

These minutes are subject to approval at the next meeting of the Executive Board...



EdTOA Executive Committee Meeting
Phone Bridge, November 30, 2006

In attendance:

Hailey Ruoff – Chair

Pat Wright – Secretary/Treasurer

Dave Geasey – Northeast Rep

Emily Trapp – Southeast Rep

Dave Shurtleff – Western Rep

Jeff Donahue – Central Rep/CCIO Liaison

Bill Meyers – Western Rep

Meeting called to order by Chair Hailey Ruoff at 9:00 AM

Agenda Items:

1. Discussion regarding Wizard Conference CCIO presentation. Jeff Donahue (Binghamton), Brad Snyder (Cortland), Emily Trapp (New Paltz), Mark English (Oneonta) presented. Mark Valenti, President of the Sextant Group, was the lead speaker at the Wizards group. Everyone believed the presentations were very productive and effective.
2. Approval of minutes from September 27, 2006 Executive Board meeting (TurningStone Casino). Jeff Donahue motion to approve minutes; seconded by Emily Trapp. Shirts \$1364.00 plus fruit basket for John Birch (not sure of dollar amount \$30-\$40).
3. Treasurers Report – Dave Geasy motioned to approve; seconded by Emily Trapp.
4. Regional Reports:
 - Northeast – Dave Geasy planning to do something in spring and tour of new facility.
 - Southeast – Emily Trapp meeting at Westchester CC in January possibly. Grant received by them on Distance Learning. Hailey will attend and bring golf shirts.
 - Central – Regional Meeting occurred on October 2 in Binghamton. New Accordance system used for DL and toured classrooms. About a dozen attended. Will visit other schools using Accordance system.
 - Western – Regional meeting scheduled for October 10 in Geneseo. 50-60 attended. Many suggestions for STC were discussed.
5. Subcommittee Reports:
 - **Membership – Bob Racette handed out EdTOA Membership listing from the web site. Discussion on what the “Membership Description” should be. Decided to continue discussions on the Executive Board Listsrv.**

Old Business:

1. Jeff brought up funding of EdTOA Representative(s) attending CCIO conferences and council meetings. Hailey said we should set high end for funding. There is difficulty in setting limits to funding. Probably we will have to review funding on case by case basis. Jeff stated that the expenses incurred for council meetings are the cost of the hotel and travel. First step should be to negotiate with the people inviting us, then ask for remaining out of pocket expenses to be reimbursed by EdTOA. All agreed that this is how funding should be handled for the time being. Hailey would like to have EdTOA pick up the travel and hotel expenses for Jeff (CCIO Liaison) rather than have the campus reimburse the representative(s). EdTOA members being asked to speak on behalf of EdTOA will ask the requesters for reimbursement first, then any remaining expenses will be refunded by EdTOA.
2. Jeff will send the Wizard PowerPoint presentation(CD) to Mark Hine to put up on the EdTOA Web Site.

New Business:

1. STC 2007 – June 11-14 – EdTOA must fill 11 sessions. Many ideas were discussed and an update on STC Planning Board by Dave Geasey. Monday night will be on our own for dinner. Sessions will not be opposite Vendor Showcase.
 - Certification process through Infocomm. Jeff will contact Greg Bronson (Cornell) to present on topic. Infocomm will run June 15-21.
 - Digital Signage – Emily mentioned that Simons Corporation will be doing a demo at STC (Trevor White). Possibility of an info session rather than a sales pitch.
 - Death of Slides – Digitizing Slides
 - Dual Projection – How it is used with ARTstor Online Viewer in the classroom environment.
 - Podcasting/Coursecasting Vs. Video Podcasting
 - Rich Media (Dave Shurtleff)
 - DVD for Graduation Distribution – Colin Plaister
 - Business Meeting
 - Stress Management for the Techie – possibly for all conference attendees or for EdTOA only?

Motion to adjourn at 10:18 AM. Made by Dave Shurtleff and seconded by Bill Meyers.