

Council of Chief Librarians | California Community Colleges

Executive Board Agenda – Burbank Marriott Hotel

Tuesday, May 17, 2016, 8:30am-3:00pm

ATTENDANCE:

Meghan Chen, Pearl Ly, Matt Magnuson, Alicia Virtue, Norman Buchwald, Doug Achterman, Paula Paggi, Kenley Neufeld, Darryl Swarm, Lisa Foley, Evelyn Lord, Carol Hutte, Mark Stengal, Leslie Tirapelle, Kerry Kilber Rebman, Dan Crump, Gregg Atkins, James Wisner, Johanna Bowen

1.0 Housekeeping

1.1 Welcome

Meeting called to order at 8:40 am.

1.2 Adoption of the agenda

Agenda was adopted with a substitution for 2.4 in lieu of Strategic Plan discussion.

1.3 Approval of the January 28 and March 3 Board meeting minutes

Paula / Alicia moved and approved approval of both sets of minutes. APPROVED.

2.0 Discussion Items

2.1 May Revise and ILS

May revise has been released. There is a CENIC funding enhancement. However, the ILS project did not make it. Chancellor / Finance / League / Legislators all had no problems with ILS. Governor's desire not to add another ongoing expense stopped the ILS project. Need to follow up with an update to membership. Is there a way to tie this more with OEI? OEI is getting a \$20 million boost. Pat James is retiring in next 6-7 months. 11,000 courses offered online in CCCs, but only 100 courses being offered through OEI. ILS is an equity issue. Can we leverage equity funds? OER funds? Other products: SIPX (Proquest), Kanopy, etc. SIPX, a resource for digital course materials, could be OER purchase—reduces cost of textbooks for students.

ACTION: Dan Crump will contact Pat James to see if there is a possibility to get support for ILS / SIPX / Kanopy through OEI. Alicia and James will write up talking points. Meghan will follow up with Pat James.

2.2 Reflections on Library Leadership 101 and Deans and Directors' Meeting

Library Leadership 101 -- Pearl reported that 22 people attended—some were not in leadership positions. Evaluation summaries are on the google drive. Participants rated it highly. Worth offering again. How often should we offer it? Even if fewer people attended, it's still worthwhile. It could also be marketed to CIOs and other librarians. Could be offered separately from the D&D meeting. Opportunity for mentorship. We could ask last year's participants to help in planning next year's training.

ACTION: Give the task of planning next year's Library Leadership event to the Program Committee.

Deans and Directors Meeting – Highest attendance ever, but cost was about the same. Holiday Inn saved money.

ACTION: Tentative dates for 2017 D&D meeting -- February 23-24, 2017. [Backup date = March 20-21]

UPDATE: Subsequent to meeting, dates were changed to March 23-24, 2017 at the Sheraton Grand.

2.3 Summer Workshop August? –

- Library Assessment Institute (map library outcomes to institutional learning outcomes, ACRL standards, accreditation standards)

Plan for fall – Mapping. ACRL Framework. Presentation of findings for advocacy.

ACTION: Gregg will contact Julie Todaro. Develop plan at July meeting.

2.4 Follow-up from Board Retreat

Task 1: Establish Committees:

Executive Committee includes: Officers (President, Treasurer, Secretary). Past President. Executive Director.

PROPOSAL: Add a President-Elect position to officers.

PROPOSAL: Committee chairs require voting board members.

ACTION: Executive Committee should review by-laws and make recommendations to board.

Committees: Chair and members, including non-board members. Need charge. Methods of meetings. Need structure and support. Gregg can serve as resource.

Executive Committee

Program Committee

Advocacy Committee

Communication Committee

CCL-EAR (established model for other committees)

ACTION: Task forces assigned to develop charge, structure, assessment plan and support requests for committees, and report back to board at the July meeting.

Executive Committee: Meghan (lead), Doug, Evelyn, Kenley, Gregg

Program Committee: Kerry (lead), Paula, Pearl, Leslie

Advocacy Committee: President, Past-President, Executive Director, Senate Liaison + members [Meghan (lead), Kenley, Gregg, Dan, Alicia, Evelyn, Doug]

Communication Committee: James (lead), Leslie, Matt, Johanna, Carol

2.5 Planning for July Board retreat

Action items for July meeting: Establish committees, approve charges, review support requests, etc. Review strategic plan. Approve changes to by-laws (including appointment of vacancies). Grant report. Approve budget. EBSCO contract future. Fill IEPI vacancy. Role of LLRPAC.

Proposal to bring someone in for morning workshop on logic modeling—forces the mind to be disciplined about what you are doing and how you do it.

Strategic plan will need adjustment based on logic modeling discussion. Timelines and milestones. Keep in mind what membership wants.

Think about incorporating board assessment and skill sets assessment into strategic plan

ACTION: Meghan and Doug will identify a facilitator to present logic modeling at the July retreat.

ACTION: Incorporate above action items into July agenda.

3.0 Reports

- 3.1 President (Meghan) –
TTAC Report (Gregg)

Gregg attended TTAC retreat in San Diego two weeks ago. Deborah Connick has been hired to replace Patrick Perry. She came out of DMV, Finance Dept. and has had experience working on large projects. Patrick has been hired at CSU with 300 people reporting to him. TTAC first wave resulted in CENIC. TTAC second wave more directed from outside and included common applications, transcripts. This retreat focused on what new focus should be for TTAC and there were a lot of items.

Consultation Council (Gregg)

CCL is not at the table, but CIOs are at the table for us. Last meeting was “mega-meeting” at the convention center and focused on possibilities for May revise and new regulations for DSPS. DSPS is a supplemental program to college obligations to comply with federal law. Eric Skinner was acting Chancellor. No discussion on proposal to change 50% law.

CCCCIO (Meghan)

CIO meeting is tomorrow. Retreat will be in July after CCL meeting.

3.2 Executive Director Reports (Gregg) Financial Report

Budget balanced for 2015/2016.

Year 4 of EBSCO contract: need to look at future contract.

Membership up. Consortium sales have been strong so CCL will have about \$25,000 more (much of it due to 1% share of Turn-It-In). Total income expected to be about \$90,000.

\$411,000 in accounts. Gregg tried to change treasurer from Jim Matthews to new treasurer Doug, but despite both Gregg and Doug being at the bank in person, they got the run-around. Bank of America said that CCL has to switch to a business account.

Motion (Doug): Move CCL funds from Bank of America to Chase Bank effective July 1. Second by Mark. APPROVED: Unanimously

Membership Report

105 members—highest membership ever.

3.3 Consortium and CCL-EAR (James and Darryl)

Lots of one-time money. JSTOR and Films on Demand. Most popular CQ Researcher, Opposing Viewpoints, Films on Demand. Probably over \$5 million in orders. Coming in fall: Choice Reviews Online, Rittenhouse, APA Style Central, ACLS E-Book. Kanopy

will not be offered next year. ICOLC took place in Los Angeles this year. Lynda.com—OEI may do statewide purchase.

Darryl reported that Norman took over the reins as CCL-EAR chair at the recent retreat. Norman provided updates: Countrywatch review is the first to use the new template. The discovery platform review will be out by the end of the month. The committee did not recommend any discovery platform. Committee is revamping practices and website. Committee is reintroducing master index. New vendor questionnaire. Identified accessibility checkers. Start review meetings at 9am instead of noon. More reviews, previews and comparisons being planned. Ebooks—there is an issue of suppressed texts with several vendors.

CCL-EAR is requesting to add two members: Jeff Karlsen (Northwest Region) and Julian Prentice (.SF East Bay Region)

Committee recommendations (second by Doug): Jeff Karlsen (SCC) and Julian Prentice (CCSF). APPROVED (Unanimously)

Norman will notify Jeff and Julian.

3.4 Publications (Johanna)

Johanna is creating a fill-in-the-blank reimbursement form. Communication Committee will be able to address the need to move CCL-EAR's content to the CCL website. Board concurred with a recommendation to postpone publication of the next *Outlook* until early September. **Another question for the Communication Committee: What is an appropriate calendar of communications?**

3.5 IEPI Report (Pearl)

Partnership Resource Teams –34 already formed, another 11 on the way. IEPI meets seven times per year on Fridays in Sacramento. Pearl is not able to attend meetings anymore and needs a replacement for next year. Next meeting is July 22. Pearl will attend July 22 meeting and new appointment will be made at July CCL meeting.

3.6 OEI – CCL Reps Update - Alicia and Kerry; Dan

Alicia reported that there are 16 participants on the OEI Steering Committee workgroup. Current plans involve creating suggested standards for library services to help librarians communicate library integration strategies into college implementation activities. Five areas coming into shape, more expected. Suggested effective practices for library services implementation in Canvas include:

1. Library Access Embedded into the Standard Class Templates
2. Librarian Participation in Discipline Instruction
3. Library Services in Modules and Course Content
4. Library Resource Specific Apps and LTIs
5. Shared Content in Canvas Commons

Meghan suggested that this be included in one of OEI's SPOC (Single Point of Content) meetings which highlight demos.

ACTION: Alicia will put together cost estimate to hire assistance to flesh out the effective practices. Board will approve via email so this can get started over the summer. This will be an opportunity to use the new contract template.

- 3.6 Library Learning Resources (Program), Advisory Committee (Dan) – Ensure tutoring centers advise CO – BSI, Student Equity, etc. accreditation.

Deadline for survey was this week. Cover letter is due May 31. Some libraries did not get the cover letter or the pdf. Library Report 2016 draft.

ACTION: Dan will ask for membership of LLRPAC for July meeting for further discussion on future of LLRPAC.

- 3.7 Academic Senate for California Community Colleges (Dan)

New ASCCC President is Julie Bruno. Dan remains active on OEI and OER. State legislature language on Z-degrees (zero cost textbooks). Workforce development money.

- 3.8 Regional Reports (all)

4.0 Action Items

- 4.1 Appoint CCL representative to IEPI

Pearl will attend July 22 meeting. Board will fill vacancy in July.

- 4.2 Regional rep vacancies – Northeast, East Central and West Central

Outgoing Representatives:

Lisa Foley (Northeast)
Matt Magnuson (East Central)
Mark Stengal (West Central)

Suggested appointments:

Northeast suggestions: Darryl Swarm and Will Breitbach

Motion (Lisa/Alicia second) to appoint Will Breitbach as regional rep. **approved**

[Meghan will contact]

Motion (Lisa/Carol second) to appoint Darryl Swarm as at-large rep.

East Central: Mary Catherine Oxford [director, COS] Motion by Matt / second by Paula

approved [Meghan will contact]

West Central: [Mark will make inquiries and board will vote by email]

4.3 Adopt standard operating procedures (SOP) – results from Board Development Day

Item pulled from agenda—in process.

Upcoming Meetings

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

Meeting adjourned at 3:00 pm

Notes submitted by Evelyn Lord, June 5, 2016