

MEETING NOTES

Council of Chief Librarians | California Community Colleges

Executive Board Agenda – Holiday Inn Sacramento Capitol Plaza
Thursday, March 3, 2016, 8:30am-12:00pm

ATTENDANCE: Meghan Chen, Doug Achterman, Paula Paggi, Johanna Bowen, Alicia Virtue, Carol Hutte, Kenley Neufeld, Gregg Atkins, James Wiser, Matt Magnuson, Darryl, Swarm Leslie Tirapelle, Mark Stengel, Dan Crump, Kerry Kilber Rebman

Pearl Ly facilitated the **Library Leadership 101** training while the CCL Board met.

ABSENT: Lisa Foley

1.0 Housekeeping

1.1 Welcome

President Meghan Chen called the meeting to order at 8:40 am.

1.2 Adoption of the Agenda

Agenda adopted. (Paula moved. Carol seconded.)

1.3 Approval of the minutes of January 28 Board meeting

Draft minutes were shared but will be approved at a later meeting after additional cleanup

2.0 Discussion Items

2.1 Finalize logistics - Deans & Directors Meeting

The Board reviewed the agenda for the Deans & Directors meeting. Evelyn will take notes during the strategic plan discussion (2:30 – 4:00).

Board should use the regional sessions to help form the next iteration of the strategic plan. Gregg will request flip charts for the regional groups. One person at each table can record on a laptop and forward to Johanna.

Thursday afternoon:

- Introduce speakers – Kenley Neufeld
Meredith Farkas, Portland Community College librarian 1:00 -2:30

- Strategic Plan and Hot Topics
Each strategy has a report out on progress; discuss how we see the plan moving forward
Gary Bird, CCCO-TTIP

Darryl Swarm, CCL-EAR

- 4:00 – 5:30 Regional discussions/hot topics – ask the region what’s important to them for ideas to inform the next iteration of Strategic Plan, possibly regional workshop, or other actions. Report out from each region, 2 minutes each. Need recorders!

Friday morning “meeting” part

- CCL President’s welcome
Gregg—CCL (who we are, relationship to Chancellor’s Office, League, connection to CIOs, etc.)
Annual data survey (Dan)
- Julie Todaro, ALA President Elect (Austin CC)
- Statewide Leadership Reports & Presentations
 - CIO president Dr. Irene Malmgren - Meghan will introduce
 - League president Dr. Larry Galizio – Gregg will introduce
 - Kirsten Corbin for Dr. Pam Walker, CO -- Dan will introduce
 - Academic Senate CCC – Dan Crump
 - Consortium director – James Wiser **(Friday morning)**
 - **Scott Lee (Friday morning)**

2.2 Spring Workshop – May 11-12, Walnut Creek (May 12) and Ontario (May 11), topics, speakers

Will Beatty will be featured presenter on community college library buildings. Will has served as a consultant on more than 30 buildings. He will focus on California community college facility standards. Also, best practices and what folks are doing. Primer on how to talk with campus facilities staff. New facilities and renovations. Funding advocacy and advice on how to get projects through the system. Shoestring projects. Idea for problem solving activity—given a space and figure out how to use it. Focus on library facilities will be enough content for a full day workshop.

2.3 Template for contracting projects for CCL - draft

Board reviewed the draft template. Template will be further reviewed and approved at a later meeting with additional time for input. Recommendation to include “delivered and accepted by” in Terms of Payment area. Feedback loop needed. Add a label that says “Examples” under Work/Products Deliverables section. This form can also be used for speakers who are paid. We may want to include fee schedule, but fee schedule may be trickier for speakers since fees vary widely. Aim to finalize this at the May board meeting. Stipends may be more appropriate for members of our community since their work can in

part be considered giving back. Possible fee schedule: \$50 – 150? Alicia will contact ACRL to find out what fee schedule they use.

2.4 Board development in May

Board will meet May 16 – 17, 2016 (start at 10:30 and finish by 3pm) in Burbank. The board discussed what is needed for the May meeting:

- **Topics so far: conflict of interest, by-laws, CCL's relationship to other organizations, roles and responsibilities as board members, functioning and operations (depending on scope of projects, strategic plan)**
- **Meghan recommended hiring a facilitator who could work with board development.**
- **Meghan requested a planning team to work on the May board meeting, including determining if we need a consultant for the May meeting (Meghan, Paula, Mark, Carol, Doug, Gregg, Leslie)**
- **Need guidelines for what's needed for workshops (Johanna can prepare a draft)**
- **Use May meeting to identify other standing operating procedures that are needed**
- **Finalize template for contracting projects**
- **Vision for a highly functioning CCL board**
- **Should we consider a technology platform for the Board to use? (Alicia will help with this—she has been handling this on her campus)**
- **Basecamp platform (already used by many initiatives in the state)**
- **Need for discussion on organizational structure, naming conventions, etc.**
- **CCL-EAR – Recommend that James manage for CCL-EAR the collaborative technology tool that we adopt.**
- **Kenley would also like to demonstrate GoogleApps when we look at Basecamp**

2.5 CCL credit card for board members' travel (corporate card)

Motion to provide a corporate card accessible to President and Executive Director. (Motion made by Doug/Seconded by Kerry) APPROVED

3.0 Reports

3.1 President (Meghan) –

TTAC Report (Gregg)

State budget reduced request for \$22 million that included funding to statewide CCC ILS proposal. Small group met to update the proposal, providing more details, for the statewide library system to provide to TTAC. TTAC will resubmit request for \$22 million.

CCL needs to be a part of the new system strategic plan.

Need to send a representative to Consultation Council meetings. Gregg will start attending regularly. Meghan will attend some of these with Gregg.

New procedure: Gregg will accept scanned receipts and reimbursement forms and email to Gregg.

CCCCIO (Meghan)

Next meeting March 16.

Request to use report at next meeting to advocate for need to include CCL library representation in upcoming strategic plan development. Library is instructional division on instructional team.

Request CIOs to endorse ILS proposal—at least a phone call.

3.2 Executive Director Reports (Gregg)

Financial Report –

The check from the League was delayed but arrived. Information provided was accounted for in a different way from how it's been done in the past and, on further investigation, TurnItIn was not included. After CCL shared this information, the League is allocating 1% to CCL--which is an additional \$10,000.

Membership Report
103 members (with 2 more coming)

3.3 Consortium and CCL-EAR (James and Darryl)

Darryl reported that reviews are on target--LexisNexis and Swank in the works. The group is updating the index and looking at a complete redesign of the website. Discovery forum—23 attendees, including committee—in February. 107 colleges responded to survey on discovery platforms. EBSCO and WorldCat discovery tools were the two that were used by most of the libraries. Feedback: One search point helpful. Maintenance challenging. EBSCO discovery tool was much preferred than OCLC. EBSCO works great with EBSCO databases. Proquest works with Proquest databases. OCLC doesn't work very well with any databases. ILS is very popular, but many CCC librarians have concerns about teaching with a discovery tool. Discovery tool will be very helpful for distance education (OEI). Administrative management will be needed to provide that level of support that will be needed, especially for integrating, for example, non-EBSCO or non-Proquest databases.

James reported that orders for fiscal year 2016 totaled \$7.6 million. Average price increase this year was 3.8%. Films on Demand is rapidly growing. Three most subscribed databases: 1) CQ Researcher, 2) Opposing Viewpoints, 3) Films on Demand. Bandwidth issues are an issue on many college campuses.

3.4 Publications (Johanna)

3.5 IEPI Report (Pearl)

3.6 OEI – CCL Reps Update - Alicia, Will

3.6 Library Learning Resources Program Advisory Committee (Dan) –

Kirstin Corbin will be on the agenda on Friday morning. She will also speak on Basic Skills Transformation.

3.7 Academic Senate for California Community Colleges (Dan)

3.8 Regional Reports (all)

4.0 Action Items

4.1 Approval of 3 library leadership scholarship recipients (Moved by Mark/ Seconded by Doug) APPROVED

- **Elizabeth Bowman - ACRL/Harvard Leadership Institute for Academic Librarians**
- **Anthony Costa - ALA Leading to the Future Institute**
- **Peter Hepburn - ACCCA Admin 101**

4.2 Hiring facilitator for board development day

Doug made motion (seconded by Mark) to charge the planning subgroup to with deciding who and whether or not hire a facilitator for May meeting. APPROVED

4.3 CCL project scope template for hiring consultants

Upcoming Meetings and Workshops

Board Development - May 16 10:30 AM-5:30 PM; Board Meeting - May 17 8:30 AM-3:00 PM (Burbank)

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

Meeting adjourned at 11:57 am.

Recorded by Evelyn Lord, March 3, 2016