DRAFT MEETING MINUTES/NOTES

COUNCIL OF CHIEF LIBRARIANS 📖🖥ⓘ
CALIFORNIA COMMUNITY COLLEGES

BOARD MEETING / February 4, 2009
GLENDALE COMMUNITY COLLEGE, BURBANK, CA

PRESENT: Gregg Atkins, Liozhu Cen, Dan Crump, Tim Karas, Cherry Li-Bugg, Jim Matthews, Kenley Neufeld, Sarah Raley, Linda Winters

ABSENT: Johanna Bowen, Judy Cater, John Koetzner, Marie Mestas, Susan Walsh, John Weispfenning

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 October 8, 2008
    The minutes were approved.
C. Review of the Calendar of Board Meetings
    Next 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.*
    Retreat: July 22 (South) (one day only)
D. Assignment of new colleges to regions
    Jim Matthews noted that Woodland is being assigned to the Northeast Region, and that West Hills Lemoore is being assigned to the West Central Region.

II. DISCUSSION ITEMS
A. Workshop cancellations
    Gregg Atkins reviewed the problem (sudden withdrawal of two InfoPeople presenters, even after GTA offered to hire them as independent contractors) which led up to the last-minute cancellation. No contract had been signed with the hotel in Ontario; however, we are probably on the hook for $1000 with the hotel in Walnut Creek. It is possible that the WC hotel will let us rebook in the fall and credit the $1000 towards that meeting. Two possible fall topics: Open Source software for library systems, and OCLC.

    The Board suggested offering support to the CARL workshops occurring in April that are being organized by cc librarians.

B. Deans & Directors Planning
    Jim Matthews noted that his listserv query about attendance had shown that perhaps 35-40 people would attend (15 of those being Board members). He asked if that was enough to move forward with? Gregg Atkins noted that CCL was not yet under commitment for space. The Board finally agreed to present the meeting as currently scheduled (but did agree to change the date if the new Chancellor suggested a separate date).

The Board discussed a draft agenda, and also considered ways to make the meeting available live to those who are not attending. Kenley Neufeld will make it available by web streaming using his laptop. The registration cost will be $25.00.

C. Directory Committee Report

Kenley Neufeld reported that there were two potential contractors (one he had worked with, and the one which Johanna Bowen used for the website). Kenley's contractor reported that he could take the Access files and use them to construct the web product.

Dan Crump led the group through a review of the existing data elements, and the group identified those to be used in the new product (see attached).

The Board decided that the webmaster will act to moderate, and serve as contact point for members having problems; individual member access for purposes of updates will be through a password.

The Board agreed to have Kenley Neufeld move this forward and get a firm price from his contractor.

D. CCL-EAR Chair

Linda Winters and Tim Karas had previously used the Board's listserv to pose concerns and suggestions concerning the recruitment of the next CCL-EAR Chair. The Board reviewed the job responsibilities and role, and discussed several different possible approaches. It was determined that Glorian Sipman and Brian Greene would be asked to serve; the Board agreed that they could serve as co-chairs if neither felt willing to handle it alone.

E. Appointment of new members to CCL-EAR

The Board agreed to appoint Lana Wong (Santiago Canyon) to the CCL-EAR Committee for a 3-year term. She will replace Jean Smith

F. 2009-2010 Board Vacancy in L.A. Region

The Board discussed several possibilities to replace Linda Winters (leaving due to her retirement). If possible, a person from one of the LACCD colleges will be appointed. Jim Matthews will pursue this matter.

G. Planning for Activities and Budget for 2009-2010.

The Board tentatively decided to have two sets of workshops (one of which should be a technology theme), each one to be held north and south; the first will be in early fall. The Board wants to re-examine the usefulness of the Deans & Directors meeting, as well as the scheduling of that meeting.

H. Library mission statements

Dan Crump raised the subject of posting individual library mission statements, SLO guidelines/models, and program review examples to the CCL Wiki. The Board agreed that this would be useful information to have available. Dan will use the *Outlook* and the listserv to generate submissions.

I. Use of SurveyMonkey on impact of budget on CC libraries

The Board agreed with the suggestion that a survey be created to gather information about how the cc libraries have been impacted by budget cuts. Jim Matthews, Kenley Neufeld and possibly Johanna Bowen will handle this. Sarah Raley offered assistance with it as well.

III. REPORTS
A. CCL-EAR (Linda Winters)
   The Committee met on Dec. 3, 2008 via CCC Confer.

- The Pro-Con Database review should be ready by February 17th. It compares CQ Researcher (CQ Press/Sage), Issues and Controversies (Facts on File), Opposing Viewpoints Resource Center (Gale), Points-of-View Reference Center (Ebsco), SIRS Researcher (Proquest) and procon.org (a free public WWW site). It is a very comprehensive review 37 pages long and includes screen shots, an Appendix A: Topics List for all Products, and Appendix B-D: Title Lists of Essays, Books, Etc. in Gale Print Pro/Con series that are NOT in Opposing Viewpoints Resource Center.
- The committee agreed to do a comparison review of encyclopedias in spring 2009.
- The review for AP Images was completed and posted in October.
- The 8th NetLibrary collection was finalized in December with 2681 titles. The MARC records were made available in January.

The next meeting is scheduled for Feb. 5 – 6 in conjunction with the Vendor Day. Some of the discussion items in addition to ongoing and new reviews are:

- E-books: Results of the E-book survey and concerns over e-books missing significant material. Recommendations may be brought to the next CCL Board meeting.
- The review template: possible improvements
- Serials Solutions: accuracy of periodical counts
- Vendor Day Schedule
   9:30   LibGuides
   10:30 Greenwood Press
   11:30 Facts (InfoBase Publishing)
   12:30 Lunch provided by Community College League
   1:30 Wilson

B. CCL-League Consortium (Sarah Raley)
   Fall orders have been placed. We were up $128,400 in orders over fall of 2007. We also accepted an additional $863,766 in early spring orders. The publisher Nature is pulling out of consortia arrangements and Solinet has moved to requiring all individual organizations to sign their own license agreements.

C. Budget & Membership (Gregg Atkins)
   Gregg reviewed the second quarter budget figures (attached). Membership renewals have been received from 83 colleges.

D. Annual Data Survey Analysis (Gregg Atkins)

Gregg Atkins reported that Terrence Willet will again work with CCL to analyze the latest data survey reports, and to make information available through the CCCCO. Dan Crump will be the contact with Terrence.

Dan Crump will also proceed to send out the 07-08 survey.

E. President's Report (Jim Matthews)
    (need report)

F. Regional Issues / Report from the Reps

G. *Outlook* & Website (Johanna Bowen)
    (Via email) **OUTLOOK and WEB site** appear to be problem free and on-track for the year. Producing each Outlook is a village process with everyone sending good stuff.   Many Thanks. Get ready for the one due out 3rd or 4th week of FEBRUARY. I'm   waiting for the stuff to pour into my inbox :-)

H. TTAC (Bowen)
    (Via email) **TTAC report:** TTAC meets Feb 25th but at the Nov. meeting the system staff noted   that they were braced for uniform mid-year cuts to already distributed TTIP monies. -- System is trying to replace dying Video Conferencing equipment on all campuses to keep that option alive in the future. --**California Teleconnect Fund** – The program will begin on December 1, 2008. The colleges have to individually apply. The system will get the word out and track who applies or does not and follow up to assure participation. -- System office is actively tracking all aspects of SB 1437 which allowed for the CTF, includes a five year extension of the concurrent high school students; enhance inter-segmental exploration in Science and Technology careers. This bill recognizes the role of CVC. --

    Higher Education Authorization (HEA) Act Discussion – John mentioned that in light of the HEA Act, he recently had an issue with P2P eating up bandwidth and found spikes in usage. Legislation indicates that we will need to notify students and campus personnel that P2P file sharing of copyrighted material is illegal and that there may be criminal consequences. System office expects to take a leadership role in implementation for CCCs.

I. CCCCO Advisory Committee (Dan Crump)
    The Committee has not yet met.

J. Academic Senate Report (Dan Crump)
    (need report)

K. ETAC (Carol Welsh)
    (Via email)
    Re: ETAC meeting, January 29, 2009
    Last week's meeting, in my opinion, left much to be desired, in terms of substantive action or noteworthy discussion. Fortunately I was able to confer with Scott Vigallon, Las Positas DE Coord. The following is a compilation of his and my notes/comments:
    1. As of last Thursday, 56 colleges were participating in the DE retention study.
    2. The chancellor's office is currently working on compiling results from the student satisfaction survey that was released last fall and will report back to participating colleges in a useable format. No release date set as yet.
    3. Within the next month or two, Barbara Beno, from the ACCJC, will participate

in a webinar to address the student authentication issue. Panelists will include Bob Bramucci, (South Orange CCD) representing ETAC. Exact Date TBD

4. With the release of the revised DE Guidelines last August, (a major achievement of our ETAC last year) a task force has been convened to update the system office's DE Accessibility Guidelines. The accessibility guidelines are at least 10 years old, and the update will reflect, among other things, the technological advances since then. The hope is that the guidelines become a more useful tool for colleges on the issue of web accessibility.

5. At the High Tech Center Training Unit, Gaeir Dietrich has been named the interim director, stepping in for the late Carl Brown. Jayne Johnson has replaced Sean Keegan who has moved on to Stanford University.

6. The HTCTU and @ONE are collaborating to develop online training on web accessibility.

7. Phase 2 of the MPR report on web accessibility in DE will hopefully be finished sometime in February. No definitive date set as yet.

8. Next meeting is scheduled in Sacramento on Wednesday April 22. I will attend via CCC-Confer and report shortly after. Would it be a good idea to select my replacement now, so s/he can attend in April as well?

The Board voted to appoint Cherry Li-Bugg to serve on ETAC following Carol Welsh's retirement.

COUNCIL OF CHIEF LIBRARIANS, CCC
- **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR OCTOBER 2008

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	4,500.00	4,500.00
Consortium	50,000.00	404.30	36,521.78
Interest	40.00	2.81	11.15
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
TOTAL	**66,540.00**	**4,907.11**	**41,032.93**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
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	2,000.00
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	128.31	128.31
CCL-EAR Committee	12,000.00	1,905.25	1,905.25
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
TOTAL	**70,575.00**	**2,533.56**	**15,679.25**

ACCOUNT BALANCES	OCTOBER 2008
Savings Beginning Balance	16,584.64
Income	2.81
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,587.45
Savings Ending Balance	*16,587.45*
Checking Beginning Balance	32,730.98
Income	4,500.00
Transfer to Savings	0
Transfer from Savings	0

Expenditure	2,533.56
Checking Ending Balance	*34,697.42*
TOTAL	**51,284.87**

COUNCIL OF CHIEF LIBRARIANS, CCC
- **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR NOVEMBER 2008

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	5,100.00	9,600.00
Consortium	50,000.00	0	36,521.87
Interest	40.00	2.72	13.96
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
TOTAL	**66,540.00**	**5,102.72**	**46,135.65**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
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	2,500.00
Workshops	8,000.00	0	0
Annual Meeting	6,000.00	0	0
Area Meetings	500.00	135.60	135.60
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	0	0
Website	2,500.00	0	0
Supplies/Operations	250.00	37.28	165.59
CCL-EAR Committee	12,000.00	1,048.28	2,953.53
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
TOTAL	**70,575.00**	**1,721.16**	**17,400.41**

ACCOUNT BALANCES	NOVEMBER 2008
Savings Beginning Balance	16,587.45
Income	2.72
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,590.17
Savings Ending Balance	*16,590.17*
Checking Beginning Balance	34,697.42
Income	5,100.00
Transfer to Savings	0

Transfer from Savings	0
Expenditure	1,721.16
Checking Ending Balance	*38,076.26*
TOTAL	**54,666.43**

COUNCIL OF CHIEF LIBRARIANS, CCC
- **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR DECEMBER 2008

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	1,950.00	11,550.00
Consortium	50,000.00	0	36,521.78
Interest	40.00	2.81	16.65
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
TOTAL	**66,540.00**	**1,952.81**	**48,088.46**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
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	3,000.00
Workshops	8,000.00	0	0
Annual Meeting	6,000.00	0	0
Area Meetings	500.00	0	135.60
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	2,000.00	2,000.00
Website	2,500.00	0	0
Supplies/Operations	250.00	0	165.59
CCL-EAR Committee	12,000.00	0	2,953.53
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
TOTAL	**70,575.00**	**2,500.00**	**19,900.41**

ACCOUNT BALANCES	DECEMBER 2008
Savings Beginning Balance	16,590.17
Income	2.81
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,592.98
Savings Ending Balance	*16,592.98*
Checking Beginning Balance	38,076.26
Income	1,950.00

Transfer to Savings	0
Transfer from Savings	0
Expenditure	2,500.00
Checking Ending Balance	*37,526.26*
TOTAL	**54,118.74**

COUNCIL OF CHIEF LIBRARIANS, CCC
- **INCOME AND EXPENDITURE REPORT 2008-09**

STATEMENT FOR JANUARY 2009

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	2,100.00	13,650.00
Consortium	50,000.00	0	36,521.78
Interest	40.00	2.81	19.46
Miscellaneous	3,000.00	0	0
CCLC PassThru	0	0	0
TOTAL	**66,540.00**	**2,102.81**	**50,191.27**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
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	3,500.00
Workshops	8,000.00	0	0
Annual Meeting	6,000.00	0	0
Area Meetings	500.00	0	135.60
Publications	500.00	0	0
Publications Stipends (3)	3,000.00	0	2,000.00
Website	2,500.00	0	0
Supplies/Operations	250.00	200.00	365.59
CCL-EAR Committee	12,000.00	0	2,953.53
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
TOTAL	**70,575.00**	**700.00**	**20,600.41**

ACCOUNT BALANCES	JANUARY 2009
Savings Beginning Balance	16,592.98
Income	2.81
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,595.79
Savings Ending Balance	*16,595.79*
Checking Beginning Balance	37,526.26
Income	2,100.00

Transfer to Savings	0
Transfer from Savings	0
Expenditure	700.00
Checking Ending Balance	*38,926.26*
TOTAL	**55,522.05**