Minutes
Council of Chief Librarians Executive Board Meeting
Friday, January 19, 2018
8:30 am – 3:00 pm
Pasadena City College, Pasadena, CA

ATTENDANCE - Board Members:

Doug Achterman, Daryl Swarm, Evelyn Lord, Leslie Tirapelle, Mary-Catherine Oxford, Carol Hutte, Van Rider, Marlene Forney, John Taylor, Susan Hines, Pearl Ly, Meghan Chen, Alicia Virtue

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wiser, Brian Greene, Norman Buchwald, Dan Crump

ABSENT – Board Members:

Marlene Forney, Will Breitbach

ATTENDANCE – Guests:

Amy Beadle (Program Manager, CCC Technology Center) [via video conference]

1.0 Housekeeping

The meeting was called to order at 8:40 am.

1.1 Approval of October Meeting Minutes

The minutes from the October meeting were approved by consensus.

1.2 Adoption of Agenda.

The agenda was adopted by consensus.

2.1 Budget : Update and Priorities

There is a $75,000 shortfall due to a loss of allocation from the historic Leadership Grant (EBSCO database purchase).

Although we can manage this year due to some cost savings and the ability to tap into savings, in the next few meetings, we will need to make decisions on how to balance the budget for future years.

Ideas for budget reductions:

- **Eliminate the extra half-day we added last year for committee meetings by conducting those meetings virtually.**
- **Eliminate or reduce the time for May meeting.**
- **Reduce CCL-EAR grants.**
- **Solicit sponsorship for some of our events (e.g. D&D meeting).**
- **Reduce face-to-face CCL-EAR meetings / shorter meetings / fewer meetings (e.g. once a year) / meet at colleges.**
- **Conduct retreat without outgoing board members**
- **Reduce standard of hotels we book.**
- **Consolidate meetings and workshops to save on travel costs.**

We need to identify cost savings for various budget reduction proposals. In determining budget reductions, we need to get feedback from the field to determine what they value before May. A survey to the membership should come from the President. This could be a round-table activity at D&D.

ACTION: A task force will create a survey of membership to be administered at D&D—Leslie, Meghan, Carol, Norman, Mary-Catherine.

2.2 LSP Project (Guest: Amy Beadle via video conference call)

Doug welcomed Amy Beadle (Program Manager, CCC Technology Center) and provided background on where we currently stand. The library services platform project will involve changes to how we handle records, collaborate and control our online library system.

The funding currently runs out in June 2019. Before that we need to secure ongoing funding. Although the timeline is very ambitious, if we extend the timeline for implementation, we run the risk of losing funding.

Doug reviewed the timeline for the project. We will be able to use IdeaScale software to collect input on the RFP (request for proposal). David Walker has stated that there are five key shared components that CSU identified: Cataloging, Discovery, Interlibrary Loan, E-Resource Management, Analytics. As we proceed, we want to present a vision at the outset so the membership is aware of the expectations of a statewide LSP.

The Board reviewed and provided input on the pilot college application. Pilot colleges will need to devote significant human resources for the project. We need to consider a way to ensure pilot colleges understand the extent of this commitment.

2.3 Website

Brian reviewed some of the updates and improvements on the CCL website, and asked for additional guidance.

ACTION: CCL will request a 6-month contract at $325 / month (for up to five hours per month) with David Weiner (Biscuit Technology) to maintain the website. CCL will request to split costs with the League.

2.4 Expense Policies

The Board reviewed CCL's Reimbursement Guidelines.

There is a need to add a statement on timely requests for reimbursements: *Requests for reimbursement should be turned in within 30 days of event and prior to the end of the fiscal years.* **Gregg will adapt this language for an addition to the guidelines.**

The Board discussed the purchase of alcohol for CCL activities. CCL could seek sponsorship for the alcohol served at the annual D&D networking activity.

MOTION: CCL will add a line to reimbursement guidelines that CCL will not purchase alcohol for CCL activities. [Oxford / Rider] APPROVED

2.5 CCL Role in Data Collecting

Although it is too costly to proceed at this time, it would be worth pursuing a statewide purchase of Springshare LibInsight.

2.55 CCL Region Restructuring

Mount SAC is interested in moving into the Los Angeles Region. There is also interest in moving Rio Hondo to the Los Angeles Region.

MOTION: Motion to move Mount SAC and Rio Hondo from South Coast Region to the Los Angeles Region (Tirapelle / Oxford) APPROVED

2.6 Spring Workshop

No discussion. However, CCL will proceed with plans for North/South Guided Pathways workshops.

2.7 D&D Workshop

Pearl reported on the plans for the D&D meeting in March. Instead of regional meetings, there will be structured conversations. The schedule was confirmed.

3.0 Reports

3.1 President's Report

There is general disruption in the Chancellor's Office at this which has created challenges for some of the stakeholder communities. At Consultation Council, there was discussion about the work plans submitted by the colleges that will be reviewed at the State Chancellor's Office. There will be opportunities to update the plans annually. Discussion of FLOW was not agendized but there were vigorous requests for discussion, and it was

added to the agenda based on this input. Serious frustration was expressed. The Chancellor was not in attendance.

Doug has updated the strategic plan based on feedback at the July retreat. The Board discussed how to proceed with developing a new strategic plan. Given the work we have done to build our capacity and the expected need to focus on the LSP project over the next two years, we will focus on updating the strategic plan for now.

3.2 Budget

CCL has 88 current members. As discussed earlier, there is a budget shortfall but there is a sense that we can manage it this year with some reductions and by relying on savings. Since workshop spending has been high this year, there was discussion about focusing the spring workshop on the library services platform (LSP) and funding it as part of the project implementation. Although the LSP workshops could go forward with project funding, CCL is also committed to the Guided Pathways workshops.

The July retreat will take place July 16-17, 2018 at the Hilton Gaslight Hotel.

3.3 TTAC

Gregg reported on the last TTAC meeting. There was discussion of the wide variety of technology tools now available and how to integrate these tools in guided pathways. "Journey maps" relaying the experiences of a sample of different types of students were presented. There is a new VC of Digital Innovation and Infrastructure. There was discussion of digital security standards. (Only one out of 72 districts currently meets standards.) There are many personnel changes at the State Chancellor's Office.

3.4 Academic Senate

Laura Hope (Chancellor's Office) met with the Senate. Dan reported on a number of the changes at the Chancellor's Office. There is a big reorganization taking place. All but three colleges have turned in self-assessments for guided pathways. There was a robust discussion of the online college proposal. There was also discussion about the new performance based funding proposal.

3.5 LLR-PAC

LLR-PAC has been meeting more regularly. The first round of the Zero-Cost Textbook Degrees and Certificates is finishing up. LLRPAC (Library & Learning Resources Programs Advisory Committee, Chancellor's Office) may end up working on OER and Low Cost Textbook initiatives. There is a suggestion to use LLRPAC and the intersection of libraries and learning resources to become more involved in Guided Pathways. There is a discussion about changing Ed Code to eliminate the requirement for obtaining referrals in order to qualify for apportionment.

3.6 Online Education Intiative

Alicia reported that 113 of 114 CCCs have signed on to Canvas. The library subgroup is now defunct. There is lots of concern about FLOW.

3.7 Consortium

There is modest growth in database purchases through the consortium.

3.8 CCL-EAR
Norman reported that the incoming chair of CCL-EAR has had to step down. Traditionally, the CCL-EAR chair has come from the Exec Board. Due to the budget issues, it is advisable to hold off for now on an appointment until the future direction CCL-EAR is clearer.

ACTION: Add as an agenda item to March CCL Exec meeting.

3.9 Publications

Brian will send announcements for upcoming *CCL Outlook*.

3.10 Academic Senate Liaison and Alternate

MOTION: Appoint Dan Crump as the Academic Senate Liaison with Van Rider as the alternate for a two year appointment. (Taylor, Chen) APPROVED

4.0 Adjournment

The meeting adjourned at 3:00 pm.

Minutes submitted by Evelyn Lord, Feb. 3, 2018.

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GRANTS INCOME AND EXPENDITURE REPORT 2017-18 /** DECEMBER 2018

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	101,386.00	0	44,000.00
Interest	200.00	20.14	126.36
Miscellaneous	133,182.00	0	0
TOTAL	**234,768.00**	**20.14**	**44,126.36**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	*5,000.00*		121.37
Funding Mechanisms for LMP	*0*		0
EBSCO Support	*26,500.00*		
CCL-EAR Meetings	23,000.00	558.12	8,115.17
CCL-EAR Grants	3,500.00		
Professional Development & Training	*95,000.00*		
D & D Mtg	60,000.00		0
Workshops	20,000.00	4,734.36	18,662.09
Area Meetings	3,500.00		904.78
Special Leadership Project	11,500.00		
Info Comp Project	0		
Policy Development	*50,000.00*		
Board Retreat	20,000.00		15,706.76
Board Meetings	30,000.00	2,823.56	9,747.20
External CCC Group Collaboration	*5,000.00*		
President's Travel			
		8.00	1,418.19
Operational Support for Leadership Activities	*53,263.00*		
Exec Director Salary	18,000.00	1,500.00	9,000.00
Communication Mgr Salary	5,000.00	415.00	1,867.50
Website & Outlook	2,500.00		1,409.45
Supplies & Operations	1,413.00		104.92
Databases	8,750.00		
Tax Prep	850.00		849.19
Data Survey Analysis	5,000.00		
Insurance	1,750.00		1,075.00
Misc/Other Projects	10,000.00	8.33	597.70
TOTAL	***234,768.00***	**10,047.37**	**69,579.32**

BEGINNING BALANCE	-15,425.73
Income	20.14
Expenditures	10,047.37
ENDING BALANCE	**-25.492.96**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **BANK OF AMERICA & CHASE ACCOUNTS / TRANSACTION REPORT 2017-18**

STATEMENT FOR DECEMBER, 2018

SAVINGS	
Beginning Balance	317,076.97
Income	20.14
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,097.11
Savings Ending Balance	*317,097.11*
CHECKING	
Beginning Balance	159,449.79
Income (GENERAL FUND)	12,300.00
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	10,047.37
Ending Balance	*161,702.42*
ACCOUNT TOTAL	**478,799.53**