COUNCIL OF CHIEF LIBRARIANS 📖💻ⓘ
CALIFORNIA COMMUNITY COLLEGES

BOARD MEETING / RETREAT (July 14 & 15, 2008)
SAN DIEGO, CA

PRESENT: Atkins, Gregg; Bowen, Johanna; Cen, Luozhu; Collins, Mimi; Crump, Dan; Hart, Mary; Li-Bugg,   Cherry; Ford, Lorrita; Koetzner, John; Matthews, Jim; Mestas, Marie; Neufeld, Kenley; Raley, Sarah; Walsh, Susan; Weispfennig, John; Winters, Linda

ABSENT: Cater, Judy; Fernald, Jon; Ford, Lorrita; Karas, Tim; Laun, Mary Ann; McGee, Tony

1. WELCOME AND INTRODUCTIONS
A. Welcome & Introductions
New incoming, continuing and departing board members introduced themselves and their regions or areas. Gregg Atkins (Executive Director) reviewed housekeeping details related to the Retreat.

B. Board Membership
Jim Matthews (President) welcomed each new incoming and continuing Board member, and also introduced those who were absent due to calendar conflicts.

C. Thank You to outgoing Members
Gregg Atkins conducted a thank you ceremony with the outgoing board members on behalf of CCL.

D. Adoption of the Agenda
The draft agenda was adopted, with the understanding that items could be added at other times during the two-day meeting.

E. Approval of the minutes of April 24, 2008
The Minutes were approved (Walsh–m, Bowen-2nd).

F. Calendar of Board Meetings for 2008-2009
Dates selected and approved:
October 8, 2008 – virtual meeting using CCC confer meeting
February 4, 2009 – Burbank (at Glendale CC) (Gregg will organize transportation to/from airport)
March 26, 2009 – Sacramento
March 27, 2009 -- Deans & Directors Mtg, Sacramento

2. HOUSEKEEPING, ETC.
Gregg Atkins (Executive Director) reviewed housekeeping details related to the Retreat. He also reviewed reimbursement policies and procedures, and distributed reimbursement forms.

3. NEW MEMBER ORIENTATION / ORGANIZATIONAL REVIEW: (Matthews and Atkins)

Gregg Atkins and Jim Matthews presented an overview of: CCL history; CCL Constitution; Roles and duties of officers and representatives and other aspects of how CCL works. The important role of the regional reps was discussed.

Kenley Neufeld suggested the addition of a meeting number obligation to the job descriptions. Gregg proposed that Jim, Gregg and Johanna write up additions and expansions and clarifications to the job descriptions, and bring them for discussion to the new meeting. The Board agreed to this suggestion.

The Board reviewed the status, etc. of CCL publications: *Outlook, Directory, Website.*

The Board reviewed and discussed CCL's relationships with CIO's, TTAC, ETAC, Advisory Committee, CCC System Office.

4. REVIEW OF PREVIOUS YEAR
A. Membership Report (Gregg Atkins)

Gregg reported that CCL had 105 members this year. This is the highest ever number of paid members.. We assumed 100 a year ago. Email follow-up worked very well. September is when he sends out the first dues solicitation with a paper mailing, an email announcement and a page in the Outlook.

B. 07-08 Budget Report

Income was $7,115.47 higher than anticipated. The costs for travel, hotel rooms and hotel meeting rooms were far greater than expected, and a third workshop was held, all of which caused total expenditures for 2007-08 to be $17,317.04 higher than budgeted. However, CCL still retains an overall surplus of $24, 345.63.

C. Review of the activities of CCL in 2007-2008

Jim Matthews conducted a review of the work and activities accomplished in 2007-08 (data survey revision, electronic newsletter, website revision, SLO workshops, Tech Apps workshop, League/CCL review, CJCLS event).

5 APPOINTMENTS
A. Vice-Presidents

Board members were asked to express interest in serving as regional v-p's. Jim Matthews appointed Kenley Neufield for the South and Cherry Li-Bugg for the North.

B. TTAC

Johanna Bowen will continue as the TTAC rep.

C. CCCCO Advisory Committee (CIO Rep)

John Weispfennig will serve.

D. CCCCO ETAC

Carol Welsh will continue to serve, and will be *ex-officio* on the Board, and will attend meetings when she has a report.

6. REGULAR REPORTS

A. President
(See attached report.)

B. CCL-EAR Update
Sarah Raley reported for Tim Karas and Tony McGee. Committee has prepared a survey, which was brought to the Board for review and input. Sarah will take the Board's ideas and suggestions back to the Committee. Linda Winters was selected as the chair-elect for EAR. In light of Tony McGee's health, Tim Karas is willing to facilitate transition if necessary.

C. CC Library Consortium
Sarah Raley reported that Spring sales totaled $3,584,000 (strong). She has learned about an electronic textbook purchase plan being done in Colorado which the Consortium might offer here; she will get more information as soon as possible. She noted that her survey (which the Board reviewed) will go out in the Fall.

D. CCCCO Advisory Committee
Dan Crump reported on the work of the Advisory Committee, and discussed the ongoing role of the group. He is doing the follow-up on responses to the 05-06, 06-07 surveys, of which there were 89 to date. He will be ready to turn material over to Terrence Willet in September. Also, the 07-08 survey will go out in September after schools have returned.

F. Regional Representatives
Various regional reps reported on news, changes, etc. in their regions.

G. *Outlook; Website*
CCL Board likes the Outlook's new look. And greatly likes the new Web look. Johanna Bowen will work to make the Website .mobile friendly. It was noted that we need a listing of the relevant listservs and how to join on the WEBSITE (ccl-exec; cclearinfo; ccc-lib@cccco).

Johanna wants to work with Steve Hunt and others to create a *TechCorner* area in *Outlook.*

H. Digital Literacy resolution (added agenda item)

The Board voted to endorse the concepts of the proposed Resolution that is a *Proclamation of the Governor of California* for Digital Literacy for all Californians. CCL will share its support with the CCCCO advisory committees and other statewide library organizations.

It was decided to include a write-up of this in the *Outlook.* Johanna will ask the Commission for permission to distribute the document to MOBAC and to the new Pacific Library Partnership (PLP) group and COLD and UC's. This is a library thing and we need to seek wide acknowledgment of our endorsement.

6. REGULAR REPORTS, cont'd
I. Tele-Connect Fund ramifications (added agenda item)
Dan Crump brought up the Tele-connect fund and the successful application by the CCC's to the PUC to get the discount. He then proposed that CCL request TRIS consider putting some of the money saved next year be used as a sort of COLA for TTIP. Most of the funded activities in TTIP have gotten more cost effective over time with the notable exception of the cost of databases for libraries. Crump proposed an explanation of TTIP for next *Outlook* for our readers because the understanding of how the $4 million gets carved down to smaller and smaller figure may not be as widespread as we would wish.

> The Board agreed with the recommendation for use of Tele-connect savings to fund a COLA, and directed Board Johanna Bowen to present it to TTAC and TRIS.

7. Directory Committee Report
There was general consensus that that it should be set up so that each college can input its own data and make changes at any time. The group also agreed that we need to take out the stuff that should be in annual data survey. Gregg Atkins asked that the final product still be capable of generating mailing labels.

The original committee will have to meet via phone and/or email to create a list of key data elements necessary for a Web based directory product.

> The Board agreed to hire a contractor to: 1. get an output file from existing Access database, and 2. create a new application with a Web interface to allow each college to input their own data and from which the necessary reports would be generated on the fly (Directory, Roster, Name directory, mailing label format, etc.) The working group is Crump, Bowen, Walsh, Matthews, and Neufeld; they will have a report in September.

8. CCL – League Committee Report
Jim Matthews and Gregg Atkins reported on the mid-summer meeting with the League concerning software improvements and other procedural changes for the work of the consortium purchasing program. Issues concerning program oversight, long-standing concerns about the level of support for the Consortium Director and about use of the Director's time were raised at this meeting, and the League requested that Jim and Gregg meet to discuss these concerns before the work of the committee resumes. That meeting is scheduled for 8/25.

9. CCL WORKPLAN REVISION FOR 2008-2010
The Board reviewed the 2006-08 workplan, identified elements which had been completed, and developed a list of possible new objectives and activities.

> The Board adopted the 2008-2010 workplan (see website).

10. 2008-2009 ACTIVITIES PLANNING
A. Workshops
The following ideas were discussed for workshops:
- A *SurveyMonkey* "how-to"
- Meebo and reference; IM reference chat
- Web design: updates, good practices, etc.
- Google

> The Board agreed that a survey of topics and ideas should be conducted; Cherry will do the survey. The work group is to finalize the project is Gregg, Kenley, Cherie, Johanna. The Board also agreed that there will be two identical, back-to-back workshops in the Spring.

B. Spring Deans and Director Meeting Planning
Dates were selected:
- March 26 (Board Meeting) Sacramento
- March 27 (Deans & Directors) Sacramento

C. 2008-09 Budget Development
The Board reviewed the proposed budget document. It requested that a new line item be created for all stipends related to publications, so as to get a clearer picture of the variable costs for publications. The Board suggested that CCL- EAR to do 2 two day meetings to help stay within its 12K budget; the Board agreed that one of its meetings (October) will be a phone meeting.

c. 2008-09 Budget
The Board reviewed the proposed budget in light of the report on the previous year's budget. It agreed that meeting costs (transportation, meeting rooms, hotel rooms, and food) needed to be lowered by CCL-EAR and by the Board itself; both groups will make more use of phone meeting tools for at least one of their meetings, and meeting locations will include college campuses and use of campus food services. The Board decided that all of the publications stipends should be listed separately in a separate line item, which will allow greater awareness of the actual costs of publications. The Board decided on a lower figure than discussed for the Directory re-design into a Web product project based on Kenley's assumptions about the cost.

> The Board adopted the 2008-09 budget (attached).

11. Announcements, Closure, etc.

COUNCIL OF CHIEF LIBRARIANS, CCC
BUDGET PLAN 2008-09

INCOME	Annual Budget
Memberships	13,500.00
Consortium	50,000.00
Interest	40.00
Miscellaneous	3,000.00
CCLC Pass-Through	0
TOTAL	**66,540.00**

EXPENDITURES	Annual Budget
Executive Board Retreat	7,500.00
Executive Board Meetings	7,690.00
President's Travel	2,000.00
Executive Director Stipend	6,000.00
Workshops (2)	8,000.00
Annual Meeting	6,000.00
Area Meetings	500.00
Publications	500.00
Publications Stipends (3)	3,000.00
Website	2,500.00
Supplies/Operations	250.00
CCL-EAR Committee	12,000.00
Databases	7,500.00
Miscellaneous	100.00
Data Survey Analysis	3,000.00
CCLC Pass-Through	0
TOTAL	**66,540.00**

Adopted 7/15/2008