

These are the minutes* of the EdTOA Executive Committee meeting held on Thursday, December 17, 1998 via the SUNY-Buffalo phone bridge at 716-645-2000.

*These minutes are subject to approval at the next Executive Committee meeting....

EdTOA Executive Committee Meeting
Conference Call
Thursday, December 17, 1998

In "attendance":

Bob Racette - Chair
Larry Scott - Chair Elect/Western Region Rep
Jim Carroll - Past Chair
Paul Andruczyk - Secretary/Treasurer
Mike Neuner - Central Region Rep
Peter Houghton - Northeast Region Rep
Rob Fornshell - Southeast Region Rep
Dave Poplawski - NYN/SUNYSAT

Meeting called to order by Chair Racette at 2:35 PM when a quorum was on the line.

AGENDA ITEMS:

1)MINUTES of the EdTOA Executive Committee Meeting of 9/25/98 were approved.
(CARROLL/NEUNER)

2)TREASURER'S REPORT

The EdTOA treasury has a current balance of \$5,648.76. Paul shared a financial update from the 1998 SUNY TECHNOLOGY CONFERENCE. After deductions for expenses at the 1998 Fall Business meeting we should be receiving a check somewhere in the \$1,700.00 range-our share of the 1998 Conference proceeds. This would put our treasury at the \$7,348 level. Motion to accept the report approved.
(CARROLL/NEUNER)

3)NYN/SUNYSAT (DAVE POPLAWSKI)

- Peter Houghton was pleased to report that the FIRST SUNY DIGITAL RECEIVER was installed at Schenectady County CC on 12/16/98. He had a picture of it up on the EdTOA web page for all to see.

Dave Poplawski then reported that the process is underway as the first batch of receivers has arrived and folks should be getting calls from Ted Were of Great Lakes Communication to install and check dish alignment. All will receive a new LNB along with the receiver.

- The hope is for a total SUNY conversion by the end of January. NYN/SUNYSAT will NOT go FULL DIGITAL until ALL campuses have digital receivers.

4)1999 STC

- Peter reported that Wayne Hunter (Conference Sessions Coordinator) has received

EdTOA's preliminary track activities. We can now begin to lock presenters in for the dates in June.

- Jim Carroll will be involved in preparing for the FACT Conference that dovetails our conference this year. He will need someone to introduce the Grants Writing individual from Utica-Rome at the Conference. Paul agreed to take care of the matter.

5)OLD BUSINESS

- As Peter Houghton reported via e-mail during the Fall Semester Conti Pollock is retiring as Media Coordinator at Schenectady CCC effective the end of the year. A motion was made to invite Conti to the 1999 STC. EdTOA will cover her registration fees (\$90.00) and any other expenses with the exception of lodging and transportation. Motion approved. (HOUGHTON/ANDRUCZYK)

Peter will extend a formal invitation to Conti as soon as possible.

6)NEW BUSINESS

A.

- Bob Racette updated the Committee about Chris Haile's request to utilize EdTOA's expertise in the State-wide development of multi-media classrooms.
- Campuses are asking ALIS for help in several ways:
 - a. No rooms-how do we get started?
 - b. Have a room or two-want to upgrade.
- Need to look at how to cover expenses for those in EdTOA who would give of their time to visit campuses asking for assistance.
- Use the SUNY Desk Top Videoconferencing system.
- Set up "regional" teams to visit sites?
- ITEC-> step up a "model" room in Syracuse?
- Bob, Chris and Sharon Gallagher(ITEC) will get together to set up a meeting in the Albany area in January 1999 to discuss the idea.
- EdTOA will invite members of the Multi-media Classroom Sub Committee.
- Technical crossover suggests we need to involve folks from COA and TOA.

B.

- The chair strongly suggests we begin now to look for next year's candidates for regional reps and/or officers.
- It would save time at the Business meeting in June.
- Paul will e-mail EdTOA folks via e-mail as we get into the 1999 calendar year.
- There is a need for "new blood" as well as a commitment to join our many sub committees.

C.

- We need to get back to Bob Knipe at Genesee CC with regard to supporting his Distance Learning workshop for instructors and techies.
- Bob Racette will contact Bob Knipe ASAP.

Motion to adjourn the first Executive Committee meeting held via telecommunications was adjourned by mutual consent at 3:42 PM.

1/19/99