include this information and Bill will put a form on the COA website.

**** Agenda Item #6 – Systems/ALIS/Fact Update (Dave/Judi/Carey)**

Judi – FACT will be involved in the TLT meeting this year working with the Training Center. They needed some additional support for TLT planning since Peter Shea left.

The FACT committee meeting tomorrow (Sept 21) in Albany so will have more information by next COA Exec meeting.

**** Agenda Item #7 – Old Business**

Mission objectives and Strategies – Doug will be touching base with volunteers in the subgroup this month. Justin and Doug have spoken to talk about the alignment of the two groups. There is shared time for the two groups at the Wizard for discussion.

We should see details about the Wizard coming from the TC. They've asked for COA to help subsidize it again this year.

Would be appropriate to have someone from COA Exec being involved in the planning as we go long term for the Wizard. Doug will be looking for someone who might be interested in this.

Budget Surplus – looked at bolstering regional forums. Member scholarships to attend STC and coordination with TC to provide additional funded speakers at forums, STC, campus events. Doug will continue discussion with Margaret at TC to see what they recommend to group.

Discussion ensued about fund balance and where the money comes from. We may have to consider what to do if fund balance reduces. We have to maintain a minimal reserve. We get money from the conference.

**** Agenda Item #8 – New Business**

No new business.

Tentative Agenda for the October 5, 2004:

- ** Agenda Item #1 – Minutes of the September 20, 2004 meetings
- ** Agenda Item #2 – Library Initiatives (Natalie)
- ** Agenda Item #3 – STC 2004 (Doug)
- ** Agenda Item #4 – SUNY Council of CIO's (Justin)
 - ** Authentication
- ** Agenda Item #5 – Regional Conference Initiative (Deb)
 - ** Board attendance at Forums
- ** Agenda Item #6 – Systems/ALIS/FACT Update (Dave/Judy/Carey)
- ** Agenda Item #7 – Old Business
- ** Agenda Item #8 – New Business
 - ** COA Mission Statement, Objectives and Strategies for the 2004-2005 year (Doug)
 - ** Alignment of COA Mission to Council of CIO Mission (Doug)
 - ** Budget Surplus Plan (Doug)

The conference call number: 1-888-247-1961, participant code 14575.

Dial *0 for operator assistance, 61# to mute your individual line, 60# to unmute your individual line.

Next Scheduled meeting, via Teleconference:

- 1. November 2, 2004**