

MINUTES – BOARD OF DIRECTORS MEETING / October 16, 2014

San Jose, CA

PRESENT: Doug Achterman, Gregg Atkins, Johanna Bowen, Dan Crump, Lisa Foley, Tim Karas, Pearl Li, Matt Magnuson, James Matthews, Kenley Neufeld, Paula Paggi, Sarah Raley, Kerry Kilber Rebman, Mark Stengel, Darryl Swarm

ABSENT: Peter Sezzi

1.0 Housekeeping

1.1 Welcome

1.2 Adoption of Agenda / The agenda was adopted (moved by Mark Stengel, seconded by Darryl Swarm, vote was unanimous).

1.3 Approval of July 17-18, 2014 Minutes / The minutes were approved (moved by Paula Paggi, seconded by Mark Stengel, vote was unanimous).

Special Note: see Attachment 1 for more detailed discussion of items in Section 2 and Section 3.

2.0 Reports

2.1 President (Tim Karas) / President Karas reported on the CIO Board meeting issues:

- CTE funding complications
- AB6 Adult Ed implementation
- Transfer degrees (SB 1440, SB 440)
- 5-year instructional equipment needs plan
- need to re-affirm that IELM includes library materials; ask CIO's to get CCCCCO to reissue 2000 memo

Technology & Telecommunication Advisory Committee (TTAC) will issue a new draft TTIP plan in December.

- less specific; focus on goals

2.2 CCL-EAR (Darryl Swarm)

- The shared ebook deselection group is very close to finalizing their lists for the project. We are holding a virtual meeting on Friday, January 30 to go over questions and make refinements.
- As of our last meeting on November 14, 2014, teams have made steady progress on the current reviews. The Lexis/Nexis Academic 30-day trial was scheduled to start January 10, so that review is underway now as well.
- The CCL-EAR group has been checking in on how we are meeting our strategic goals and things are going well in that regard. One member went to a virtual conference called Forward Focus, designed specifically for community college libraries. He said that, based on his experience, he would not recommend it at this time since the content was not very well developed.
- Replacements for two members whose terms expire this year (Daniel Kiely, Tamara Weintraub) will be identified and brought to the Board for approval.

2.3 CC Library Consortium (Sarah Raley)

- JSTOR is doing away with the Archive capital fee discount in the spring order cycle (to begin with orders for July 1). I am trying to discourage this since it is the only discount we receive from JSTOR.
- CountryWatch cost will be \$14,882. The League will support half.

- Elsevier has decided to end their agreement with the consortium which offered a discount to the colleges. The colleges will now order this direct from the vendor if they decide to continue with their subscription.
- The participation report prepared by the League office has been posted to the consortium website. It is located under the committee minutes section.

2.4 Publications (Johanna Bowen) (see Attachment 2)

2.5 ASCCC (Dan Crump) (see Attachment 3)

2.6 LLRPAC (Dan Crump)

Dan will work with LeBaron Woodyard to get the data survey out within two weeks; responses will be due back February 2015. Terrence Willet has been contacted and will provide analysis of completed surveys; Terrence will present data so that libraries can do own analysis.

Tim Karas will contact LeBaron Woodyard concerning Student Engagement Survey; data has not been given to CCL or otherwise made available.

2.7 Financial report & membership (Gregg Atkins)

Executive Director Gregg Atkins presented proposed budgets for the Grant, “old Grant” and the CCL general operating budget for 2014-15 (see Attachment 4).

- Grant Budget 2014-15 (moved by Jim Matthews, seconded by Mark Stengel, and the vote was unanimous)
- “Old Grant” Budget 2014-15 (moved by Jim Matthews, seconded by Mark Stengel, and the vote was unanimous)
- General operating budget (moved by Mark Stengel, seconded by Paula Paggi, and the vote was unanimous)

Gregg presented the financial report through September 2014 (see Attachment 5).

Membership invoices were mailed out the first week of October.

Executive Director Atkins reported on an initial conversation with a financial advisor about investing the group’s funds; very low-risk or no-risk investment vehicles return less than 1% currently. The Board authorized (moved by Jim Matthews, seconded by Mark Stengel and the vote was unanimous) to take up to \$200,000 for the purpose of obtaining a better return. If nothing else, the funds will be moved into BofA savings.

2.8 Regional Reports

3.0 Reports

3.1 Regional workshops (Matthews, Rebman, Chen, Crump)

Fall workshops are set for 11/19 (Ontario) and 11/20 (Walnut Creek). Workshop theme is “Connecting Libraries to Student Success.” (See Attachment 6)

3.2 2013-14 Strategic Plan Action Items

3.2.1 Strategy A1: Info Comp update (Neufeld, Achterman)

- Going after college which have not submitted material or responded
- plan to hold a working meeting in December (in the North)

3.2.2 Strategy B2: ILS (Sezzi, Neufeld)

- Survey analysis not yet complete.

3.2.3 Strategy B1/C2: D&D meeting; promotion

- Hotel is secured April 9-10, 2015.
- Will repeat regional meetings format and re-instate small groups which are topic-focused
- Need suggestions for speakers

3.4 2014-15 Strategic Plan Action Items (Tim Karas)

3.3.1 A1/A2 Information Literacy (Achterman, Paggi, Foley)

- No report

3.3.2 A3 Embed into Curriculum (Crump, Chen, Stengel)

- No report

3.3.3 B1/B2 Info Resources & Tools (Neufeld, Bowen, Stengel)

- No report

3.3.4 B3 Leverage Economies of Scale (Swarm, Raley)

- CCL-EAR is discussing ways to increase participation
- 3.3.5 B4 Library Guidelines** (Matthews, Swarm, Atkins)
- CCCCCO will be contacted; opportunity to present a proposal?

3.5 2015 to 2017 Strategic Plan

The Board discussed how it would develop a new Strategic Plan to cover 2015-1017:

- review at Deans & Directors meeting with members / what new is needed?
- consider how landscape has changed

Board decided (moved by Jim Matthews, seconded by Mark Stengel, and the vote was unanimous) to seek services of Kathy Booth again to work with Board at the May 21, 2015 meeting and then at the 2015 Retreat (July 16-17).

3.7 Appointments and elections

To fill the vacant SF/East Bay Board position, Evelyn Lord (Laney College) was nominated and elected (moved by Jim Matthews, seconded by Mark Stengel, and the vote was unanimous).

3.8 Calendar of 2014-15 meetings

The Board chose July 16-17, 2015 as the dates for the Annual Retreat.

Fall	10/16 San Jose 9:30-4:00
Winter	1/29/15 Burbank 9:30-4:00
D&D	4/9-4/10 Sacramento
Spring	5/21/15 Ontario 9:30-4:00
Retreat	7/16-17

ATTACHMENT 1

CCL Board Meeting 10-16-2014

San Jose Marriott Downtown

President's Report

CIO & TTAC meetings took place. October last week CIO conference in San Diego, the Dana Hotel.

CIO meeting September: a lot of confusion about CTE funds for library materials. Lots of discussions on AB 86, lots of individual approaches to calculating the cost.

ADT deadline of December 2014: meet 100% of the goal system-wide. CCCCCO very interested in whether colleges will make the deadline. The new vice chancellor stayed all day at the conference. Current CIO president Craig Justice. Johanna Bowen requested that CIOs advocate for libraries, specifically, instructional equipment and library materials. This year, districts were given latitude to expend lottery money on deferred maintenance and library materials; it used to be solely deferred maintenance. Tim will work with CIOs to get a document out to colleges; also get CCCCCO to issue a message that the 2000 email is still good.

Instructional equipment and library materials: great concern that the IELM in block that went straight to the finance office without accountability (deferred maintenance). Has to forecast instructional equipment and library materials for five years (a "wish list"), due December 1, 2014, CCCCCO. For deferred maintenance and instructional equipment and materials: must to show the pent up needs. Memos went to CBO and Facilities, not CIOs. (Kenley sent the link to the memo from CCCCCO; Jim and Paula will write up a paragraph with the resources and what to do.) Example: replace 2-3% of books per year, at \$75 per book, for a 60,000 book collection = \$90,000, keep within 25 years of currency, etc.)

TTAC meeting focused on three major initiatives OEI, Ed Planning, and Common Assessment. Ambitious timelines. OEI garnered a lot of attention. TTAC retreat in July – developing a tech plan. Another TTAC meeting in December to approve/adopt the tech plan with big lofty goals, all about leveraging state-wide buys of resources so districts have a baseline technology. Focus on centralized buying, e.g., system-wide buy of Cisco routers. Professional Development around technology done via @ONE. Analytics for enrollment management. Tim re-sent Patrick Perry our shopping list including centralized ILS.

CCL-EAR Daryl: Tammy Winetrap, Danielle Keely being termed out, need replacements. Difficulty implementing ILS, vendor responsiveness uneven. Conclusion of discussion: vendors not ready for a wide scale implementation without additional staffing. CCL's proposal is to go with statewide buys. Concern about discovery services: OCLC KB, EBSCO EDS, etc. Shared ebook collection: December first cut by that point; 11 librarians working on that, and one reports 200 could meet their criteria, only 40 clearly meet. All 10 collections have 25,000 titles to weed out that this group is looking at. The plan from the group is to do the review, then send out the list to all 112 libraries, then get the input. Refreshed the CCL Strategic Goal so everyone is on track. Databases reviewed (didn't catch what Daryl said).

Consortium

CSU will release an RFP for a ILS. League put together a participation report, same page as minutes, to be used by committee members to connect with their regions. Country Watch \$14482: our half would

be \$7441, awaiting approval from the board. JSTOR wants to start charging capital fee; for fall no charge, but starting spring 2015, it'll be the same as going direct with JSTOR. 7 colleges have to go direct; this vendor (?) is now out.

2.4 Publications

College updates as one post rather than 20 individual posts. Do a brief survey in January to see if we still want a PDF or using blog post. Two companies handle CCL internet connectivity. The host is XO, the other, Network Solution. We want to regain control of the account from Network Solution (c. 1999); no paperwork on how the account was established. The directory update reminder email got 40-44 responses of libraries who need to know how to update or identify who should be updating info. Kenley recommends Hover, \$10 per year.

2.5 ASCCC (Dan Crump)

Fall Plenary Nov. 12-15 in Irvine. Talked about four common initiatives: OER, OEI, CAI, and EPI. Lot of discussion, frustration and concern about impact on end users (faculty, staff). Dan wants input from the group on what should we ask for to see that the library is mentioned. What is that library connection? Is it EBSCO (the only that might meet equity goals)? Some kind of portal to the ILS? Discussion about ILS must intersect with student success and ensure some local control for librarian voice for collections. 99% of library resources, except EBSCO, are local. Recommended: some online comparable support e.g., QuestionPoint, chat, or phone, not necessarily 24X7; also, create a set instructions to help students get to library resources.

Where does library issues get addressed in ASCCC? The librarian/counselors issues committee on hiatus 5-6 years ago in the Senate's committee reorganization. Issues in both groups got put into different committees depending on the issue, e.g., curriculum, technology, etc. Exec Committee accreditation institute to include breakouts on student services, library. Suggested: ASCCC to convene a group of librarians as issues arise.

LLRPAC continued work on the data survey. Next step is to contact LeBaron to get the survey out in next two weeks, due February 2015. Contacted Terrance Willets who is playing phone tag with LeBaron; when they connect, then Terrance will contact Gregg. Dan will follow up; just want the data posted as the first step. Terrance will do aggregate analysis, and local libraries can do own analysis.

Student Engagement Survey data? Tim will contact LeBaron on its status.

2.7 Executive Director

Financial – Jim moved, Mark seconded to approve the budget \$140,500 of Grants Income and Expenditure Budget 2014-15. Same two moved/seconded the move from the old grant \$39,114 to the new grant into the 2014-15 account. General budget \$65,005.00 from memberships and consortium; Mark moved, Paula seconded. All three budgets passed.

Met with financial planner – ask CCL board our tolerance of risk if we want to invest the money, and the proceeds would be used to benefit the group's work. As a 503(c) (6), what are we going to do? Anything we invest in, low or high risk, will earn a higher rate than what we have now. We can invest \$150,000 to \$250,000 for one or two years. Jim moves that Tim, Gregg, and Jim look into up to \$200,000 for maximum of two years. Seconded by Mark. Discussion: when is EBSCO contract due, 2 years. Motion passed.

Memberships – invoices sent recently

Tim was in communication with Patrick Perry via email and the CCL proposal has been received positively so far. PP requested a condensed proposal to one page.

3.0 Discussion Items

3.1 Regional Workshops [B1/C3] (Matthews, Rebman, Chen, Crump): Date for Fall workshop was set for November 19 (South – Ontario) and November 20 (North – Walnut Creek). The theme is connecting libraries to student success and topics will be OER (Cheryl Stewart), 3CSN (Deborah Harrington / Christina Goff), and Student Equity (James Todd and Dan Krump). They will provide background for each topic, talk about how librarians can engage in these topics, and share examples.

3.2 2013-14 Strategic Plan Action Items

3.2.1 Strategy A1: Info Comp (Neufeld, Achterman) – virtual meeting recently and many surveys are still outstanding. Committee members are individually contacting colleges now. Physical meeting probably first week of December, most attendees are in Northern CA. We discussed concerns from the committee about developing an info comp course in light of ADT/AS developments and the CSU dropping info comp requirements. Board seemed to agree that we need to be mindful of institutional learning outcomes and ACCJC requirements. There is still value in IL course production and it can be tied into other GE courses.

3.2.2 Strategy B2: ILS (Neufeld, Sezzi, Stengel) – Peter has survey and will bring in January.

3.2.3 Strategy B1/C2: D&D mtg, promo (Karas, Chen, Rebman) – Meeting dates are April 9 and 10 at Sheraton Grand Sacramento. Board meeting will be Thursday morning. Tim will invite usual special guests from CCCCCO and academic senate president. There is conflict with AS Plenary. Tim suggested having regional meetings as well as discussion groups this year.

3.3 2014-15 Strategic Plan Action Items

3.3.1 Strategy A1/A2 – nothing to report

3.3.2 Strategy A3 *embed library resources and services within the curriculum* - nothing to report

3.3.3 *Strategy B1/B2: Provide information resources and tools* - nothing to report

3.3.4 *Strategy B3: Strengthen coordination among libraries to leverage economies of scale* – Daryl and Sarah are brainstorming ways to increase participation of committee members.

3.3.5 *Strategy C1: Develop library design guidelines* – Jim recently emailed the CCC-Libraries listserv documentation on CA library space standards. There was discussion that CCL may want to bring in someone to have these standards updated. Gregg will contact CCCCCO and follow up.

3.3.6 *Strategy C2: Engagement and customer service for the college community* – reception for new deans and directors at annual meeting.

3.4 2015 to 2017 Strategic Plan

Discussion about whether facilitator would be helpful and when to invite. Group decided to get feedback at D&D meeting on strategic plan, meet to discuss in May, and invite Cathy Booth (now with West Ed) for Exec Board retreat in July.

Motion by Jim to set retreat date/location July 16 and 17 in San Diego, Gregg choses hotel. Seconded by Mark. Votes were unanimous.

3.5 Appointments

3.5.1 CCL Board Members (Regions)

3.5.1.1 SF-Eastbay – Tim shared that Evelyn Lord from Laney College (Peralta District) is interested. Jim motioned appointment of Evelyn, Mark seconded. Votes were unanimous

3.6 Calendar of 2013-14 Meetings

3.6.1 Winter 1/29/15 Burbank 9:30-4:00

Regional updates:

- SF Eastbay – new dean at DVC. Rick Robison, formerly of CSU Maritime. Chabot College is starting library renovation including classroom and furniture. Las Positas also starting renovation, Tina Inzerilla is their library coordinator. Berkeley City hired ½ time librarian. CCSF hiring full-time librarians.
- West Central – new library director at SBCC, Elizabeth Bowman, former Outreach Librarian. Allan Hancock College has a new librarian. Cuesta has a new librarian and their accreditation visits just ended.
- San Diego/Imperial County – regional meeting in September and there was much confusion about Lottery funds and IELM. The president of Grossmont is going to MiraCosta. Taylor Ruhl is the current dean at Grossmont College.
- Southwest Bay – Hartnell RFID tags no longer working, looking for new vendor. De Anza library renovated. CSM hired 2 FT librarians in cataloging and tech services. They also had their makerspace featured on cover of new ALA book, *Makerspaces: A Practical Guide* by John Burke. Gavilan wants to develop a learning commons with writing center.
- East Central – West Hills Coalinga migrated to WMS with district, has been going smooth. Developing new joint use library with Fresno.
- LA – new hires at three LA campuses (Valley, West,) Eric Hanson is new dean at Glendale. Leslie Tirapelle is Interim dean at Pasadena.
- Northeast – Lassen College posted library director position. Library has closed and books in storage.
- Northwest – American River going through faculty prioritization, will have 4 of 8 positions after retirements this year. Santa Rosa is hosting unconference on Saturday, May 2. They are also interested in organizing discovery workshop. Gregg asked Pearl to follow up if they wanted to do this for regional workshops or workshop on day of D&D.

**October 16, 2014
CCL Board Meeting
From: Johanna Bowen**

Re:Outlook, Website, Directory Report:

Outlook production:

The September CCL Outlook was distributed. One member wrote and cautioned that the new format might lead to burnout in the College update section where an inordinate amount of clicking back and forth was called for. I will be issuing a trial aggregation in one post of the College Updates.

Advice sought from Board: Should I, In January, conduct a brief survey to poll the membership regarding the new Blog post format and seek input from readers regarding any proposed improvements?

Returning to a single long PDF will not be offered as an option.

DNS management still in hands of XO

BUT: The next step is to see what the DNS services at Netscape Solutions can offer us. However, given the runaround they just gave us, it is likely we will decide to transfer the domain to a registrar that offers better service. [Kenley recommended HOVER as a replacement]

Getting our hands on access and control has been a saga of epic proportions. Details will be provided by Gregg Atkins.

Directory updating:

The Contractor responsible for building the Directory database had to make some corrections on the new server vis a vis the SQL update.

There was a remarkable return on the editors' September 12th request for confirmation of editing responsibilities. 40 requests for either repeat transmission of editing directions/information or NEW assignment of responsibilities. Fifteen requests for clarification of data entry procedures etc.

ASCCC Report to CCL, October 2014		
Upcoming ASCCC Events		
Curriculum Regional Meetings	October 17	Sacramento City College
	October 18	Riverside City College
Area Meetings (for Plenary Session)	October 24	Cosumnes River College (A)
	October 24	Los Medanos College (B)
	October 25	Santa Barbara City College (C)
	October 25	Santa Ana College (D)
Fall Plenary Session	November 13-15	Irvine
Accreditation	February 20-21	San Mateo
Academic Academy	March 13-14	Costa Mesa

- Papers---topics of Senate-Union Relations, Associate Degrees for Transfer (ADTs), Part-Time Issues.
- ASCCC heavily involved in the three statewide technology initiatives---Online Education Initiative, Common Assessment Initiative, and Educational Planning Initiative, with ASCCC Exec members serving as co- or vice-chairs on all three steering committees---John Freitas (OEI---LA City)), Craig Rutan (CAI---Santiago Canyon) and Cynthia Rico (EPI---San Diego Mesa).
- Also involved with the California Online Educational Resources Council (COERC)---including ASCCC Exec member, Kale Braden (Cosumnes River) and librarian Cheryl Stewart (Coastline)
- Exemplary Program Award---deadline is November 11, 2014.
- ASCCC is now on Facebook.
- September *Rostrum* is online.
- Disciplines List Process has started

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

**• GRANTS INCOME AND EXPENDITURE BUDGET
2014-15 / DRAFT**

INCOME	Annual Budget
Leadership (CCCCO)	101,386.00
Miscellaneous	39,114.00
TOTAL	140,500.00

EXPENDITURES	Annual Budget
Development of Statewide ILS Acquis	2,500.00
New Funding Mechanisms for ILS	2,500.00
EBSCO Support	15,000.00
Professional Development & Training	60,000.00
Policy Development	30,000.00
External CCC Group Collaboration	2,500.00
Operational Support for Leadership Activities	28,000.00
TOTAL	140,500.00

*Miscellaneous = Transfer from CCL Old Grant Budget

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GRANTS INCOME AND EXPENDITURE REPORT**
2014-15 / "OLD GRANT" DRAFT

INCOME	Annual Budget
Leadership (CCCCO)	0
Miscellaneous	0
TOTAL	0

EXPENDITURES	Annual Budget
Transfer to 2014-15 Acct	39,114.00
TOTAL	39,114.00

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GENERAL BUDGET 2014-15 /DRAFT**

INCOME	Annual Budget
Memberships	15,000.00
Consortium	50,000.00
Interest	5.00
Miscellaneous	0
CCLC PassThru	0
TOTAL	65,005.00

EXPENDITURES	Annual Budget
No Expenditures	0
TOTAL	0

• **GRANTS INCOME AND EXPENDITURE REPORT 2014-15 / SEPT 2014**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	101,386.00	0	0
Miscellaneous**	39,114.00	0	0
TOTAL	140,500.00	0	0

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Development of Statewide ILS Acquis	2,500.00	0	0
New Funding Mechanisms for ILS	2,500.00	0	0
EBSCO Support CCL EAR	15,000.00	0	0
Professional Development & Training <i>D & D Mtg</i>	60,000.00	0	
<i>Workshops</i>		0	
<i>Area Meetings</i>		0	
Policy Development <i>Board Retreat</i>	30,000.00	276.00	15,661.67
<i>Board Meetings</i>		0	0
External CCC Group Collaboration <i>President's Travel</i>	2,500.00	0	0
Operational Support for Leadership Activities <i>Exec Director Salary</i>	28,000.00	833.00	2,499.00
<i>Publications Stipends</i>		0	0
<i>Website</i>		0	0
<i>Supplies & Operations</i>		3.00	9.00
<i>Databases</i>		0	479.07
<i>Tax Prep</i>		0	0
<i>Data Survey Analysis</i>		0	0
<i>Misc</i>		0	0
TOTAL	140,500.00	1,112.00	18,648.74

BEGINNING BALANCE	0
Income	0
Expenditures	-18,648.74
ENDING BALANCE	-18,648.74

** Funds transferred from CCL Old Grant accounts

CCL FALL WORKSHOPS CONNECTING LIBRARIES TO STUDENT SUCCESS INITIATIVES

Presented in 2014 on Nov. 19th and Nov. 20th

Open Educational Resources -- Cheryl Stewart

The Community College *Consortium for Open Educational Resources (OER)* will expand access to education by promoting awareness and adoption of OER. Over 250 colleges have joined the consortium and many more participate in activities and use resources posted on their website. Many college libraries and distance learning departments promote the use of OER on their campuses by providing information and/or networking on their websites.

This session provided examples of how community college libraries can become involved in this initiative in the support of student success. Participants took away a detailed action plan that they can implement at their colleges.

3CSN – South, Debra Harrington

North, Christina Goff

The *California Community Colleges Success Network (3CSN)* will develop leaders in California community colleges who have the capacity to facilitate networks of faculty, staff, and students for curricular and institutional redesigns in support of increased student access, success, equity, and completion.

This session you introduced the values and shared assumptions of 3CSN and some of the initiatives that have been developed to support the mission. In addition, this session provided examples of how community college libraries have and can become involved in this initiative.

Student Equity – James Todd and Dan Crump

By January of 2015, each community college is required to send to the Chancellor's office a student equity plan that is coordinated with its Student Success and Support Program (SSSP) plan.

Essentially, the student equity plan identifies enrollment and achievement gaps among specific demographic groups and articulates strategies for closing those gaps. While state funding of SSSP and student equity plans is still in flux, original proposals were for \$200 million dollars, half of which was to be for student equity plans. That total has decreased, but there is still \$170 million in the budget for SSSP and student equity plans.

What is the role of the community college library program in promoting campus-wide student equity? This session shared ways library programs around the state are participating in their student equity plans.