

MINUTES – BOARD OF DIRECTORS MEETING / August 1-2, 2013

San Francisco, CA

PRESENT: Doug Achterman, Gregg Atkins, Johanna Bowen, Dan Crump, Lisa Foley, Tim Karas, Andy Kivel, Cherry Li-Bugg, Matt Magnuson, James Matthews, Kenley Neufeld, Paula Paggi, Sarah Raley, Kerry Kilber Rebman, Peter Sezzi, Jean Smith, Mark Stengel, Darryl Swarm

ABSENT: Meghan Chen

1.0 HOUSEKEEPING

1.1 Welcome

President Tim Karas called the meeting to order at 10:38am.

1.2 Adoption of the Agenda

The Agenda was adopted with one changes – the order of 2.1 and 2.2 were switched; motion moved by Jim Matthews, seconded by Lisa Foley, and passed unanimously.

1.3 Approval of the minutes of May 9, 2013

Motion to approve with correction 4.1 (selection process for a representative for the Desert region, and correction of Doug Achterman's name) made by Matt Magnuson, seconded by Kerry Kilber Rebman, and passed unanimously.

2.0 HOUSEKEEPING

2.1 CalHumanities

President Karas presented information about the Fall 2014 *California Reads* grant. CalHumanities has asked CCL to help publicize the program and get community college libraries involved in this with other community partners (e.g., public libraries). CCL will publicize in the *Outlook* and on the list serv.

2.2 2013-14 Strategic Plan Action Items

President Karas distributed the 13-14 & 14-15 Action Plan document ([***see Attachment 1***](#)) and reviewed it with the Board. The Board discussed the Plan's purpose, and also reviewed the planning process and work done to create the Plan in the previous year. President Karas reminded the Board that the Plan was adopted by the CCL membership at the Deans & Directors meeting.

President Karas then proposed a process for working on 2013-14 Plan tasks this year, and the Board agreed to the proposal:

- Seven working teams consisting of two or three Board members plus other non-Board members from colleges (***see Attachment 2 on page 3 of this document***)
- Each team will have a lead person
- Teams work between Board meetings using CCCConfer, person-to-person phone contact, and in-person meetings, etc. and will bring progress reports and action items to next Board meeting. Teams can

also use Board listserv to discuss action items and obtain Board approval

2.5 **Calendar of 2013-14 Meetings**

- Board Meetings: 10/3 (Ontario), 1/30 (Oakland), 5/8 (Burbank)
- Deans & Directors: March 13-14, 6-7, 20-21, 27-28 (in priority order, as available in Sacramento)

2.2 **Strategic Plan, cont'd.**

The seven working teams met for 60 minutes to begin discussion, planning and organization. Each team reported out at the end of the hour (*see Attachment 3 on page 4 of this document*).

2.3 **Appointments**

President Karas noted that CCL representatives were needed for the CSU Council of Library Directors (COLD) CAT group and the CCCCCO Library and Learning Resources Programs Advisory Committee (LLRPAC). As President, he will attend the CIO Board meetings as CCL liaison. The Board agreed to the following:

- CAT – Andy Kivel
- LLRPAC – Kerry Kilber Rebman to be recommended to CIOs for appointment

2.4 **2013-14 Budget Development**

Executive Director Gregg Atkins began the 13-14 budget development discussion by presenting the FY 12-13 budget and reviewing its details with the Board (*see Attachment 4*). The Board decided to wait until budget item 3.8 to finalize the 13-14 budgets.

3.0 **REPORTS**

3.1 **Past-President** (no report)

3.2 **President** (no report)

3.3 **CCL-EAR** (*see Attachment 5*)

3.4 **Consortium** (*see Attachment 6 on page 5 of this document*)

3.5 **Publications** (no report)

3.6 **Academic Senate for CCC** (*see Attachment 7*)

3.7 **LLRPAC** – no report

3.8 **Executive Director**

Executive Director Gregg Atkins led the Board through a discussion of possible budget change items. The Board adopted the 2013-14 General Budget and the 2013-14 Grants Budget (moved by Andy Kivel, seconded by Kerry Rebman, and passed unanimously). *See Attachment 8.*

3.9 **Regional Reports**

4.0 **Review of Previous Year**

4.1 **Budget**

(see 2.4 and 3.8 above)

4.2 **Review of Activities**

Accomplished through course of agenda.

2013-14 STRATEGIC PLAN WORKING TEAMS

1. Strategy A1 / Information Competency
 - Kenley Neufeld, Doug Achterman, Cherry Li-Bugg
2. Strategy A2 and C3 / Data Survey; Student Engagement Survey
 - Jim Matthews, Dan Crump
3. Strategy B1 / Regional Workshops
 - Kerry Kilber Rebman, Paula Paggi, Andy Kivel, Sarah Raley
4. Strategy B2 / Web/Newsletter/Communications
 - Johanna Bowen, Matt Magnuson, Lisa Foley
5. Strategy B2 / ILS
 - Kenley Neufeld, Peter Sezzi, Mark Stengel, Cherry Li-Bugg
6. Strategy B3 / CCL-EAR
 - Jean Smith, Sarah Raley, Darryl Swarm, Johanna Bowen
7. Strategy B1 and C2 / D&D Mtg; New Librarians and Promo
 - Tim Karas, Meghan Chen, Kerry Kilber Rebman

TEAM 3

Discussed the possibility of doing the ACRL assessment workshop. Planned a poll that would tell us if the librarians were interested in it and what other workshop topics were of interest. The ACRL site has a good description of the workshop. We'd want to ask Jean again for the name of the presenters she thought were good. There was interest in combining the ACRL assessment program with some on the ground advice or best practices around preparing for and writing to the accreditation standards we have in our system.

Workshop ideas from CCL board retreat conversation:

Authentic Assessment

Role of the library; impact on students & learning Academic integrity; plagiarism, etc.

Technology and instruction

Customer relations & the library

Virtual reference

use of lottery funds

library issues at small colleges

engagement with community

security issues

workspace "mindfulness"

discovery systems

Dates that might work for fall workshops: November – first or second week

Dates that might work for a spring workshop: March or April?

TEAM 6

Discussed getting the CCL-EAR committee members more involved in Strategy B3. Many don't attend any conferences so maybe a stipend to have them attend and report back which vendors they've met with and have them write something for Outlook? Discussed how to decide which conferences would be appropriate. Need for stats so can compare the usage of the interactive reviews function. Not many librarians are adding own comments to reviews posted. Encourage the committee members to have their regions respond to reviews once they are posted.

TEAMS 2 & 7 – NO REPORT GIVEN AT MEETING

CONSORTIUM REPORT (CCL EXEC Meeting – August 2013 report)

Orders continue to creep in. Spring 13 is up about \$400,000 over last spring. League should be releasing check soon to CCL.

EBSCO & netlibrary: they cannot get their system fixed so the download options match the 48 hours we wanted to allow. Colleges are able to set their own download options which override 48 hours. Revisit policy? -- Board decided to just remind colleges that the individual downloads should be set to 48 hours for ebooks.

We are having a new order system built. It will be web based. All the pricing will need to be reentered before fall renewals can be done. Individual colleges will be able to log in and pull their own renewal forms, place orders, and print invoices.

SCELC – Rick Burke has offered to allow our colleges to be affiliates: no dues, just pay the service charge. If we had many colleges interested in a product, he would let me know so we could negotiate our own contract. This would allow the colleges to receive some discount on products they are interested in that we don't have arrangements for. – Board decided that we would promote this as the consortium is the affiliate and colleges should contact me if they are interested in the SCELC products.