

Council of Chief Librarians  
Board Minutes  
Thursday October 27, 2011  
9:30am -- 3:00pm  
Ontario Doubletree by Hilton

## 1.0 Housekeeping

### 1.1 Welcome

Present: Marie Mestas, Choonhee Rhim, John Koetzner, Mark Stengel, Matt Magnuson, Kenley Neufeld, Taylor Ruhl, Jim Matthews, Meghan Chen

Excused: Dan Crump, Gregg Atkins, Johanna Bowen, Andy Kivel, Lisa Foley

### 1.2 Adoption of the Agenda

### 1.3 Approval of the minutes of July 14, 2011 - **tabled**

## 2.0 Reports

### 2.1 President

Attended TTAC meeting: TTIP funding hasn't been changed and is still around \$15m. In order to fund the library statewide database, 20% of the cost of redundant circuits to the colleges will be charged to the colleges. When the ARRA project that will provide permanent circuits to some colleges in the San Joaquin Valley is completed in 2013 the resultant savings will allow the State to resume paying the complete costs of the redundant circuits.

The State Assembly awarded the CCCs a one-time \$1 million (John Perez) for 2 projects, 50% for e-transcripts and 50% for common assessment. 27 CCC currently are using e-transcripts; 15 starting to implement E-transcripts and it costs \$5,000 per campus to implement with a estimated \$500,000 annually to pay for all colleges to use it. Costs include buying a web portal and a data warehouse.

At the TTAC meeting, it was reported that the cost estimate to implement the Student Success Task Forces IT and other components would include:

Shared services: internet connectivity, centralized LMS, e-transcripts, e-library catalog, centralized curriculum. \$5 million one-time, \$15.4 m ongoing. \$10 m for assessment.

Student services educational: federated ID system, CCC apply, data warehousing, ASSIST, database of approved programs, course schedule database, college directory, career explorer, transcript ordering, e-portfolio, education planner, degree audit, and job placement module. \$4.2 m one-time, \$6.5 m ongoing.

To bring up counselor-student ratio: \$300 million.

CCC System offers 12,606 online courses and 62 associate degrees.

Kenley held a Oct. 21, 2011 meeting concerning a possible statewide purchase of centralized open-source library system. Presentations were given by OCLC, and BYWaters Solution (Koha).

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Koha, essentially is not an integrated system-wide catalog product but for the CCC would be 110 separate LMS and the pricing would be based on collections size and circulation with one-time implementation fees and training costs to customize the product. Koha could be hosted at Rack Space or hosted by the college. Koha is developing hourly loan and reserves components. Business is one or two years old.

OCLC 's pricing subscription would be based on a combination of FTES and collection size system-wide. There would be one-time data migration and implementation fee. The system would be based on a single state-wide "bucket" with each college using a web-scale management system, one WMS for entire state. As colleges join WMS, the "bucket" would grow. The WMS would be hosted by OCLC in Ohio with back-up in other states. Given that it is a hosted system, there would be a privacy system in place. Kenley reported that 25 colleges expressed interest, and we could start with that group. Another option would be to go with the WorldCAT interface, which is customizable to each college, with unique loan policies, etc. WorldCAT local, book jacket, Link Resolver and Discovery Center could be included. Only 13 CC colleges don't use OCLC, but they can also use this system without having to use OCLC. One possible option is putting everyone on WorldCAT local, explore the cost of doing this system-wide; Sarah will explore the price tag. OCLC willing to do independent contracts.

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CCC-CIO Meeting September 2011: The CIOs discussed and reviewed the group's regional divisions based on colleges' locations (map and narrative list shared) with the possibility of adding another region. (When CCL was created, CCL used the CIOP regions as well.) The CIOs discussed charging a lab resources fee, but not materials fee. Other interesting items from the CIO meeting:

Gavin Newsome released an economic plan and an education plan

"Good neighbor" policy – California students cannot attend college in Nevada without paying out-of-state fees; still valid in Arizona.

Course approval process through CCCC slow due to short-staff status, but not too far behind.

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2.2 CCL-EAR: Glorian reported that she explored the idea from the Retreat to open up NetLibrary (Ebsco) 1-8 collections to downloading. Unfortunately, either all the collections are opened or none are opened. After some discussion, Sarah volunteered to see what the cost would be to get a statewide license to Adobe Content Server to allow downloads for eBooks. Individual Adobe content server software cost is \$250.00 one-time. No additional fee from EBSCO side. There will not be a new ebook collection like in the past. The e-book subcommittee will be exploring other options, possibly a consortia collection. We may be looking at a purchase model, not a subscription model. The Fall major reviews will be: OCLC product, Films On Demand, Nursing Resource Center.

2.3 Consortium: All renewal forms are out, however, people are slow to get those back since they may be waiting to hear about what to buy.

2.4 Publications (Outlook, Directory, and Web) - written report from Johanna

2.5 Academic Senate for California Community Colleges: No report from Dan but Kenley encouraged faculty input with specific recommendations for the SS Task Force.

2.6 Library Learning Resources Program Advisory Committee - no report

2.7 Regional Reports

SF East Bay (Jim Matthews for Andy Kivel): Chabot College is looking for a College President. Las Positas just hired a new President and is looking for an Academic Vice President. Both Chabot and LPC are in the middle of drafting new Educational Master plans. The Peralta Colleges are actively reorganizing their administrative organizations.

Northeast – Feather River College has a new library facility (one librarian & one staff) – Tom Davis; Lassen College got a 12-hour per week librarian to replace a full-time who retired.

NW – College of the Redwoods using Koha.

East Central – West Hills-Coalinga is looking at a co-use facility with a public library. Westhills Lemoore did not get book fund.

Desert – Marie; library is getting a new library media clerk but is expected to increase hours by two hours and Saturday.

SBCC, Cuesta College – has a new facility but due to lack of staff can only offer four-day public hours. SBCC got grant to make a 100% time librarian-in-residence (one-time only), so now the library is open seven days a week (came out of the library advisory group; with full knowledge of the foundation).

LACCD, PCC, Santa Monica – five libraries being renovated; Radio Frequency (RF) ID – inventorying using bar code readings and beeps when a book is in wrong place (great staff time saver) – COST?

South coast – no news is good news; several retirements not replaced; library management done by deans who have new, multiple divisions or departments.

2.8 Statewide Database Subcommittee

Four vendors have submitted an RFP. Three of the four have submitted more than one option. The state procurement process requires scoring each criteria separately. Individual scores have been submitted for compilation by Friday. On November 8 there will be a presentation from select vendors. It was felt that a letter from the

State Chancellors office to the colleges should be sent out regarding the database purchase and that this database will not replace the former \$4m in TTIP nor should this database be considered a replacement for the databases subscribed by each college. That there is a fear that colleges will see this database as the only needed database needed by a college. Kenley will work with Patrick Perry on such a letter. This letter should be signed by Patrick Perry and Kenley.

### 3.0 Discussion Items

#### 3.1 Teleconference Planning (November 17, 10am-12pm at Mt. Sac)

##### **Logistics**

The room fits about 50 people (round tables of 8). Easy parking.

Lunch will be provided by CCL to 1:30pm. We can use CCCConfer.

Meghan will get back to us on parking (guest v. fee) and video camera

Kenley will create an RSVP mechanism (limited space) and the CCCConfer schedule

Topic #1: statewide database.

Presenters: Jim Matthews and Sarah Raley

Topic #2: Student Library and Technology Engagement Survey

Kenley will make opening remarks.

Invite Char to attend and Tim (if he's available)

**(Action:** arrange with Chancellors Office to send a letter to colleges encouraging participating in survey in Spring 2012)

#### 3.2 Deans & Director's Meeting Planning (March 15-16 in Sacramento)

Board meeting 9:00-12:00

Lunches with speakers 12:00-1:30 pm

Topic Ideas:

1. Mobile Monday. Library catalogue – state-wide (presentation)
2. Mobile app with libraries; internet library; QR code (e.g., put on shelves to help guide students)
3. Panel on future trends of libraries - Strategic Plan for the library in the 21<sup>st</sup> Century for a BOG presentation (See 3.4 for more discussion)
4. Panel on Staffing changes and organizational structures - *who's leading the library?* (Reps from large, medium, small libraries; multi-college district); cite the ASCCC "white paper" on library standards
5. Student Success Task Force

Speaker Ideas: James Woorley; Liz Lawley; Stephen Abram, Henry Ramos BOG

Discussion: invite Henry Ramos (maybe Chancellor will come) - Mark will see if Henry is available. .

Last year we had three presentations on Thursday afternoon. Friday we did our business meeting and special speaker for lunch.

3.3 Board of Governors Presentation (November 7 - LeBaron Woodyard) Jim and Kenley will attend (Note as of 11/7 the presentation has been postponed until a another meeting. )

3.4 Board of Governors Presentation (Spring 2012 - Henry Ramos)

Henry Ramos is looking for specific proposals that are cogent, straight forward, that could be used to get it on the agenda for the BOG (maybe in spring). What policies can be changed or written to support the libraries in community colleges. What policies are not helping the libraries. Are libraries a "service" or "classroom" - this impacts funding. Facilities development. Technology developments.

**Discussion:** libraries should be part of instruction instead of a service - be on the other side of the 50% rule (should be the end of the discussion, but definitely important). Can we reconcile the disconnect between 50% law and Faculty Obligation.

How do we position ourselves with regards to direct instructional work? Get somebody like Will Baty (consultant) to talk with us about library spaces and come up with statement.

Strategic Guidelines. Looking ahead 20-years. We need to do things differently to meet the needs of students. Save money. Help students.

The space issue. This is a place for us to study. Haven for students, but in terms of student retention and student success.

Look at recent ACRL and OCLC reports.

Funding formulas need to be changed that libraries are the same as English.

Learning takes place than just in the classroom.

Distance learning

**ACTION:** *plan for significant discussion on this at our January meeting*

3.5 California Community Colleges Task Force on Student Success

Library information competency and basic skills.

**ACTION:** Meghan and Taylor will draft some language and send it out to the email list by Monday.

3.6 Interlibrary Loan Efforts

General discussion on the common practices across the state.

#### **4.0 Announcements, Closure, etc.**

Minutes should be distributed within 2-weeks of the meeting.

Choonhee volunteers for interim chief financial officer

Meghan volunteers for interim secretary

#### **January Meeting Items**

- elect a secretary
  - elect a chief financial officer
  - priorities and strategies for libraries in the 21st century
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- Next Meeting: January 19, 2011 in Sacramento