

**Meeting Minutes (APPROVED)**  
**Council of Chief Librarians Board of Directors**  
**Friday, October 12, 2018**  
**Community College League of California Offices, 2017 “O” St., Sacramento**

**ATTENDANCE - Board Members:**

Doug Achterman, Leslie Tirapelle, Will Breitbach, Evelyn Lord, Carol Hutte, Van Rider, Alicia Virtue, Marlene Forney, John Taylor, Nancy Golz

**ATTENDANCE – Ex-Officio, Non-Voting Members:**

Gregg Atkins, James Wisner, Brian Greene, Steve Hunt

**ATTENDANCE – Guest:**

Lisa Mealoy, Director, District Services, CCLC (Beginning of meeting)

**ABSENT – Board Members:**

Susan Hines

**ABSENT – Ex-Officio:**

Dan Crump

Call to Order

**The meeting was called to order at 9:00 am.**

1.0 Housekeeping

1.1 Approval of July 2018 Meeting Minutes

**The July 2018 board meeting and retreat minutes were approved.**

1.2 Adoption of Agenda

**The agenda for the day was adopted.**

2.0 Discussion Items

**James Wisner introduced Lisa Mealoy who manages District Services at the CCLC. Board members shared brief updates from their colleges.**

2.1 Revised Strategic Plan

**The Board spent time reviewing the strategic plan.**

## 2.2 Action Plans and Revised Strategic Plan : Connecting

**The board reviewed committee action plans and how they align with the CCL Strategic Plan. The Board aligned the Communication Committee's activities with at least one goal from the strategic plan.**

**Each committee will return to the next meeting with a way to connect each activity on the committee's action plan with a goal from the strategic plan. If a goal is missing, the committee should identify a new goal. If a goal needs to be removed, the committee should make that recommendation.**

**ACTION: CCL committees will connect their action plans to strategic goals by next meeting.**

## 2.3 Committee Check-in and Report Out

### *Leadership and Professional Development Committee*

#### Workshops

**The consensus is that face-to-face workshops on the LSP will be more beneficial in the spring. Instead of planning for fall workshops, the Committee will focus on spring workshops and online activities that relate to the LSP.**

**The board entertained a number of ideas for how to plan for spring training. Most of the professional development interest in the field right now is focused on the LSP. There could be two workshops on the LSP in the spring, instead of one in the fall and one in the spring. Late January may be an opportune time for a workshop. We can identify partner schools (colleges who are currently on the same system) before the D&D meeting. (Note: As part of the official roll-out presented by Amy Beadle, there will also be training for the LSP in May and October. We need to be sure to coordinate so that CCL activities do not conflict.) We could do online trainings focused on discussions of migration from the perspective of colleges currently using the same library system vendor. Vanguard libraries could provide additional input on ways in which online discussions in the spring would be useful.**

**ACTION: Doug will talk to Vanguard group on Monday, October 15 during regular meeting.**

#### Deans & Directors Meeting (March 21 – 22)

Possible Agenda:

- Keynote – Organizational Change / Handling Change in the Midst of Chaos (Will, John, Nancy (speaker at St. Mary's) both have ideas for speakers)
- Information Ethics – (a la Ethics Around AB 705 and Data Gathering)
- CSU Migration – how did system change workflow, etc. ; How do you deal with the stress of change? (Per Leslie Mary from Pasadena will contact)

- Orbis Cascade could also speak to how the system changed their workflow, etc. (Per Leslie Walter Butler will contact)
- LSP Task Force (Amy, Task Force Members)

**ACTION: Gregg and Leslie will work together on menu for D&D.**

**ACTION: Will, John and Nancy will contact potential change management speakers. Will will contact speaker re: Information Ethics. Leslie will contact Mary and Walter re: CSU Migration and Orbis Cascade speakers. Leslie will do name tags.**

#### *Communication Committee*

**Draft editorial policy is ready. Carol will share with board for feedback and bring it to January meeting.**

**Canvas shell is nearly ready for board use.**

#### *Advocacy Committee*

**Committee will hold report until afternoon.**

#### 2.4 Governance Structure for LSP Project

**The board reviewed the LSP governance and workgroup structure as approved by the Board of Governors. There are two levels: the LSP Advocacy Committee (the overarching governance committee) with three work groups (Implementation, ELUNA and Vanguard) and eight committee workgroups, each with a functionality focus. We probably still have the flexibility to adjust the number of committees and the focus of some of the committees. With implementation, these workgroups could become user groups. It will be important that the committee workgroups have widespread representation, including representation from smaller colleges.**

**CSU has a Unified Library Management System wiki (<http://ulms.calstate.edu/>) that documents their structure.**

#### 2.5 Budget

**Gregg shared a quarterly budget report. CCL will be receiving a new \$100,000 leadership grant from the Chancellor's Office based on the LSP project. Instead of borrowing from the reserves, CCL may be able to restore some cuts.**

**In July, the Board cut the budget for analysis of the annual data survey. Doug noted that the data is not accessible without analysis. Terrence Willett provides excellent analysis and it would be worthwhile to hire him to do this analysis again. [Consider as action item: Restore data analysis budget to \$6000]**

**Although the D&D budget was not reduced and is sufficient, there is a need for additional funds for workshops. [Consider as action item: Increase budget for workshops to \$20,000]**

**There may be unanticipated expenses associated with CCL's work. Since there are funds available, CCL should increase the Miscellaneous/Other budget to match remaining income with expenses. [Increase budget for Miscellaneous/Other to match remaining available income.]**

## *2.6 Input for Revisions of Standards of Practice for California Community College Library Faculty and Programs (ASCCC Position Paper)*

**Van reported that the Transfer Articulation and Student Services Committee has been tasked with revision of the paper. There are no librarians on this committee. The committee is revising the two previous ASCCC library papers.**

**Board discussion included the following:**

**Dan and Van were able to get the committee to add technology, professional development, library funding, accreditation standards to the outline.**

**The title in the outline doesn't fit the outline.**

**The research that supports the old document is dated.**

**The outline does not reflect the shift to the ACRL framework.**

**There is grave concern that there are no librarians participating in the revision of the document.**

**ACTION: Board members should provide Van with names of librarians who might be willing to assist providing input and edits for the paper.**

## 3.0 Reports

### 3.1 President's Report

**Doug attended the last CIO meeting. There was discussion of the Institution Service Agreement associated with the LSP—many CIOs were familiar with it, though not all. The CIOs are also considering changing their meeting format so that there is time without guests (like CCL) present. Currently, the two big points of focus for CIOs are AB 705 and Guided Pathways.**

**The League will be an advocate for the LSP in the legislature. That activity will begin after the election. Generally, the outlook appears to be very positive for the LSP.**

**The State has integrated Equity, Basic Skills and SSSP. These changes are now playing out at the local level.**

**There is still a proposal on the table, originally written by Julie Bruno, to revisit the 50% law. Chancellor Oakley is interested in discussions on this topic.**

### 3.2 Executive Director (Gregg Atkins)

**The Board skipped this item due to the early departure of the Executive Director who left to greet the arrival of a new grandchild at the hospital delivery ward.**

### 3.3 Consortium Director (James Wiser)

**Fall renewal deadline is November 9. Licensing increased 6.4% last year. There are a number of new offers this fall. The Sage Premier offer needs 25 participants but only has 12 so far.**

### 3.4 LLRPAC

**The committee has not met since May. There is no report. Annual data survey is due October 31.**

### 3.5 Academic Senate for California Community Colleges

**See earlier discussion on revision of library standards paper.**

### 3.6 CCL-EAR

**CCL-EAR Chair Steve Hunt reported on the latest NetLibrary weeding project. The committee proposed a timeline that would remove the titles in spring 2019. However, in recognition of the heavy workload associated with the LSP in the spring, the Board recommended that the committee delay the project for a year. In addition to keeping our “human resources” focused on the LSP project, the new system may allow us to remove deleted titles centrally on the new system.**

### 3.7 Publications

**Brian Geene reported on usage data for *Outlook*: more than 2000 hits in just a few weeks. The *Outlook* gets the most hits of any page on the CCL website. The CCL listserv now has more than 600 participants.**

## 4.0 Action Items

### 4.1 Communication Norms

**In follow-up to a recommendation that came out of the July retreat, the Board adopted the following communication norms, based on language used by the Santa Monica City Council:**

- **Treat everyone courteously**
- **Listen to others respectfully**
- **Exercise self-control**
- **Allow time to give open-minded consideration to all viewpoints**

- **Focus on the issues and avoid personalizing debate**
- **Embrace respectful disagreement and dissent as inherent components of an inclusive process and tools for forging sound decisions**
- **Praise publicly, critique privately**
- **Honor the knowledge, experience, and diversity of all perspectives**
- **Strive for consensus and support the decisions of the board**

**MOTION: Adopt the CCL Communication Norms as amended. (Hutte/Rider) Approved**

#### 4.2 Budget Revisions

**In follow-up to earlier discussion, the Board discussed revising the CCL budget for the year.**

**MOTION: Double workshop budget to \$20,000. Provide \$6000 for data analysis. Move remainder of (Taylor/Tirapelle) Approved**

Next Board Meeting: Agenda Items

**The Board identified a list of agenda items for the January Board meeting:**

**Deans and Directors Meeting**

**LSP Workshops**

**Editorial Policy**

**Committees Alignment of Action Plans with Strategic Plan**

Adjournment

**The meeting adjourned at 2:40 pm.**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2017-18**

STATEMENT FOR SEPTEMBER, 2017

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	15,000.00	0	0
Consortium	85,000.00	0	0
Miscellaneous	0	0	0
Interest	0	0	0
<b>TOTAL</b>	<b>100,005.00</b>	<b>0</b>	<b>0</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>
(None)	0
<b>TOTAL</b>	<b>0</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **CHASE ACCOUNTS / TRANSACTION REPORT 2017-18**

STATEMENT FOR SEPTEMBER, 2017

<b>SAVINGS</b>	
Beginning Balance	317,013.79
Income	20.13
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,033.92
<i>Savings Ending Balance</i>	<i>317,033.92</i>
<b>CHECKING</b>	
Beginning Balance	90,418.63
Income (GENERAL FUND)	0
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	6,707.22
<i>Ending Balance</i>	<i>83,711.41</i>
<b>ACCOUNT TOTAL</b>	<b>400,745.33</b>

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GRANTS INCOME AND EXPENDITURE REPORT 2018-19 / SEPTEMBER 2018**

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Leadership Grant (CCCCO)	80,000.00		
LSP Reimbursemt	6,290.30		
Interest	250.00	19.45	63.22
Miscellaneous	0	0	0
<b>TOTAL</b>	<b>179,540.30</b>	<b>19.45</b>	<b>63.22</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP	0		
EBSCO Support	10,000.00		
<i>CCL-EAR Meetings/Grants</i>	10,000.00		
Professional Development & Training	75,000.00		
<i>D &amp; D Mtg</i>			
<i>Workshops</i>	60,000.00		
<i>Area Meetings</i>	10,000.00		
<i>Special Leadership Project</i>	2,000.00	302.35	302.35
<i>Info Comp Project</i>	3,000.00		
	0		
Policy Development	35,000.00		
<i>Board Retreat</i>	20,000.00	12,160.99	25,812.15
<i>Board Meetings</i>	15,000.00		
External CCC Group Collaboration	5,000.00		
<i>President's Travel</i>		215.67	265.87
Operational Support for Leadership Activities	53,263.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	4,500.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	1,245.00
<i>Website &amp; Outlook</i>	2,500.00	325.00	650.00
<i>Supplies &amp; Operations</i>	1,400.00	37.33	471.98
<i>Databases</i>	8,750.00		
<i>Tax Prep</i>	850.00		
<i>Data Survey Analysis</i>	0		
<i>Insurance</i>	1,750.00		
<i>Misc/Other Projects</i>	10,000.00		71.15
<b>TOTAL</b>	<b>173,250.00</b>	<b>14,956.34</b>	<b>33,318.50</b>

<b>BEGINNING BALANCE</b>	-18,318.50
Income	+19.45
<i>Expenditures</i>	-14,956.34
<b>ENDING BALANCE</b>	<b>-33,255.39</b>