

COUNCIL OF CHIEF LIBRARIANS

CALIFORNIA COMMUNITY COLLEGES



BOARD MEETING / November 19, 2009

BURBANK, CA

PRESENT: Gregg Atkins, Johanna Bowen, Judy Cater, Dan Crump, Tim Karas, John Koetzner, Cherry Li-Bugg, Jim Matthews, Marie Mestas, Kenley Neufeld, Sarah Raley, Choonhee Rhim, Glorian Sipman, John Weispenning

ABSENT: Luozhu Cen, Susan Walsh

I. Welcome and Procedural Issues

- A. The agenda was adopted as presented.
- B. The minutes of the September 24, 2009 were approved as written.
- C. The next Board meeting was set for January 28, 2009 in Ontario, CA.

II. Discussion Items

A. Incorporation of CCL –

Gregg Atkins reviewed the work he and our attorney (Kent Parr, Andersen & Bonnifield) have done with the revisions to the Articles of Incorporation and to the Bylaws. All changes requested by the Board were able to be accommodated. The Articles of Incorporation will be filed with the Secretary of State's office as soon as all the necessary signatures have been obtained.

B. Databases/TTIP/State Leadership Grant –

Jim Matthews, Gregg Atkins and Dan Crump reported on various conversations and events:

- The League does not now see the need to change the arrangement at this time, and is not “pulling the plug” at the end of December.
- The proposal to give CCL a grant was presented to TTAC, which approved the action by the CCCCCO.

The group spent time identifying a list of issues/responsibilities/activities which could be used in the M.O.U. Gregg Atkins will forward them to Catherine Mackenzie at the CCCCCO for consideration (see attached).

C. Accreditation Issues –

Jim Matthews led a discussion about the Accreditation Process and perceived problems and issues re: libraries. The following concerns were raised:

- team lacks a librarian member
- standards are too ambiguous
- the AACJC workshop and tools need to specifically include Standard 2C
- there needs to be a (CCL-created?) workshop for the libraries concerning accreditation, Standard 2C, etc.

- AACJC is not respecting team's recommendations
- teams are being inconsistent
- teams are bringing in ideas and positions not sanctioned by AACJC
- teams either meet with library staff & director or there's no contact whatsoever

The Board agreed that Jim Matthews should write a letter to AACJC expressing concern about the lack of librarians on teams, and offer to assist in the recruitment effort.

D. Ideas for a Workshop –
Discussion tabled.

E. Another Survey? –

The Board agreed that the survey about database funding should be run again on 11/30/09 and then in early spring 2010 prior to the Deans & Directors meeting.

III. Regular Reports

A. CCL-EAR –

The CCL-EAR committee asks that it be involved in the review/evaluation process for a group/statewide purchase. As to regular committee work, there are many reviews in progress, including one for Wikipedia. There will probably not be a vendor day at the spring meeting.

B. CC Libraries Consortium –

Sarah Raley reported that spring orders totaled \$1,652,500 at this moment; 12 colleges have not yet responded. Six colleges have ordered ahead of the usual cycle to spend available money. Sarah reviewed the group purchase price information which she had obtained by working with vendors; the group discussed ways that it could be organized differently to help non-librarians understand it more readily. Johanna Bowen, Jim Matthews and Gregg Atkins will work as a sub-committee to sort out the group's ideas and develop a document to use in discussions with the CCCCCO.

C. Budget and Membership –

Gregg Atkins noted that there are 77 paid members to date, and that this is the highest number at this point in the year. He also presented the financial reports through October (attached).

D. President's Report

Jim Matthews recounted his successful presentation at the Board of Governors meeting on November 2. A meeting will be set up in December with CCCCCO staff. With regard to 2010-11 budget, the word is that due to reduced property tax revenues, there will be a CCC budget reduction and no backfill. The 75/25 ratio is not relaxed, but colleges do not have to meet growth targets.

E. TTAC Report –
No additional report.

F. Regional Reports –

G. Outlook/Web –
No report.

H. CCCCCO Advisory Committee –

Dan Crump reported that the final review of the latest two years should be completed by Terence Willet in December. The next survey should be opened for completion in late January.

Dan Crump wondered if the LLRPAC should be shifted from Ed Policy Division to the Technology Division? Board discussion did not point to a conclusive answer.

I. Statewide Academic Senate –

Dan Crump noted that the Senate passed a resolution supporting the need for continued database purchases to support student success. John Koetzner reported on work to date concerning the Standards of Best Practice paper being developed to cover faculty librarians.

J. ETAC –

No report (has not yet met).

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**POSSIBLE “SCOPE OF WORK” ITEMS FOR LIBRARY LEADERSHIP GRANT
M.O.U.**

1. To provide leadership in the development of statewide acquisition of online electronic information resources products by
 - identifying needed types of electronic information resources
 - identifying and evaluating specific potential proprietary products using a peer-based evaluative process
 - negotiating statewide prices and agreements with vendors
 - identifying recommended product packages in prioritized fashion
2. To assist in the development of new funding mechanisms and strategies for the acquisition of online electronic information resources products at a statewide level
3. To provide leadership in the development of discounted pricing for online electronic information resources products for individual purchase by California community college libraries by
 - identifying needed types of electronic information resources
 - identifying and evaluating specific potential proprietary products using a peer-based evaluative process
 - negotiating statewide prices and agreements with vendors
 - managing the acquisition process (billing, payments, etc.)
4. To manage vendor relations and technical support services for products purchased either through a statewide acquisition process or through individual purchases by colleges
5. To provide professional development and training opportunities for California community college library faculty, staff, administrators, etc. concerning the application of new technologies and software for library operations, management, services, etc.
6. To provide opportunities for California community college library faculty and administrators to discuss and explore policies, issues and new opportunities related to the provision of library services to faculty and staff in the California community colleges
7. To provide leadership in the continued development of policy, guidelines, and standards for California community college library instructional services,

management, and operations with special emphasis on the use of information technologies in the areas of

- digital literacy
- basic skills information competency/literacy
- remote and mobile provision of service
- open source library software applicability

8. To work collaboratively with other California community college groups and organizations to discuss and explore policies, issues and new opportunities related to the provision of library services to faculty and staff in the California community colleges

COUNCIL OF CHIEF LIBRARIANS, CCC

• **INCOME AND EXPENDITURE REPORT 2009-10**

STATEMENT FOR SEPTEMBER, 2009

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	0	300.00
Consortium	50,000.00	0	38,884.52
Interest	40.00	1.37	4.19
Miscellaneous	3,000.00	520.00	520.00
CCLC PassThru	0	0	0
TOTAL	66,540.00	521.37	39,708.71

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Executive Board Retreat	7,500.00	237.75	6,562.46
Executive Board Meetings	7,690.00	441.70	441.70
President's Travel	2,000.00	73.30	330.00
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	100.00
CCL-EAR Committee	12,000.00	0	150.00
Databases (Countrywatch)	7,500.00	0	0
Miscellaneous	100.00	0	82.16
Data Survey Analysis	3,000.00	0	0
CCLC Pass-Thru	0	0	0
TOTAL	70,575.00	1,252.75	9,166.32

ACCOUNT BALANCES	SEPTEMBER 2009
Savings Beginning Balance	16,609.53
Income	1.37
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,610.90
<i>Savings Ending Balance</i>	<i>16,610.90</i>
Checking Beginning Balance	58,746.34
Income	520.00
Transfer to Savings	0
Transfer from Savings	0
Expenditure	1,252.75
<i>Checking Ending Balance</i>	<i>58,013.59</i>
TOTAL	74,624.49

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• **INCOME AND EXPENDITURE REPORT 2009-10**

STATEMENT FOR OCTOBER, 2009

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	7,650.00	7,950.00
Consortium	50,000.00	0	38,884.52
Interest	40.00	1.41	5.60
Miscellaneous	3,000.00	1,000.00	1,520.00
CCLC PassThru	0	0	0
TOTAL	66,540.00	8,651.41	48,360.12

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Executive Board Retreat	7,500.00	154.88	6,717.34
Executive Board Meetings	7,690.00	2,059.76	2,501.46
President's Travel	2,000.00	167.50	497.50
Exec. Director Stipend	6,000.00	500.00	2,000.00
Workshops	8,000.00	7,802.14	7,802.14
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	189.16	289.16
CCL-EAR Committee	12,000.00	1,237.72	1,387.72
Databases (Countrywatch)	7,500.00	0	0
Miscellaneous	100.00	0	82.16
Data Survey Analysis	3,000.00	0	0
CCLC Pass-Thru	0	0	0
TOTAL	70,575.00	12,111.16	21,277.48

ACCOUNT BALANCES	OCTOBER 2009
Savings Beginning Balance	16,610.90
Income	1.41
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,612.31
<i>Savings Ending Balance</i>	<i>16,612.31</i>
Checking Beginning Balance	58,013.59
Income	8,650.00
Transfer to Savings	0
Transfer from Savings	0
Expenditure	12,111.16
<i>Checking Ending Balance</i>	<i>54,552.43</i>
TOTAL	71,164.74

