

These are the minutes* of the EdTOA Executive Committee meeting held via a conference call on Thursday, February 18, 1999.

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

EdTOA Executive Committee Meeting
Conference Call
Thursday, February 18, 1999

In attendance:

Bob Racette - Chair
Larry Scott - Chair Elect/Western Rep
Jim Carroll - Past Chair
Paul Andruczyk - Secretary
John Birks - Western Rep
Peter Houghton - Northeast Rep
Emily Trapp - Southeast Rep
Roy Saplin - NYN/SUNYSAT

Meeting "called" to order by Chair Racette at 2:06 PM.

AGENDA ITEMS:

1)MINUTES of the EdTOA Executive Committee Meeting of 1/22/99 were approved. (HOUGHTON/SCOTT)

2)TREASURER'S REPORT

The EdTOA treasury has a current balance of \$4,828.39. The only outstanding invoice is for the flowers the EC agreed to send Conti Pollock in honor of her retirement. Bob will forward Paul the invoice for \$45.69 ASAP. Motion to accept the report approved. (RACETTE/HOUGHTON)
Discussion was held regarding the STC Planning Committee suggestion of withholding a certain percentage of conference "proceeds" for the next STC. The EC decided to wait until Bob hears from STC treasurer Ruedi Lienhard on the specifics of this suggestion.

3)SUB-COMMITTEE REPORTS

3.1 Web Page (PETER HOUGHTON)

- Since our last meeting Java Script has been added to the EdTOA Website.

3.2 Distance Learning (BOB BABCOCK/JOHN BIRKS)

- John reported he has tried to contact Bob via e-mail but has not received a response to date.

- Erie CC is into DL with the advent of a 2-way

video/audio room as part of Project CONNECT. They also continue to do a lot of video-based telecourses.

- Larry added that SUNY Buffalo also has a 2-way room with a Cisco Server being administered by Peter Jorgensen and Lisa Stevens.

- The EC agreed to define DL as any "distance" learning activity be it 2-way video/audio over phone lines/satellite/cable, etc.

3.3 Multi-Media Classrooms (LARRY SCOTT/EMILY TRAPP)

- Emily contacted Larry Poole at Old Westbury. Larry visited Gary VanSise at Stony Brook.

- Jeff Adams at Finger Lakes CC has made his website available for all to use as a reference:

[HTTP://HOME.EPIX.NET/~ADAMSJA/HITECHCR.HTM](http://HOME.EPIX.NET/~ADAMSJA/HITECHCR.HTM)

Contact Jeff if you have related info on "hi-tech" rooms to share with others.

- Old Westbury wants to visit other sites with a "smart room" set up and within a 2-3 hour drive if possible.

Consensus is that they(Old Westbury) may have to do some traveling.

4)NEW BUSINESS

4.1 EdTOA Recognition Plaque

- Call for nominations for 1998-99 is officially being made as of today. Peter would like nominations forwarded to him by the 3/18 EC meeting so the EC can take action.

- Previous nominees/honorees have included:

LENORE FOSTER BILL SNYDER STEVE
PERTA

PETER HOUGHTON PAUL ANDRUCZYK JEFF
DONAHUE

GRANT VAN PATTEN ROY SAPLIN JOE
SMITH

JEFF ADAMS VINCE MINNELLA

- Peter/Paul nominated CONTI POLLOCK for the award.

4.2 Recruitment of officers/regional reps

- Emily Trapp reported that Peggy Noll(DUTCHESS) has expressed interest in being a rep.

- Bob reported that he hopes to have a positive response soon from Jeff Adams(FINGER LAKES CC) and Jeff Elliott(COLUMBIA-GREENE) in being reps. He also indicated that Dave Geasey (ONEONTA) has expressed interest in the Chair-elect spot.

- With Jim Carroll completing his cycle(Chair-elect/Chair/Past-chair) we may be able to convince him to maintain his working relationship with the EC by thinking about becoming a Central region rep.
- We need to follow up on all these excellent EdTOA members who have expressed their willingness to work on the Executive Committee in 1999-2000.

5)NYN/SUNYSAT UPDATE (ROY SAPLIN)

- Roy advised the EC he is now the Director of Administration and Broadcast Services at the NYN but would prefer us to refer to him via the acronym DODO...Director of Distance Operations!
- Digital receiver installation is in full swing. About 50-55 % of SUNY campuses have received units.
- NY City area will most likely be the last to see units according to contractor installation schedule.
- An RFP for a replacement for SPACENET 3 as the NYN's home is going out. There is a need to move quickly as S-3 is "going" faster than originally anticipated. NYN hopes to relocate before the end of the summer.

6)1999 STC

- Pete/Bob reported that our track sessions continue to fall into place with just some minor fine tuning needed.

Topics remain as follows:

Birds of a Feather	Photo Software
Business Meeting	Marketing a Media Center
Digital Camera Overview	Reorganization(When Ed Tech/Computer Centers Merge)
Grant Writing	Multi-Media Classroom Architecture

- Keynote speaker PETER BERGMAN'S theme will center around the 1,000 ways to survive the Millennium and the Y2K crisis.
- PD sessions will allow for a choice:

A. The Myers-Briggs Type Indicator: A Tool for Developing Productive Working Relationships

or

B. Goal Setting: A Principled/Centered Focus and the Seven Habits of Highly Effective People

- Any suggestions for vendors, ESPECIALLY THOSE DEALING IN DIGITAL CAMERAS can be sent to:

PAUL ANDRUCZYK (ANDRUCPA@BUFFALOSTATE.EDU)

or

PETER HOUGHTON (HOUGHTPJ@GW.SUNYSCCC.EDU)

or

BOB RACETTE (RACETROB@HVCC.EDU)

....and MUST include:

COMPANY NAME/MAILING ADDRESS/PHONE NUMBER and MOST importantly, the name of a CONTACT person.

7)OLD BUSINESS

- Peter still awaits any/all suggestions for this year's STC "souvenir" for duly registered EdTOA attendees. Last year's cap with logo was well received. Some ideas included a key chain, shirt, visor....

8)NEW BUSINESS

- Question was raised about quality of printing items off the EdTOA webpage. Peter suggested changing the "system colors" prior to printing.

- NEXT MEETING(S):

Phone Bridge - THURSDAY/MARCH 18th 2:30 PM

On Site - NEW PALTZ - Emily will look into an APRIL 16th meeting

Motion to adjourn meeting at 3:56 PM. (ANDRUCZYK/SCOTT)

3/11/99