<u>MINUTES – BOARD OF DIRECTORS MEETING / May 21, 2015</u>
Ontario, CA

PRESENT: Doug Achterman, Gregg Atkins, Dan Crump, Meghan Chen, Lisa Foley, Evelyn Lord, Pearl Ly, Kenley Neufeld, Paula Paggi, Sarah Raley, Kerry Kilber Rebman, Mark Stengel, Darryl Swarm

ABSENT: Johanna Bowen, Matt Magnuson, Peter Sezzi

1.0 Housekeeping
1.1 Welcome -- President Kenley opened the meeting at 9:30am, and noted that Lisa Foley would be participating by Skype.
1.2 Approval of the Agenda -- Board members added *2.8 IEPI Report* and *2.9 TTAC Report*, and the revised agenda was adopted by acclamation
1.3 Approval of the Minutes of April 9, 2015 -- With correction to show Doug Achterman as present, the Minutes were approved (moved by Paula Paggi, seconded by Doug Achterman, the vote was unanimous).

2.0 Reports
2.1 President -- President Neufeld
- submitted a letter to OEI proposing CCL's two recommendations concerning librarian involvement in the OEI project. The proposal to form a working group on integrating libraries and resources is already being implemented by Pat James (asked to have 3 CCL reps and Jory Hadsell is organizing that); John Makevich will be contacting Kenley for CCL appointees. The other proposal for appointment of a librarian (CCL) rep to the OEI Steering Committee will be presented by Pat James the next Steering Committee meeting. Kenley will follow up on both. How to identify the 3 CCL reps? D&D discussion resulted in a list of interested people: Judith Flume; Contra Costa; GlorianSipman,MiraCosta; Leslie Tirapelle, Pasadena CC; Carol Hutte, Chaffey College; Iris Carol, Modesto JC.
- attended CIO Board meeting on 5/20
    > ***Met** Pamela Walker, Vice Chancellor for Academic Affairs who replaced Barry Russell. She reported on curriculum backlog being reduced by 63% via streamlining the process. ADT moving ahead, great for the System. 15 bachelor's degrees approved for the pilot; in discussion, possibly moving $17 million to support this initiative.
    > ***Noted** that if there is a prison in a District's area, college can get full apportionment for serving that population. Cheryl Stewart at Coastline CC is organizing a group within CCL to work on getting library materials to these students.
    > ***CCCCO** reorganizing its legal department.
    > ***CurricuNet** (GovernNet?) for curriculum inventory has been problematic; pulled in the Butte team to address the problem, and if not resolved, then its replacement will have to be an option.
    > *** Van Ton-Quinlivan** VC for Workforce Development. Discussed adult education situation -- "business as usual" after two years, no movement. K-12 will get funding level from 2012-13. CDCP funding takes effect this fall. C-ID for CTE programs

coming with some grant money: obviously will differ from C-ID for general education courses.

> *OEI** update from Pat James – signing the contract for CCMS tomorrow May 22; Probably close to no or low cost for participating colleges. Rolled out a five-cohort timeline and asked pilot colleges when they'd like to start using CANVAS. After the contract is signed, then CCC are all customers already. The Exchange: state residency, financial aid, registration priority (use the students' home college registration priority), etc. Will start with the 17 C-ID. Noncredit prerequisites can be used for credit courses, but NC prerequisite must have a grade on the transcript.
> *Mario** Rodriguez (CCLC) – budget growth estimates 2.5-3%. $75 million for faculty positions, criteria for distribution still being established. Basic Skills funds – two types (1) $2 m partner with CSU but doesn't improve access from CC to CSU. (2) $16 m to implement transformation of basic skills program. AB 76 proposing basic skills "innovation" in May Revise.

2.9 TTAC Report (Meghan Chen)

The group discussed the following topics, which focused on progress from last year's strategic plan:

- A system-wide federated student identification number - there's a need to conduct a needs assessment and establish standards for hardware, infrastructure, info security, best practices and total cost of ownership. Ongoing funding support is necessary to supporting meeting these standards. System-wide procurement of systems, e.g., student information system, learning management system, library resources.
- Professional development (PD) clearinghouse of resources (intersects with PD work already underway from Student Success Act). Some activities being developed include a system-wide calendar of PD activities with lots of built-in online lessons. Possible to have Canvas training modules (for OEI pilot colleges). Speaker's bureau, collaboration, groups, mentoring, special interest groups, and a repository of presentations. Perhaps system-wide buy of tools such as Lynda.com. Discussed the need to generate enthusiasm and use of existing resources.
    - Professional development includes the need for tech staff to advance their skills; need to review/upgrade job descriptions and competitive salaries to fill desperately needed positions and retain IT professionals.
- Use of data analytics for student success: i.e., to predict enrollment patterns, scheduling, services/early alert, student outcomes, student equitable achievement. Information data security - increase awareness and need for a policy on data risk/security and need for regular reviews of data vulnerability/risk assessment. e.g., Data scientist could be brought in to design architecture "under" websites to build out a recommender system for students, e.g., student's dwell time, or click through, on childcare so s/he gets pop up info on a local college's childcare resources.

2.2 CCL-EAR Report (Darryl Swarm)

- Update on E-book deselection project: 253 titles (largely travel related) were contested. Upon second review, 163 met criteria for removal and 90 were kept. Sent out the final deselection list to colleges that had these collections; removal by Ebsco due end of December 2015. A couple of follow up emails will be sent to colleges between now and Dec. 2015. It would be useful to review this process and criteria in 2-3 years.

- Daniel Keely and April Cunningham made conference requests, to ALA this year.
- Reviews: Oxford Dictionary online posted now; LexusNexus in process; considering MedComRN, and will invite the vendor to come out. Mango Languages to be compared to EBSCO Rosetta. Swank Film content putting together packages, e.g., world cinema, film studies, and pricing; 3 members will preview that. 4 members to start a review of JSTOR (just a "pass through").
- Focus on discovery tools – will develop a survey to see who has done implementation. Proposed a third meeting to focus on discovery this year, possibly February 2016.
- Some members want to look at in-house repository for doing the committee's work, e.g., use GoogleDocs.
- CCL-EAR Vice Chair/Chair Elect interests - Norman Buchwald from Chabot and Shelley Blackman from Evergreen attended the meeting and indicated interest. CCL Board acted to appoint Norman Buchwald (Paula Paggi moved, Evelyn Lord seconded, and the vote was unanimous).

2.3 Consortium (Sarah Raley) –

- Had several calls on the annual data survey; sent questions on comparison data to Terence.
- The baccalaureate degrees causing vendors concern: it's going to affect their usage. Four-year colleges priced differently than CC. The colleges planning to offer BA degrees need to budget for a higher cost for the resources to be used by the new degrees. The League and CCL would like to meet with these vendors to share info about these changes and to work on how to work on pricing. Kenley asked Sarah to email all 15 colleges with BA degrees (start in Fall 2017) – heads up on the price change sure to come.
- All orders have been placed.
- CCL Consortium Director recruitment in process. Board members shared suggestions for development of interview questions.

2.4 Publications (Johanna Bowen)

1. The directory updating process is a success -- after each year's new editors are apprised of the process. Apparently the direct ownership of content is quickly forgotten but easily relearned.
2. The current CMS of choice is apparently WordPress. Our website is an html DreamWeaver product. Conversion of the entire site to accommodate mobile access is being studied and may well need an additional appropriation in the F/Y 2015/2016 budget presentation in July.

2.5 Academic Senate for CCC (Dan Crump)

- David Morse reelected as President; Julie Bruno elected as Vice President.
- Dan did not not seek re-election to the Executive Committee.

2.6 Library and Learning Resources Programs Advisory Committee (Dan Crump)

- No meetings have been scheduled this year; Dan Crump remains as chair.
- At July retreat – discuss how to make LLR-PAC more viable, how to revitalize that group and its connection to libraries.

2.7 Executive Director's Report (Gregg Atkins)

- Membership update: 99 paid so far. Anticipating 103 members by year-end.
- Grant budget through April 2015 -- (See Attachment 1)
- Annual grant report to CCCCO due July 15th; at Retreat, Board will review a draft report based on the MOU which describes this year's activities

- General operations budget –- (See Attachment 2)
- Need to elect a new Treasurer to replace James Matthews.
- Investing our money – examine what portfolio to choose between Vanguard, Fidelity, Edward Jones. Who's going to choose for CCL? Gregg will ask Johanna, Lisa Foley, and Gregg Atkins will bring a recommendation and rationale to the July Board meeting.

2.8 IEPI (Pearl Ly)
- Represented CCL at meeting; goal is to reduce accreditation sanctions.
- Three main components: framework of indicators and college goals needs to be implemented by June 2015; forming technical assistance teams (partnership) to visit on site to provide technical assistance; enhancing institutional effectiveness through professional development (online clearinghouse of best practices), and policy.
- Paul Steinhausen is the lead – a librarian to help with designing the clearinghouse (Kathrine Webb of Monterey Peninsula). CCL board is interested in sending a rep to that group: Pearl Ly is our rep.

2.10 Regional Reports

3.0 Discussion Items
3.1 Strategic Plan
- 30 respondents on Info Comp survey (Doug)
- Prepare to work on the Strategic Plan at July retreat:
  1. Cost associated with the Info Comp survey report (Doug)
  2. Budget for paying writers to write blog post or policy papers e.g., 4-5 per year, $300-400 each. (Johanna)
  3. Hire someone to compile best practices on CC libraries – design dynamic spaces (Kenley)
  4. Half-day new deans/directors boot camp (Gregg) – the Board might need to decide to meet Wednesday, then Thursday boot camp.
  5. Scholarship for librarians to attend leadership training (Pearl)
  6. Customer Services with Info People (online) – (Mark) customize to CC libraries
  7. Advocacy guide for advancing libraries agenda– e.g., PictoGraphic, how about using data from the annual survey? that speak to state initiatives, student success (info comp sessions, library orientation). Need to think through the data collection process before producing the info graphics like Alicia Virtue did.
     Let's discuss more in July retreat. Perhaps a workshop on what data to mine and match with comparison groups that didn't have info comp. We could pull 5 colleges with IT departments that want to work on this – pilot. Results could be presented at CISOA, CIO conference.
  8. Raising profile of CCLEAR committee
  9. Establish a mentoring model for library management and engaging with campus leadership
  10. An on-boarding checklist for new D&D, including a calendar of events

3.3 Deans and Directors Meeting Debrief
D&D 2015 review
- Great appreciation; the best ever
- Regional meetings well received; small groups well appreciated
- Enjoyed the presentations and speakers (SDICA includes libraries as sub-com, distance education sub-com with regular meetings)
- Inter-mingling among newer and veteran librarians got good feedback

- Great speakers: Alicia Virtue, Mika etc. "threshold concepts" Build in time during the speakers' talk for interaction and discussion.
- Meetings worked better when the groups are engaged in problem-solving, setting direction, and discussing the issues, and directing CCL to do something with the list. Laundry list of issues without prioritization, which was not done this time.
  - Visit a local resource, e.g., special collections in a library in Sacramento, maybe an early morning event.
  - CCL should send out a reminder message that Deferred Maintenance and Instructional Equipment funds include IELM although the title doesn't reflect.

Ideas for fall 2015 workshops (front-line librarians) in October 21-22. Locations: Irvine/Orange County/Costa Mesa; Bay Area – Walnut Creek or Pleasanton (Embassy Suites or Marriott)
- Student Equity
- Open Education Resources – Cheryl Stewart
- 3CSN
- Marketing and advocating libraries
- Strategies for supporting online education embedding libraries in CMS – make concrete
- Framing the ACRL Framework for CC libraries – use CCC Confer or Zoom?
- Accreditation Standards – II.B. – make concrete
Volunteers: Kerry, Evelyn, Dan, and Meghan. Bring concrete proposal to the July Retreat (last year $6,000 per workshop.)

Deans and Directors 2016 ideas:
- What are the funding sources and strategies on how to get them for libraries? (Boot-camp). Consider using CCC Confer before fall: Ask a CBO to present, what are the sources of funds, what's allowable, and a librarian voice to show the strategies.
- Faculty prioritization – how to request librarian positions
- Accreditation

3.2 Annual Data Survey (Dan Crump)
- Annual Data Survey due June 1st.
- Questions from the Board: Where's the save and continue button? Still need to send out a message to the field – recognize the survey had problems and we're trying to fix it. We need to review the survey questions again to answer what do we really need to have?
- It could use an instruction guide (LeBaron Woodyard is supposed to do a webinar to go over the survey and answers questions); CCL should schedule a one-hour a webinar on how to complete the annual library survey 60 days before the due date.
- Let's not tweak the survey now, but develop instructions/context (perhaps in pop up word bubbles through the survey).
- Dan Crump will ask LeBaron for the survey release data and inform him that CCL will do the webinar for the field. Dan to tell Terence not to change the questions.

3.4 Retreat Plan (July 16-17, 2015) San Jose, CA
- Retreat July 16-17 San Jose; to include a include a tour of Facebook or Google if possible

4.0 Action Items
    4.1 Elections
- CCL President – Meghan Chen, with Interim President Kenley to continue through October - December 2015
- Treasurer – Doug Achterman
- Secretary –Evelyn Lord
- Desert regional rep – Carol Hutte of Chaffee College nominated; email ballot to be conducted
- At-Large Member – at Retreat, Board to consider what needs are and then define how we need the at-large member to contribute.

Minutes prepared by Meghan Chen; transcribed by Gregg Atkins

ATTACHMENT 1

COUNCIL OF CHIEF LIBRARIANS, CCC INC.
- **GRANTS INCOME AND EXPENDITURE REPORT 2014-15 / MARCH 2015**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	101,386.00	0	75,000.00
Miscellaneous**	39,114.00	0	0
TOTAL	**140,500.00**	**0**	**75,000.00**

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	5,981.11
Professional Development & Training	60,000.00		
D & D Mtg		0	
Workshops		0	12,534.16
Area Meetings		0	355.15
Policy Development	30,000.00		
Board Retreat		0	16,214.05
Board Meetings		4,000.00	15,035.43
External CCC Group Collaboration	2,500.00		
President's Travel		0	364.20
Operational Support for	28,000.00		

Leadership Activities			
Exec Director Salary		833.00	7,497.00
Publications Stipends		0	3,000.00
Website		742.50	904.22
Supplies & Operations		53.00	240.92
Databases		0	7,920.07
Tax Prep		0	590.00
Data Survey Analysis		0	0
Misc		10.00	535.00
TOTAL	**140,500.00**	**5,638.50**	**71,126.61**

BEGINNING BALANCE	9,511.89
Income	0
Expenditures	-5,638.50
ENDING BALANCE	**3,873.39**

** Funds transferred from CCL Old Grant accounts
ATTACHMENT 2

COUNCIL OF CHIEF LIBRARIANS, CCC INC.
- **INCOME AND EXPENDITURE REPORT 2014-15**

STATEMENT FOR APRIL, 2015			
INCOME	**Annual Budget**	**Current Month**	**Year-To-Date**
Memberships	15,000.00	0	14,400.00
Consortium	50,000.00	0	59,088.64
Interest	5.00	.13	1.41
Miscellaneous	0	0	450.00
CCLC PassThru	0	0	0
TOTAL	**65,005.00**	**.13**	**73,940.05**

EXPENDITURES	**Annual Budget**
(None)	0
TOTAL	**0**

ACCOUNT BALANCES	
	APRIL 2015
Savings Beginning Balance	16,644.70
Income	.13
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,644.83
Savings Ending Balance	*16,644.83*

Checking Beginning Balance	191,982.81
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditure	0
Checking Ending Balance	*191,982.81*
TOTAL	**208,627.65**