

# ***COUNCIL OF CHIEF LIBRARIANS***

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## ***CALIFORNIA COMMUNITY COLLEGES***



### **BOARD MEETING / October 8, 2008**

TELECONFERENCE

PRESENT: Gregg Atkins, Johanna Bowen, Judy Cater, Liozhu Cen, Dan Crump, Tim Karas, John Koetzner, Jim Matthews, Marie Mestas, Kenley Neufeld, Sarah Raley, Susan Walsh, John Weispfenning, Linda Winters

ABSENT: Cherry Li-Bugg

#### **I. WELCOME AND PROCEDURAL ISSUES**

A. Adoption of the agenda

The agenda was adopted without change.

B. Approval of the minutes of the Retreat meeting of July 14-15, 2008

The minutes were approved with one abstention.

C. Review of the Calendar of Board Meetings

Next meeting: Glendale CC on 2/4/09.

Following meeting: Sacramento on 3/26/09

Deans & Directors Mtg.: Sacramento on 3/27/09

*\*\*Note: Sacramento meetings may change due to availability of meeting spaces.*

#### **II. REPORTS**

A. CCL-EAR (Linda Winters)

Linda Winters and Tim Karas reported that the CCL-EAR Committee met at Sacramento City College on Oct. 2-3<sup>rd</sup>. The Oct. 2<sup>nd</sup> meeting was chaired by Tim Karas. He reported that several reviews are in the pipeline with two ready to post: *Gale Virtual Reference Library* and *AP Images*. Two members are terming out as of spring 2009; replacements are being recruited for Board appointment. The e-book selection committee anticipates the final collection will be put together by November/December. In addition to committee business, there were presentations by two vendors: LibGuides and OCLC WorldCat Link Manager.

Linda Winters became chair as of Oct. 3<sup>rd</sup>. The committee is in need of a new chair elect.

The Committee posed two questions for the Board:

1. Would the Board be willing for the Consortium to waive the \$1000 fee and the consortium percentage in order to offer JSTOR? (***Board will consult with the League; see B below.***)
2. Does the Board feel that the committee charge extends to the evaluation of digital media? The case in point is Intellicom Online Resources Network which

includes educational video clips. **(The Board agreed that this was within the charge of the committee.)**

The October face to face meeting appears to keep the committee within budget, so the two additional face to face meetings will remain on the calendar. This will be reassessed after the February Vendor Day and committee meeting.

B. CCL-League Consortium (Sarah Raley)

Sarah Raley reported that all renewal lists have been sent to the colleges. So far, it looks like most colleges are not cancelling anything but are staying with what they currently have on order.

JSTOR has offered to waive the onetime Archive Capital Fee if the orders come through the consortium. They will not discount the yearly fee however. This is one of the most requested databases by the colleges. Should we propose to the League that this one company is handled at cost?

The Board agreed to ask the League to consider offering JSTOR without charging the overhead fees (both the League and CCL would forego the fees).

The consortium survey has been returned. Ninety two colleges answered the survey. The link results were submitted to Jim and Gregg.

C. Budget & Membership (Gregg Atkins)

Gregg reviewed the first quarter budget figures (attached). Membership renewals were mailed out 9/22/08.

D. President's Report (Jim Matthews)

No separate report.

E. Regional Issues / Report from the Reps

F. *Outlook* (Johanna Bowen)

Johanna Bowen reviewed plans & dates for this year's *Outlook*. She feels that it is now on "routine production status." She will encourage, remind and badger Board members unmercifully if necessary to contribute news and to share articles, reports and data which could be reprinted.

G. Website (Johanna Bowen)

Johanna Bowen discussed how people are using the website; it gets most of its email regarding corrections to Directory and asking for inclusion in the Listservs. All Admin listserv questions all go to Mary Ann Laun; all EARinfo listserv questions go to Sarah Raley. Johanna will ask XO (hosting organization) if they support listservs so that CCL could consider moving the listservs.

H. Academic Senate / CCCCCO Advisory Committee (Dan Crump)

Dan Crump reported that the Academic Senate will be putting on a Teaching/Learning Institute for library and counseling faculty---February 20-22, 2009, at the San Jose Hyatt. This follows up on the very successful Institute in 2008 that focused on counseling issues.

Information competency will be the subject of one of the breakouts at the ASCCC Fall Plenary Session (November 6-8, Los Angeles Westin Bonaventure). The breakout will be coordinated by the ASCCC Educational Policies Committee. Cathy Cox, librarian at Mission College and a member of both the ASCCC Executive and Educational Policies committees, will be one of the facilitators of the breakout. Dan will ask her to write an article about the breakout (and other info comp happenings) for the *Outlook* issue after the Session. The Committee is also planning to conduct a survey of college academic senate presidents in regards to info comp on their campuses. Dan also noted that he referenced the 2006 study on CCC info comp requirement done by Shawna Hellenius (Cosumnes River College at the time and now at Rio Hondo College) to the chair of the Educational Policies Committee.

Dan also reminded Board members about the new graduation requirements for English and mathematics that are effective for the Fall 2009 semester---he will be facilitating a breakout on this topic at the ASCCC Fall Session.

## **II. DISCUSSION ITEMS**

### A. Projects from the Retreat:

1. Revised job descriptions – no work done yet
2. Directory Committee – no meetings

### B. Workshop & Deans Planning

1. Workshop – No survey on proposed workshop topics has been sent out; Cherry Li-Bugg was to have done this. The Board reviewed the list of possible topics developed at the Retreat.

The Board decided to hold two workshops, north and south, on the same topics: Using Google, Meebo, SurveyMonkey, and web design tips. Dates are (tentatively) 2/27 (North in Walnut Creek) and 3/6 (South in Ontario). Times are 9:30am – 3pm.

Kenley Neufeld will handle Google, Meebo & SurveyMonkey; Gregg Atkins will check with InfoPeople to see if they can provide someone to cover web design tips.

2. Deans Planning – no report.

### C. League/CCL Meeting

Jim Matthews and Gregg Atkins discussed the meeting they attended with Scott Lay and Kimi Shigetani of the League; this meeting was a follow-up meeting from the June meeting to discuss concerns about the CCL – League working relationship, use of Sarah Raley's time in the best fashion, and future direction of the effort. They reported that issues were fully aired out, and that the group would go forward to examine the procedural and technical aspects of the activity. Jim and Gregg hope that by addressing those issues that other difficult points will be indirectly resolved.

### D. Directory

The Board agreed that no new approach to handling and updating the Directory can be created until the question of what current information is to be kept or deleted is made. There is confusion about what choices were made or assumed during the

course of the Data Survey revision work, and this needs to be determined. Jim Matthews and Dan Crump will do an overall review, and then propose “keepers and losers” by the end of October.

E. Annual Data Survey

Dan Crump reported that 80 colleges have completed the surveys for 2005-06 and 2006-07. The survey has not been closed as he was planning to try and contact other libraries to complete the survey. The Board urged him to set a deadline (two weeks from now) to close the survey in order for CCL to contract with a researcher for an analysis of the data. It is also planned that the survey for the 2006-07 academic year will be sent out sometime around Thanksgiving.

F. CCL-EAR Chair Elect

The Board discussed the need to find a chair-elect as soon as possible. Board reps can also serve in that capacity. Reps should also look for potential candidates in their regions, and advise Jim Matthews.

G. Accreditation

The Board discussed the 2010 deadline facing colleges concerning the verification/authentication of student identity viv-a-vis distance education courses. Dan Crump shared a letter from AACJC concerning the requirement. Gregg Atkins urged that CCL take the lead in making library staff aware of the issue by further sharing the letter, discussing it in the Outlook and on the listservs, and by providing info about any additional resources (like the Webinar link shared by Linda Winters). The Board agreed to this course of action.

COUNCIL OF CHIEF LIBRARIANS, CCC

• **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR JULY, 2008

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	13,500.00	0	0
Consortium	50,000.00	0	0
Interest	40.00	2.81	2.81
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
<b>TOTAL</b>	<b>66,540.00</b>	<b>2.81</b>	<b>2.81</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Executive Board Retreat	7,500.00	2,023.96	2,023.96
Executive Board Meetings	7,690.00	0	0
President's Travel	2,000.00	39.60	39.60
Exec. Director Stipend	6,000.00	500.00	500.00
Workshops	8,000.00	0	0
Annual Meeting	6,000.00	0	0
Area Meetings	500.00	0	0
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	0	0
Website	2,500.00	0	0
Supplies/Operations	250.00	0	0
CCL-EAR Committee	12,000.00	0	0
Databases (Countrywatch)	7,500.00	0	0
Miscellaneous	100.00	0	0
Data Survey Analysis	3,000.00	0	0
CCLC Pass-Thru	0	0	0
<b>TOTAL</b>	<b>70,575.00</b>	<b>2,563.56</b>	<b>2,563.96</b>

<b>ACCOUNT BALANCES</b>	<b>JULY 2008</b>
<b>Savings</b> Beginning Balance	16,576.30
Income	2.81
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,579.11
<i>Savings Ending Balance</i>	<i>16,579.11</i>
<b>Checking</b> Beginning Balance	9,759.19
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditure	2,563.56
<i>Checking Ending Balance</i>	<i>7,195.63</i>
<b>TOTAL</b>	<b>23,774.74</b>

COUNCIL OF CHIEF LIBRARIANS, CCC

• **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR AUGUST, 2008

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	13,500.00	0	0
Consortium	50,000.00	36,117.48	36,117.48
Interest	40.00	2.81	5.62
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
<b>TOTAL</b>	<b>66,540.00</b>	<b>36,120.29</b>	<b>36,123.02</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Executive Board Retreat	7,500.00	9,469.90	11,493.86
Executive Board Meetings	7,690.00	0	0
President's Travel	2,000.00	112.23	151.83
Exec. Director Stipend	6,000.00	500.00	1,000.00
Workshops	8,000.00	0	0
Annual Meeting	6,000.00	0	0
Area Meetings	500.00	0	0
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	0	0
Website	2,500.00	0	0
Supplies/Operations	250.00	0	0
CCL-EAR Committee	12,000.00	0	0
Databases (Countrywatch)	7,500.00	0	0
Miscellaneous	100.00	0	0
Data Survey Analysis	3,000.00	0	0
CCLC Pass-Thru	0	0	0
<b>TOTAL</b>	<b>70,575.00</b>	<b>10,082.13</b>	<b>12,645.69</b>

<b>ACCOUNT BALANCES</b>	<b>AUGUST 2008</b>
<b>Savings</b> Beginning Balance	16,579.11
Income	2.81
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,581.92
<i>Savings Ending Balance</i>	<i>16,581.92</i>
<b>Checking</b> Beginning Balance	7,195.63
Income	36,117.48
Transfer to Savings	0
Transfer from Savings	0
Expenditure	10,082.13
<i>Checking Ending Balance</i>	<i>33,230.98</i>
<b>TOTAL</b>	<b>49,812.90</b>

COUNCIL OF CHIEF LIBRARIANS, CCC

• **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR SEPTEMBER 2008

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	13,500.00	0	0
Consortium	50,000.00	0	36,117.48
Interest	40.00	2.81	8.43
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
<b>TOTAL</b>	<b>66,540.00</b>	<b>2.81</b>	<b>36,125.93</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Executive Board Retreat	7,500.00	0	11,493.86
Executive Board Meetings	7,690.00	0	0
President's Travel	2,000.00	0	151.83
Exec. Director Stipend	6,000.00	500.00	1,500.00
Workshops	8,000.00	0	0
Annual Meeting	6,000.00	0	0
Area Meetings	500.00	0	0
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	0	0
Website	2,500.00	0	0
Supplies/Operations	250.00	0	0
CCL-EAR Committee	12,000.00	0	0
Databases (Countrywatch)	7,500.00	0	0
Miscellaneous	100.00	0	0
Data Survey Analysis	3,000.00	0	0
CCLC Pass-Thru	0	0	0
<b>TOTAL</b>	<b>70,575.00</b>	<b>500.00</b>	<b>13,145.69</b>

<b>ACCOUNT BALANCES</b>	<b>SEPTEMBER 2008</b>
<b>Savings</b> Beginning Balance	16,581.92
Income	2.81
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,584.73
<i>Savings Ending Balance</i>	<i>16,584.73</i>
<b>Checking</b> Beginning Balance	33,230.98
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditure	500.00
<i>Checking Ending Balance</i>	<i>32,730.98</i>
<b>TOTAL</b>	<b>49,315.71</b>