

COUNCIL OF CHIEF LIBRARIANS

CALIFORNIA COMMUNITY COLLEGES



MINUTES – BOARD OF DIRECTORS MEETING / October 22, 2015
Sacramento, CA

PRESENT: Doug Achterman, Gregg Atkins, Johanna Bowen, Meghan Chen, Lisa Foley, Carol Hutte, Evelyn Lord, Pearl Ly, Matt Magnuson, Kenley Neufeld, Paula Paggi, Kerry Kilber Rebman, Mark Stengel, Darryl Swarm, Alicia Virtue, James Wisner

ABSENT: None

1.0 HOUSEKEEPING

1.1 Welcome

1.2 Adoption of the Agenda

Agenda was adopted by acclamation with changes: TTAC report by Gregg Atkins, OEI report by Meghan Chen

1.3 Approval of the minutes of July 16-17, 2015 Retreat

Minutes were adopted with minor corrections (moved by Paula Paggi, seconded by Doug Achterman, vote was unanimous).

2.0 DISCUSSION ITEMS

2.1 Workshop Debrief

- Review of notes from North and South CCL Fall Workshops.
- Interest at workshops in LTI noted: EBSCO Curriculum Builder is an LTI-compliant tool.
- CCL Exec suggestion: **Advocate for inclusion of EBSCO Curriculum Builder in OEI platform**
- Examples of written proposals (funded or not) will be available via DropBox through the CCL website
- **NOTE: Demonstrate this Dropbox area at the Deans and Directors meeting next spring.**
- Reserve textbooks collections are popular for student equity funding requests
- Interest in staff requests for student equity funding, such as: Equity Librarian
- Darryl: FRC was able to get a student services staff in library funded through equity
- Workshops were successful—good turnout

2.2 Student Equity Funding

- A list of library Student Equity proposals will be posted via DropBox on the CCL website
- Folders will also be available for Basic Skills and SSSP proposals
- 2015-16 funds will carryover until December 31, 2016
- Note: Equity funds distribution can be viewed from State Chancellor's website; Lottery funds can be viewed from State Comptroller's website
- Kenley will distribute list of funding allocations by college for Equity and other funding sources that can be useful for libraries
- Encourage librarians to become aware of the Equity funding process used on their campus and how to be involved in the process
- Impact is essential. In order to justify impact, build more assessment into who is using the library.
- **Good topic for workshop: how to research impact of library use on student success for targeted populations [Use equity funding to attend...]**
- Tableau software : make use of this in the future for D&D meeting?
- Equity funding must be mapped to the college Equity Plan. Spending details doesn't have to be identified in plan. Submit requests that map to the college plan

2.3 Planning Deans & Directors Meeting

March 3-4, 2016, Holiday Inn, Sacramento.

Leadership Workshop will precede meeting, led by Pearl.

Thursday morning (Leadership workshop for new deans and directors – coincides with board meeting)
Lunch for everyone

Thursday afternoon workshop
Thursday evening reception
Thursday dinner on own
Friday morning breakfast and workshop
Friday lunch

Leadership Workshop :

Pearl Ly outlined her ideas
New and out-of-state deans and directors
Pearl attended ACCCA (Association of California Community College Administrators) conference
Welcome and brief history
Panel with variety of experiences: e.g. seasoned person, new person, someone without an MLIS, etc.)
Brief survey in advance : what did chief librarians wish they had known, etc.
Coverage of topics can be more efficient if everything is easily accessible on the website
Hot topics: Current leadership issues

Leadership Scholarship:

Pearl drafted a proposal for a CCL Library Leadership Scholarship
Discussed at July retreat
Up to \$3000 per scholarship for a total of \$10,000 per year
Pearl created an online application form
Limited to CCC chief librarians – inclusive language
Email announcement and include announcement in Outlook
Recipients will agree to write a report for Outlook
Approve scholarship recipients at March board meeting
Possibility: panel of recipients at 2017 deans and directors meeting

Deans and Directors Meeting Content

Desire for nationally recognized speaker...

Proposed: Megan Oakleaf, Value of Academic Libraries (Syracuse)
Proposed: Meredith Farkas Portland Community College Librarian
Proposed: Julie Todaro, ALA President-Elect [community college librarian]
Proposed: Librarian from Washington State, library architecture

What to talk about...

How does the library fit into initiatives college is working on...
Perspective outside California
Libraries and supporting student equity
ALA: What are the issues for libraries?
Free community colleges
Megan: Assessment for the new framework

Chancellor's Office Staff

CIO Rep

ILS

CCC League President

Consortium Director

Assessment

CCL Strategic Plan Review and Update

- use small groups based on region to discuss
- can we leverage large group to help realize plan?
- strategic plan is 3 years old---previously CCL had work plan with reporting out

Strategic Plan breakout discussions...

Distribute strategic plan report in advance and provide attendees upon arrival with a questionnaire relating to strategic plan

Identify one or two pieces from strategic plan for input

Small Group Discussions—Instead of breaking up by region, break up by topic

Textbook Loan policies

Turn over ideas to small group to create agenda

2.4 Strategic Plan

A.1 (Strategic Plan)

Doug reported on Scott Lee's work compilation and analysis survey results on library assessment

Most of assessment is on accessing information

A.2 (Strategic Plan)

Doug shared an excel file that compile every CCC college library's program outcomes (SLOs, PLOs, ILOs)

A.3 (Strategic Plan)

Matt and Paula shared work on integration of information literacy in commonly offered courses.. Repository of sources. SockShop software. Merlot. Create a toolkit. Canvas commons could be a landing tool for these resources.

A.4 (Strategic Plan)

OEI agreed to a working group to address library needs on Canvas. Group will hold first meeting on Monday, Oct. 26. Includes Kerry, Will, Nancy McEnery, Dan Crump, etc.). Librarian role on Canvas—good for work group recommendations.

A.5 (Strategic Plan)

Conducted fall workshops in north and south. Funded two people to attend CCL workshop.

B.1 (Strategic Plan)

CCL-EAR is planning a discovery day and will address the balance of this initiative at the April CCL-EAR meeting.

B.2 (Strategic Plan)

No writers have been solicited yet to write articles.

FERPA and data collection for library assessment

Passage of AB 798 --

B.3 (Strategic Plan)

Confirmed proposal for purchase of statewide ILS (\$3.5 million, includes \$500,000 for a discovery tool)

C.1 (Strategic Plan)

Gregg met with Susan Yaeger about putting on the agenda discussion of updating existing library design standards.

Linda Demers worked with CCL many years ago to develop proposed guidelines for new libraries [need to find guidelines]

Eliott Felix hasn't responded ; need to find another possibility

Will Beatty will return soon from sabbatical with a number of suggestions regarding collaborative design (Alicia will contact Will about this...)

Daryll has been reviewing sources and has identified publication that could help: ALA's Academic Research Library Design: Resources for Planning

InfoPeople Course coming up: User design for libraries

C.2 (Strategic Plan)

Cheryl Gould has been doing face-to-face workshops on dealing with difficult patrons. Mark has also been in contact with Mary Ross.

C.3 (Strategic Plan)

Kenley spoke to Pam Walker who was not aware that CCL data is not in the data mart, lack of accountability re: survey. Dan will follow-up with Pam.

Doug met with Terrence about creating a report that will include analysis of data based on size of college, type of college, socioeconomics of college. Also asked for charts and graphs and provided key topics of interest for a report. At Doug's request, Terrence provided outline of proposed work. Terrence also recommended that he contact LeBaron before next survey so that data will be more usable.

2.5 Accreditation Standards

No discussion

2.6 Supporting Incarcerated Students

Lisa provided a report on the work of the group of CCC librarians working on serving incarcerated students.

3.0 REPORTS

3.1 President (Kenley Neufeld)

OEI Report : Megan Chen reported on OEI meeting she attended on Wednesday this week. Colleges engaged in pilot are now ready to talk to CCL about role of library and OEI. The concept of embedded librarians has come up in discussions. Michele Pilates interested in exploring standards for library services in online environment. This is already going on for counselors.

TTAC Report (Gregg Atkins)

Charter review of TTAC – What next?

Chancellor's Office starting review of strategic plan

New website: Ccctechplan.org

TTAC will work to support BOG budget proposal

CCCCO is hiring a new Vice Chancellor of IT

3.2 Executive Director (Gregg Atkins)

Financial Report: The Executive Director presented a proposed 2015-16 budget which supported directions taken at the Retreat meeting , and reviewed details with the Board. Motion to approve by Mark Stengel, seconded by Paula Paggi, the vote was unanimous. SEE ATTACHMENT 1.

CCL now has interest-bearing checking account and money-market savings account

Proposal made to authorize \$5000 per Terrence Willett's proposal to provide a modified, enhanced library survey report; to cover back through 2014 in analysis. Motion made by Doug Achterman, seconded by Matt Magnuson, vote was unanimous.

Membership Report -- invoices mailed out.

3.3 Consortium (James Wiser) -- SEE ATTACHMENT 2

3.3 CCL-EAR (Darryl Swarm)

Darryl encourages regional reps to remind colleges to remove NetLibrary ebook MARC records for weeded titles

3.4 Publications (Johanna) -- no report

3.5 IEPI (Kenley Neufeld) -- President Neufeld recommended re-appointment of Pearl Ly as CCL liaison to this group. See 4.1 below.

3.6 Library Learning Resources Program Advisory Committee (Dan Crump) -- no report

3.7 Academic Senate for California Community Colleges (Dan Crump) -- no report

3.8 Regional Reports (all)

4.0 ACTION ITEMS

4.1 Appointment to the IEPI (Kenley Neufeld) -- President Neufeld recommended re-appointment of Pearl Ly as CCL liaison to this group. Moved by Evelyn Lord , seconded by Kerry Kilber Rebmen, vote was unanimous.

4.2 Elect At-Large Member of Board (Kenley Neufeld) -- President Neufeld recommended that the Board elect Pearl Ly as an At-Large Board member. Moved by Meghan Chen, seconded by Mark Stengel, vote was unanimous.

4.3 Elect Southcoast Representative as Board Member (Kenley Neufeld) -- no action taken.

Upcoming Meetings and Workshops

Thursday, January 28 - Ontario

Thursday-Friday, March 3-4, 2016 - Sacramento

Thursday, May 19 - Burbank

Thursday-Friday, July 14-15 - Santa Barbara City College

Recorded by Evelyn Lord, CCL Secretary

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COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- GRANTS INCOME AND EXPENDITURE BUDGET 2015-16**

INCOME	Annual Budget
Leadership (CCCCO)	101,386.00
Miscellaneous**	69,064.00
TOTAL	170,450.00

EXPENDITURES	Annual Budget
Development of Statewide ILS Acquis	0
New Funding Mechanisms for ILS	0
EBSCO Support <i>CCL-EAR</i>	20,000.00
Professional Development & Training	76,000.00
<i>D & D Mtg</i>	40,000.00
<i>Workshops</i>	20,000.00
<i>Area Meetings</i>	1,000.00
<i>Special Leadership Proj</i>	11,500.00
<i>Info Comp Project</i>	3,500.00
Policy Development	40,000.00
<i>Board Retreat</i>	15,000.00
<i>Board Meetings</i>	25,000.00
External CCC Group Collaboration <i>President's Travel</i>	2,500.00
Operational Support for Leadership Activities	31,950.00
<i>Exec Director Salary</i>	10,000.00
<i>Publications Stipends</i>	3,000.00
<i>Website & Outlook</i>	5,000.00
<i>Supplies & Operations</i>	1,000.00
<i>Databases</i>	8,500.00
<i>Tax Prep</i>	700.00
<i>Data Survey Analysis</i>	3,000.00
<i>Misc</i>	750.00
TOTAL	170,450.00

ATTACHMENT 1 (Page 2 of 2)

2015-16 Budget Increases from Retreat Strategic Plan Development

Info Comp (Delson @ \$2000.00, Stipend @ \$1500.00) --	3,500.00	
Outlook Articles (10 @ \$300.00)	3,000.00	
Leadership Scholarships (\$10,000.00, Stipend \$1,500.00)	11,500.00	
Website Upgrade		2,000.00
CCL-EAR 3rd Meeting	6,000.00	
Spring Workshops	10,000.00	