

These are the minutes of the Spring EdTOA Business Meeting. They are subject to approval at the next Business Meeting.

### EdTOA Spring Business Meeting

Hudson Valley Conference Center-Kerhonkson, NY  
Monday, June 16, 2003

#### In attendance:

Paul Andruczyk (Buffalo State)	Bill Meyers (Geneseo)
John Birks (Erie CC)	Roy Saplin (NYN)
Brad Snyder (Cortland)	George VerDow (Cortland)
Pat Wright (Cortland)	Hailey Dick (Cortland)
Larry Scott (SUNY Buffalo)	David Shurtleff (SUNY Buffalo)
Shawn Brislin (Delhi)	Chris Leckinger (Geneseo)
Jeff Donahue (SUNY Binghamton)	Bill Canning (Oswego)
Colin Plaister (Fredonia)	Bob Racette (Hudson Valley CC)
Manny Bekier (Downstate)	Alex Boguslav (Orange CC)
Peter Houghton (Schenectady CC)	Emily Trapp (New Paltz)
Diane Strauss (New Paltz)	Peggy Noll (Dutchess CC)
Mark English (Oneonta)	Stephen Miller (Oneonta)
Mark Hine (Oneonta)	David Geasey (Oneonta)
Jim Vivenzio (Cayuga CC)	Bill Snyder (NYN)

Meeting called to order by Chair **Meyers** at 10:35 A.M.

#### **AGENDA ITEMS:**

- 1) Minutes of last Business Meeting – 6/18/02  
**Colin Plaister** moved and **Pat Wright** seconded a motion to accept the minutes as written. Motion carried.
- 2) The treasurer's report indicated a current balance of \$2,532.35. We expect to spend approximately \$150 on various conference expenses (gifts of thanks, plaque engraving, awards) and about \$500 to cover expenses for Peter Putnam's session. That will leave us with about \$1,850 in our treasury. We await additional proceeds from STC 2002. ALL proceeds from STC 2000 and STC 2001 have been distributed.  
**Bob Racette** moved and **Hailey Dick** seconded a motion to accept the Treasurer's report. Motion carried.
- 3) Sub-Committees:  
*Multi-Media Classrooms*-**Bob Racette/Emily Trapp**  
We could use more "activity" on the EdTOA listserv-need to share info with regard to items/duties related to our responsibilities. Need to update this committee's membership (See EdTOA Webpage). Get folks to attend the roundtable discussion on Wednesday. Use our treasury to support

folks who can't get funds to attend STC so that they can share their "situations/needs" with their colleagues.

*Distance Learning* – **John Birks**

No "official" report.

Need to get this committee going once again.

It needs to do more than the listserv activity.

Maybe a training session for "mechanical" users.

Do we want to have something to tie-in with the annual **Teaching Tools** held every Fall in Syracuse?

State Ed Department reviewed school programs.

*Web Page* – **Peter Houghton**

Ditto on last year's minutes....

Peter reported on the updates he has made to the membership directory as well as the jobs page. He asks that as either membership changes are needed or job openings occur to forward that info to him and he will make the corrections/additions.

[houghtpj@gw.sunysccc.edu](mailto:houghtpj@gw.sunysccc.edu)

*SUNY Council of CIO's* – **Jeff Donahue**

Jeff serves as our EdTOA liaison to this Council. They wanted him to chair the Council!!! Think about that one? Jeff reports there isn't much happening with this "Committee" and he's not sure when it meets again.

#### 4) NYN – SUNYSAT – **Roy Saplin**

The digital equipment installation at the NYN of about \$10.5 million is due to be completed by 6/11/03. There will be a "garage sale" of all analog equipment on a first come – first serve basis. ALL items are FREE and come with the NYN's standard warranty – 30 feet/30 seconds, which ever comes first! NYN will "retune" soon to allow for 9 channels. Will need to set the receivers to another set of frequencies. Possible that NEW receivers may be installed. Retune will run about \$135 per site, allowing for increased bandwidth. NYN has an intership in journalism involving shooting news clips and then post production work. Contact **Jim Brennan** at 518-443-5333 if you have student(s) on your campus interested in doing a semester in Albany.

#### 5) Fall Business Meeting

The issue of a Fall Business Meeting was discussed. The treasury has funds to support some/all of it. Need an agenda that will attract our colleagues. Need to check with COA/TOA to see if they are planning a Fall meeting. Maybe we could share some expenses. Teaching Tools is October 16<sup>th</sup>. We did it twice, maybe it's time to try again. Maybe we should call it a professional development seminar instead of a business meeting....bring someone in to do a 3-4 hour session on a topic related to EdTOA functions on our campuses?

6) Regional Reports:

**Northeast** – no report

**Central** – no report

**Southeast** – no report

**Western** – the Western Region met at Brockport on April 25<sup>th</sup> and had some excellent discussions on the “challenges” facing folks on their campuses. MARY JO ORZECH, who is director of Computing at Brockport, was kind enough to host us and we were given a tour of some of their “hi-tech” classrooms. The meeting was held in their DL room.

**\*\*\*\* Secretary/Treasurer’s reminder – funds are THERE!! See item 2 of these minutes....get your region together....EdTOA can cover morning coffee and refreshments and a lunch if need be....and if you have to offer a stipend to get a presenter to attend by all means run the idea by the Executive Committee....end of speech!**

6) By-Laws Amendment -> **See Item #6 of the September 26, 2002 Minutes posted on our webpage.**

In simple terms the amendment would make the chairs of EdTOA’s three sub-committees voting members of the Executive Committee. Discussion brought up two key points – 1)One person holding two positions on the Executive Committee(i.e., regional rep/chair DL sub-committee)...how many votes does she/he get? 2)There would be a need to conduct an “official” election of each sub-committee’s chair.

**Dave Geasey** moved and **Hailey Dick** seconded a motion to accept the amendment “in spirit” but send it back to the Executive Committee for “fine tuning.” Motion carried.

7) Awards – **Bill Meyers**

Chair **Meyers** presented several “Thank You’s” to various regional reps, officers and sub-committee chairs. Our award, **In Recognition for Outstanding Service to SUNY/EdTOA**, was given to **David Geasey**. And finally, the outgoing Secretary/Treasurer was given a “thank you” as well.

8) Election of Officers/Reps

The Business meeting was temporarily suspended while regions met to elect their reps for 2003-2004.

Upon resumption of the business meeting, the following will be regional reps for 2003-2004:

**Western:     John Birks (Erie CC)**  
**Dave Shurtleff(SUNY-Buffalo)**  
**Central:     Jim Vivenzio(Cayuga CC)**

**Pat Wright(Cortland)**  
**Northeast: Dave Geasey(Oneonta)**  
**Bob Racette(Hudson Valley)**  
**Southeast: Peggy Noll(Dutchess CC)**  
**Manny Bekier(Downstate)**

The election of officers was next.

The Secretary was ordered to cast one ballot for **Emily Trapp(New Paltz)** to serve as **Chair** for 2003-2004.

**Bill Meyers** becomes **Past Chair**.

**Manny Bekier's** name was placed in nomination by **Bob Racette** for the office of **Chair-Elect**. Nomination was seconded by **Hailey Dick**. The secretary was ordered to cast one ballot.

**Hailey Dick's(Cortland)** name was placed in nomination by **Pat Wright** for the office of **Secretary/Treasurer**. Nomination seconded by **Dave Geasey**. The secretary was ordered to cast one ballot.

#### 9) Old Business

A motion was made by **Bob Racette** and seconded by **Mark Hine** to establish a fourth sub-committee to look at membership within EdTOA. Motion carried. As of today the following will serve until further notice as chairs of our sub-committees:

**Multi-Media Classrooms – Mark English**  
**Distance Learning – Bill Canning**  
**Web Page – Peter Houghton**

Chairs are subject to change dependent upon a meeting of the sub-committee membership. **Bob Racette** will round up “volunteers” to serve on the Membership sub-committee and that membership will elect it's chair.

**Bill Meyers** introduced **Emily Trapp** as EdTOA's new chair. Emily said “hello” and encouraged folks to attend the Technology Showcase as well as Vendor Presentations. She also presented Bill with a token of our appreciation for serving as chair in 2002-03.

**Bill Meyers** moved and **Paul Andruczyk** seconded a motion to adjourn. Meeting adjourned at 11:55 A.M

Minutes typed for distribution 8/14/03.  
Amended 2/9/04.

