Approved Minutes
CCL Board Meeting
San Diego, Downtown Courtyard Marriott, The Vault
Tuesday, July 18, 2017

ATTENDANCE - Board Members:

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

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wiser, Johanna Bowen, Norman Buchwald, Dan Crump

ABSENT – Board Members:

Pearl Ly

1.0   Housekeeping and Debrief

1.1   Welcome
The meeting was called to order at 8:30 am.

1.2   Adoption of agenda
Agenda was adopted.

1.3   Approval of May 23, 2017 minutes
Minutes were approved by acclamation with one minor edit. (Chen/Rider)

1.4   Debrief of Monday's work

The Board provided feedback on yesterday's discussion of the strategic plan. Several board members noted that the strategic plan process was a "slog," but this is fairly typical for CCL and strategic plan discussions in general. Otherwise the Board felt the process had been productive.

2.0   Discussion items

2.1   Web page update and input

James will meet with the selected website company Biscuit Technologies (cheesed.com) on Thursday, July 20. The company has done many high profile websites, including the Hollywood Bowl website. The project is on schedule for a November deployment. James may wait until after November 10 so that fall renewals will not be affected. The board divided into three groups to provide initial feedback regarding what we want—in terms of functionality--on new website: 1) Absolute Must-Have Need and 2) New Ideas.

Must-Haves: Easily updated directory with photos, interactive regional maps with information about individual colleges, organization chart, email checklist (e.g. for region), calendar (with details and connections to registration page), analytics, image-based highlighting of colleges, ability to submit college updates via website, collaborative, interactive, dynamic site, reviews, a FAQ, the ability to distinguish what's intended for board vs. field.

New Ideas: Orientation page, community space, option for subscription notification, build-your-own-invoice, blog style outlook posts, surveys with live results, innovation space, Facebook-like ease for comments, easily shared content (e.g. twitter), messaging about hot issues, strong search mechanism, spotlights and features.

James will share notes from today's activity with the web developers.

2.2   Database RFP

The database RFP committee reported on its work. Committee has met two times to discuss needs of RFP. The Technology Center is in the process of uploading information into its online RFP system. Vendors will be asked to complete Excel templates so the title list information will be standardized. The current plan is for the RFP to go out about July 31 for one month. The review will take place in September. The process will include a live workshop and interview. There will also be negotiations. The current EBSCO contract is for five years—the state maximum—so most likely we won't be able to renew this contract for six months. Future contracts will be for 4 ½ years to avoid this issue. Approval of the contract is expected by late-October. This will not allow much time for libraries to update URLs, etc. Although an extension is not possible, we can ask for a six month, single-source contract. Given the circumstances, there is an argument to justify a limited contract. Additionally, it may be possible to reduce the RFP period from a one-month period to a 2-week period to move things forward more quickly.

A board member noted that correctional services does not allow databases to be provided via internet or CD-ROMs and asked that a question be included in the RFP: How do you provide off-line access to database content?

ACTION: Committee will add question to RFP (How do you provide off-line access to database content?)
ACTION: Doug will send an update to the colleges on the status of the database RFP.

3.0   **Board policies and procedures (Meghan)**

a) Compensation of employees

Meghan shared the outcome of the Executive Director's evaluation. (Meghan reviewed the results with the Executive Director prior to today's meeting.) In follow-up to the evaluation process, we should consider revising the tool since some questions are not relevant. We could also consider aligning the job description with an evaluation tool.

The last increase was in 2011 when the compensation went from $6000 to $10,000. The executive committee met and recommended a new compensation proposal based on criteria identified by the committee.

In the long term, in keeping with the annual evaluation process, we should establish criteria and procedures for employee compensation. Also, we should consider this question (and others): Should employees report to the Executive Director?

In the short-time, we should consider an increase for the Executive Director.

MOTION: Increase Executive Director annual salary to $18,000 per year with opportunity for bonus at end of year to recognize increased workload. (Taylor/Virtue) APPROVED
ACTION: Chairs of three committees will form workgroup to review compensation procedures and other identified needed procedures. (Meghan will serve as Advocacy Committee representative on the workgroup.)

b) Other

4.0   **Reports**

President's Report

a. **ILS --- The Technology Center is looking for a consultant to assist with the ILS RFP. The ILS ongoing system administrator will work for the Technology Center.**

b. **Guided Pathways – CCL should provide leadership to support libraries so that they can be an integral part of Guided Pathways as local plans are developed. Look at how libraries have plugged in to Guided Pathways in other states that have adopted**

this model. (Possibilities: Georgia, Miami Dade County, Others?) A letter will be going out this week to College Presidents regarding Guided Pathways (anticipated deadline late September).

ACTION: Dan and Will will research how libraries have been integrated into Guided Pathways in other states.
ACTION: Doug will send email communication to the field providing any information on the Guided Pathways project, and soliciting reports from the field to a shared CCL Dropbox folder.

c. **Innovation Grants – Doug will provide more on this at the next meeting as a future proposal for CCL to consider.**

d. **CCCCIO Collaboration Opportunities – Doug and Meghan met with Meridith Randall in early June. There is interest in establishing a regular relationship as part of the D&D meeting, including a featured CIO speaker. They also discussed a proposal for an annual CCL presentation on libraries as powerhouses for student success at the CIO annual conference. Another idea: CCL could create a feed that would have a spot on the CIO website to highlight library accomplishments, etc. There was discussion on how strengthening the library also strengthens accreditation. Meghan and Doug raised the issue of the need for librarians on accreditation teams, but also noted that there is a need for CIOs to backfill librarians so they can participate in accreditation site visits. Librarians can also provide training assistance in ACCJC training. CCL could also provide assistance at the 411 training for new CIOs.**

ACTION: Leadership and Development Committee will reserve a space on the D&D agenda for a CIO.
ACTION: CCL will call out to the field for best practices and present examples of how libraries contribute to student success at CIO Conference in October (Alicia, Will, Susan)

Academic Senate

Dan reported that the Academic Senate for California Community Colleges (ASCCC) is strongly involved in Guided Pathways. The Curriculum Institute took place last week and included a presentation on Guided Pathways. ASCCC has established an OER task force. Dan also noted that libraries may be able to be more clearly emphasize the link between statistical literacy (as it pertains to information literacy) and quantitative reasoning. Dan said that ASCCC President Julie Bruno is interested in updating the two ASCCC papers that pertain to libraries. Julie Bruno is also receptive to including librarians as part of the Curriculum Institute and the Accreditation Institute.

Communication Director

The hiring committee reviewed and ranked applications. They have identified four strong candidates. Interviews will take place over the next month.

ACTION: James will initiate a Google Doc to develop a list of questions with members of the Communication Committee.

Library Learning Resources Program Advisory Committee

Dan reported that LLRPAC held its first meeting May 31. There is good representation from librarians, tutoring and administrative groups. There was discussion of the annual data survey. The next survey will go out on October 1 with a deadline of December 31. Data analysis is paid for by CCL. The questions need to be reviewed before the next survey. Budget sources for library staffing will be useful to include in the questions.

In the past, LLRPAC approved the survey questions. It will help to have LLRPAC regularize the process and timeline for the data survey. There is an ideal opportunity at D&D for a presentation to help libraries plan for the survey. LLRPAC should also be involved in curriculum. Other areas that LLRPAC could address are staffing (Title 5), outcomes and assessment in library and tutorial services, changes to the 50% law and integration of libraries into new success initiatives.

ACTION: Work group will review data survey questions and recommend changes. (Dan, Gregg, Leslie)

Executive Director (Budget)

Gregg shared the CCL financial statements.

MOTION: Approve $235,000 budget for CCL for 2017/18. (Taylor, Tirapelle) APPROVED

Online Education Initiative

Dan reported that OEI is looking at integrating OpenStax textbooks into Canvas shell as a prototype, but noted this does not mean an OEI endorsement of OpenStax over other OER providers.

Consortium Director

Turn-It-In continues to represent a strong portion of consortium purchasing. New offers in the fall include Digital Theatre+, Wiley, Overdrive.com, StatREF, Cambridge University Press and NBC Learn.

CCL_Electronic Access and Resources

CCL-EAR has not met since the last CCL meeting. Two reviews are currently in process: NewYorkTimes.com and test prep database comparative reviews. Fall reviews will include ebook platforms and Curriculum Builder. JSTOR responded to the CCL-EAR letter on Wikipedia articles appearing as topic pages. However, the response did not address the request to give libraries a choice as to whether or not to include Wikipedia articles in results.

Publications/Outlook

This is Johanna's last meeting, but she is willing to stay on as a consultant in the transition period as the new Communication Director comes on board.

ACTION: Board authorizes Executive Committee to identify additional compensation for Johanna for work she does until the new Communication Director is fully on board.

5.0   Action Items

Realignment of Regions

There are several colleges that may make more sense in a different region. This could be done by regional representatives using online collaborative tools.

ACTION: Leslie will take the lead on coordinating this.

Workshops

The Board recommended that the Leadership and Professional Development Committee proceed with a plan for an ACRL Framework workshop in the fall, preferably at college sites, with a hotel as a backup. Facilities needs include: round tables, 6-8 per table, easels, wireless.

Upcoming Meeting Dates

October 19-20, 2017 : CCL Board Meeting (Sacramento)
January 18-19, 2018 : CCL Board Meeting (Ontario)
March 8-9, 2018 : Deans & Directors Annual Meeting (Sacramento) [2nd choice March 15-16, 3rd choice March 1-2]
May 3-4, 2018 : CCL Board Meeting (Burbank)
July 2018

Dates for Fall Workshop

The board identified the following possible dates for the fall workshop.

Friday, September 28-29
Friday, October 6
Friday, October 13
Friday, November 2-3

Pasadena City College will host the southern workshop. A location for the northern workshop still needs to be confirmed. The Leadership and Professional Development Committee will first try to identify a college to host, but if this doesn't work out, using a hotel is an option.

DEETAC

Kenley reported that DEETAC will hold a meeting this week.

6.0   Bulleted List

Highlights of CCL Retreat and Meeting

- **CCL reviewed and revised the strategic plan.**
- **In November, CCL is set to migrate to a new vibrant and engaging website that will merge CCL and consortium activities into one convenient site.**
- **The ILS RFP process will begin soon.**
- **The database RFP will go out in late July. Stay tuned for more details from CCL.**
- **Chancellor's Office will be sending a letter to colleges soon regarding Guided Pathways. Stay tuned for more details from CCL.**
- **The 2015-16 Data Survey is due August 31. A new survey for 2016-17 will be coming out October 1.**

7.0   Adjournment

The meeting adjourned at 3:05.

Submitted by Secretary Evelyn Lord with corrections, 10/27/2017