

These are the minutes of the EdTOA Annual Business Meeting held on Monday June 5, 2000 as part of the 2000 SUNY Technology Conference at the Holiday Inn Hotel in Liverpool, NY. They are subject to approval at the next EdTOA Business Meeting.

Paul Andruczyk-Secretary/Treasurer

EdTOA Annual Business Meeting  
Holiday Inn Hotel-Liverpool, NY  
Monday, June 5, 2000

In attendance:

|                                   |                             |
|-----------------------------------|-----------------------------|
| Jeff Adams (Finger Lakes)         | Peggy Noll (Dutchess)       |
| Paul Andruczyk (Buffalo State)    | Steve Perta (Utica/Rome)    |
| John Birks (Erie)                 | Colin Plaister (fredonia)   |
| Alex Boguslav (Orange)            | Bob Racette (Hudson Valley) |
| Shawn Brislin (Delhi)             | Ron Rosenblum (delhi)       |
| Linda Bogden-Stubbs (Upstate Med) | Roy Saplin (NYN)            |
| Hailey Dick (Cortland)            | Chris Sauciunac (Buffalo)   |
| Rob Fornshell (FIT)               | Ted Schmidt (Buffalo State) |
| David Geasey (Oneonta)            | Larry Scott (Buffalo)       |
| Mark Hine Jr. (Oneonta)           | Jay Simpson (Dutchess)      |
| Peter Houghton (Schenectady)      | Joe Smith (Upstate Medical) |
| Ross Jacobs (ESF)                 | Bill Synder (NYN)           |
| Chris Leckinger (Geneseo)         | Diane Strauss (New Paltz)   |
| Bill Meyers (Geneseo)             | Emily Trapp (New Paltz)     |
| Mike Neuner (Onondaga)            | Steve Weider (Monroe)       |

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Meeting called to order by Chair Scott at 2:05 P.M.

AGENDA ITEMS:

1) Paul Andruczyk distributed the minutes of the 6/7/99 EdTOA Business Meeting.

A motion to accept the minutes of the 6/7/99 Business Meeting was approved.  
(HOUGHTON-Schenectady/RACETTE-Hudson Valley)

2) TREASURER'S REPORT(ANDRUCZYK)

The financial statement indicated that as of 5/31/00 there was \$713.62 in the EdTOA treasury. There will be a few invoices to pay related to our activities in Liverpool at the Conference. (EC Meeting-Sunday/plaques/awards/gift certificates)  
In addition the balance of the proceeds from the 1998 STC(\$75.81) and half the proceeds from the 1999 STC(\$1,246.64) are forthcoming.  
These two items represent a total of \$1,322.45.  
A motion to accept the treasurer's report was approved.  
(GEASEY-Oneonta/DICK-Cortland)

3) SUB-COMMITTEES

#### MULTIMEDIA CLASSROOMS(TRAPP/RACETTE)

- EdTOA sponsored the downlinking of the CCUMC videoconference on "DESIGNING CLASSROOMS for TECHNOLOGY INTEGRATION" at four SUNY sites: Erie CC/New Paltz/Schenectady CC/Tompkins-Cortland CC

-Two books were purchased:

CLASSROOM DESIGN MANUAL \$20

CLASSROOM GUIDELINES for the DESIGN and CONSTRUCTION of CLASSROOMS at the UNIVERSITY of CALIFORNIA @ SANTA CRUZ \$28.00

Contact Emily at New Paltz(TRAPPE@NEWPALTZ.EDU) if you wish to use the books as a reference.

- Dutchess CC staff visited New Paltz to view the development of several new multi-media classrooms.

- Emily thanked Jeff Adams for all his work on the EdTOA webpage on High Tech Classrooms. Jeff asked folks to send him anything and everything related to classroom design. He is especially in want of vendors from the Eastern part of the state. Send pictures, other classroom design websites, whatever.

[ADAMSJA@MAIL.FINGERLAKES.EDU](mailto:ADAMSJA@MAIL.FINGERLAKES.EDU)

Access the webpage via the EdTOA website at [www.EDTOA.SUNY.EDU](http://www.EDTOA.SUNY.EDU)

Click on "Multimedia Classrooms"

#### DISTANCE LEARNING(BIRKS)

- The work of this committee has been put on hold

#### WEB PAGE(HOUGHTON)

- Peter reported that we have 125 total pages.

- 9 Meg of space is being used including MM pages-all courtesy of SUNY/ALIS.

- We also have 21 external links/32 active units pages with 2 pending and over 113 Multi-media links.

- In addition there is a listing of position openings in media-related work along with a listing of relevant conferences.

- Peter continues to work with Paul in updating the membership directory.

- Jeff Adams reiterated his request for data to add to the High Tech Classrooms page.

#### 4) NEW BUSINESS

##### A - Fall Business Meeting

Discussion was held on holding a Fall business meeting this year. Options centered around the Wizard/COA meetings planned for October 17-19th or the 2000 Teaching Tools in Syracuse on October 5-6th. The group consensus indicated that NO "formal" Fall business meeting will be held this year as we have NO volunteer(s) to attend to details.

-If a group of EdTOA folks attend Teaching Tools, the treasury will consider supporting a lunch on October 6th. Someone needs to coordinate this activity if it(lunch) is to become a reality. It calls for requesting a room and food service through the TT planning staff. Joe Smith at Upstate Medical would be the contact person to work with.

##### B - Membership Committee

- Discussion was held regarding the need for a membership committee in EdTOA. Do we or don't we "recruit" new members? There may be a need to "welcome" new hires who because of their job descriptions are "EdTOAns." We all need to become aware of new folks and welcome them to our organization.

- Mike Neuner will do something similar to what COA did-the writing of a letter to

campus presidents and a mailing to new hires telling them who and what we are.  
- "Welcome" activities will take place this fall when most new hires would be most likely to be joining state payrolls at SUNY campuses.  
- Please DON'T hesitate to let members of the Executive Committee know about NEW "EdTOA" staff in your department so we can begin to educate them on EdTOA's mission and goals.

C - The SUNY IT(Information Technology) position paper drafted by the three OA chairs was "laid to rest" via a [letter from Chris Haile, Chuck Goolden and Dave DeMarco](#) dated 5/22/00."We have discussed your proposal in light of the fact that the Chancellor and Chief Operating Officer Dick Miller have indicated their commitment to strategic planning for SUNY. We expect this will lead to determination of a strategic and organizational direction for technology. The nature, role and composition of a technology advisory organization should evolve from this process, so it seems to us premature to establish a new advisory structure now. We have, however, made Dick Miller aware of your interest and readiness to contribute."

\*\*If anyone would like a copy of the [position paper \(in .PDF format\)](#) and/or the above [referenced letter](#) contact PAUL ANDRUCZYK at

[ANDRUCPA@BUFFALOSTATE.EDU](mailto:ANDRUCPA@BUFFALOSTATE.EDU) or 716-878-6931

(Click the

icon to get the Adobe Acrobat reader if you don't already have it.)

#### 5) NEW YORK NETWORK/SUNYSAT(SNYDER)

- The NYN will be moving from the 12th floor of the A.E. Smith Building to the Concourse of the Empire State Plaza.
- An RFP has gone out for the transition from digital/analog to an all digital HDTV format. - OTB is utilizing 2 full NYN channels.
- AENY is going into 500,000 homes on 7 day-12 hour a day schedule. Their schedule can be found at [www.NYN.SUNY.EDU](http://www.NYN.SUNY.EDU)
- There is a Technology Entrepreneur Fund of \$10,000,000 available for a Satellite Training Network involving the state's Department of Health, the Lottery, State Police and Department of Conservation.
- SUNY campuses can get involved by providing video-based training. NYN would like to know who has what production capability to assist with meeting the needs of various state agencies.

#### 6) STC 2001

- The concept of moving STC to a new site ([Hudson Valley Resort and Spa](#)) for 2001 was discussed. Dates would be June 17-20th. It would mean changes in travel/lodging for many, not to mention possible increases in fees.
  - A "show of hands" indicated EdTOA was more than willing to make the move to the Hudson Valley area for 2001.
- The EdTOA members on the STC Standing/Planning Committees will so advise those committees at their joint meeting Wednesday morning.

#### 7) AWARDS/RECOGNITION PLAQUES(NEUNER/SCOTT)

Recognize-Reward-Celebrate-Hard Work-Commitment-Dedication

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- Chair Scott recognized the following individuals for their recent contributions to the EdTOA EC and for serving on the STC 2000 Planning Committee

|                |             |
|----------------|-------------|
| Paul Andruczyk | Mike Neuner |
| John Birks     | Bob Racette |
| Peter Houghton | Emily Trapp |
| Bill Meyers    |             |

- Chair-Elect Neuner acknowledged two individuals ["In Recognition of Outstanding Service to SUNY EdTOA"](#)

ROBERT E. RACETTE JR.

"Bob has been a working member of EdTOA for years now, even when only serving as the NYN/SUNYSAT rep to the Executive Committee. He has never been one to shrink away from voicing his concerns and ideas for ways to improve SUNY and EdTOA. Bob accepted nomination to the position of Chair-Elect at a time when no one volunteered for the job. Actually Bob was VOLUNTEERED, but accepted graciously despite the fact there was concern for a Chair-elect being a non-voting member from SUNY/ALIS. Bob resigned his position at NYN and took a position at Hudson Valley CC as Coordinator of Media Services. Bob still has a lot to say and will no doubt continue to stay involved in EdTOA after his term as "Past Chair has expired.  
(Secretary's footnote-he was elected a Northeast Rep/see item #8)

JAY H. SIMPSON

"Jay started working at Dutchess CC in 1971 as our Chief Engineer. He is still there, now as the Director of Telecommunications and Instructional Media. He has been involved with EdTOA for close to 30 years. He was a motivating force in advancing technology at DCC: the college's LPTV station, a 2-channel ITFS system, and both satellite and ISDN videoconferencing. He manages the production facilities for the Communications Media Arts program, the campus telephone system, the CCTV, security TV and LAN cable plant as well as supervising the Equipment Repair Center. He purchases all PCVs for campus use. Jay has been intimately involved in DCC's 5-year plan which included the opening of a new academic building on May 22nd....taking care of telecommunications, smart classrooms and computer lab aspects. What he does best is figuring out how to implement new technologies("new toys") to benefit faculty, staff and students at Dutchess CC."

- Mike also presented a new award recognizing one of "ours" as one of the most recent recipient of the Chancellor's Award for Excellence in Professional Service presented to JEFF ADAMS of Finger Lakes CC. "Recipients of this award have their name engraved on the Chancellor's Award Plaque and a certificate in appreciation for their service. We wish to further honor Jeff with a gift from our Executive Board in recognition of his outstanding efforts to promote collaboration, support and enrichment among SUNY instructional technology personnel. Jeff made outstanding contributions to EdTOA both in his efforts in building the [Media Equipped Classroom Website](#) and his untiring support of Technological solutions to SUNY instructional needs."

- Finally, Mike presented outgoing Chair Larry Scott with a token of appreciation from EdTOA.

#### 8)ELECTION OF OFFICERS/REGIONAL REPS

- The general business meeting was suspended so regions could meet to hold elections for representatives and solicit nominations for officers.
- Upon resumption of the business meeting Chair Scott announced the following slate of REGIONAL REPRESENTATIVES for 2000-2001:

**Central:HAILEY DICK-Cortland/ROSS JACOBS-ESF**

**Northeast:SHAWN BRISLIN-Delhi/BOB RACETTE-Hudson Valley**

**Southeast:PEGGY NOLL-Dutchess/EMILY TRAPP-New Paltz**

**Western:JOHN BIRKS-Erie/BILL MEYERS-Geneseo/STEVE WEIDER-Monroe**

- The name of MIKE NEUNER was placed in nomination by the Executive Committee for the position of CHAIR for 2000-2001 and the Secretary was instructed to cast one ballot.
- The name of DAVE GEASEY was placed in nomination by the Executive Committee for the position of CHAIR-ELECT and the Secretary was instructed to cast one ballot.
- The name of PAUL ANDRUCZYK was placed in nomination by the Executive Committee for the position of SECRETARY/TREASURER. The Secretary was ordered to cast one ballot for Paul Andruczyk.

#### 9) OLD BUSINESS

- Steve Perta informed the group that former chair Jim Carroll had back surgery and is on the way to recovery-should be back in time for the fall semester.
- John Birks informed the group that another former chair Jim Anderson had a mild stroke recently and is now out of the hospital and in rehab. He is not sure about his return to work. The EC voted to purchase a subscription to a boating magazine for Jim.
- Bob Racette told of Jeff Elliott leaving Columbia-Greene CC for a new position with BOCES.
- EdTOA was thanked for its donation to the Ulster Fire/Rescue Training Association in memory of Bob Hill (Ulster CC).
- Bill Meyers explained the need for turning in your STC 2000 evaluations either in hard copy or on-line.

#### 10) ANNOUNCEMENTS

- Mike Neuner said "hello" as newly elected Chair and mentioned that most likely we will hold our first EC meeting of 2000-2001 in conjunction with the SBE Chapter 22 Convention at Turning Stone on Friday September 15th.

Motion to adjourn (DICK-Cortland/SIMPSON-Dutchess).  
Meeting adjourned at 4:04 PM.

After the meeting an embossed EdTOA folder was distributed by Peter Houghton and Paul Andruczyk to all attendees at the meeting.

7/20/00