

**Minutes**  
**Council of Chief Librarians Executive Board Meeting, May 4, 2018**  
**Community College League of California Office (2017 O Street, Sacramento)**  
**9:00 am – 4:00 pm**

ATTENDANCE - Board Members:

**Doug Achterman, Will Breitbart, Evelyn Lord, Mary-Catherine Oxford, Carol Hutte, Van Rider, Susan Hines, Alicia Virtue, Darryl Swarm, Marlene Forney, Leslie Tirapelle, John Taylor, Meghan Chen**

ATTENDANCE – Ex-Officio, Non-Voting Members:

**Gregg Atkins, James Wisner, Norman Buchwald, Dan Crump**

ABSENT – Board Members:

**Pearl Ly, Brian Greene**

Call to Order

**The meeting was called to order at 9:00 am.**

1.0 Housekeeping

1.1 Approval of March 2018 Meeting minutes

**The minutes of the March 8, 2018 meeting were approved.**

1.2 Adoption of agenda

**The agenda was adopted.**

2.0 Discussion items

2.1 Evaluations from D&D regional input

**Evaluations of the Deans & Directors meeting in March were very positive. Attendees appreciate the opportunity for networking. The consortium is highly valued.**

**The Library 101 program received positive evaluations. Generally, the first half of the program where information is shared is especially valued. Last time, there was a similar sense about the program. This may provide an opportunity to use the time more efficiently and save money on future meetings.**

**The Guided Pathways workshop also received very positive evaluations. The program was empowering. Attendees felt comfortable with peer leaders and were able to speak frankly.**

**Based on evaluations, CCL professional development activities have covered areas that are important to CCC library leaders. There may be opportunities to expand the coverage of our efforts through video and webinar tools. This would also be a way for CCL to model how to use these tools effectively. CCL could develop professional development badges or certificates.**

## 2.2 Evaluations/feedback from Spring Workshops

## 2.3 Committee Self-evaluations

### a. Advocacy

**The advocacy committee is focused on staying alert and thinking strategically in order to advocate at the state level, the director level and the practicing librarian level. CCL had two big successes recently: 1) keeping language and a place in the ACCJC standards and 2) the statewide library services platform. This year CCL has solidified a positive and proactive working relationship with ASCCC which is marked by the inclusion of a formal CCL liaison to ASCCC and several resolutions advanced by CCL faculty that support CCC libraries.**

**ACTION: Evelyn will work with the Advocacy Committee and the rest of the board to create a collaborative document that lists links to resources that will be useful for CCC library leaders.**

### b. Communications

**The Communications Committee had major accomplishments, including launching a new website and dramatically improving data accuracy in the directory. The committee wants to capture more data from the field to find out what is needed. For example, the committee chose not to go down the social media path, but there is limited data to inform that choice. Some of the procedures that intersect with Leadership and Professional Development (e.g. events) should be reviewed and documented. CCL should consider adopting one system for surveys and registration.**

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**There is a committee recommendation for more frequent or structured meetings between board meetings. These can be accomplished through CCC-Confer.**

### c. Leadership & Professional Development

**The committee noted challenges with time and organization. The committee is considering streamlining tools and documenting procedures. For example, the committee can create a checklist for organizing events and a checklist for event**

participants. CCL should pursue the possibility of getting CCL-branded swag, even items as simple as pens. Vendors could provide lanyards and other swag.

Gregg pointed out that the restructuring of CCL into committees has been very positive for CCL. CCL is operating extremely effectively thanks in large part to the work of the committees.

#### 2.4 Board self-evaluations

Board members appreciated the collegiality of CCL. The new committee structure is also popular. The board has had a number of major accomplishments. Some board members noted that Basecamp can be clunky. The board commented about the need to connect better between meetings. There is a suggestion to use a “flipped” meeting model—reading reports in advance, instead of discussing at meeting. CCL needs to be more deliberate about on-boarding new board members and could develop a mentor model.

Some themes from the self-evaluation emerged. Individual board members had a realistic assessment of what’s possible. There is not enough time. Regional representatives feel they need better ways to connect and communicate. There needs to be analysis, discussion and documentation of the role of the regional representatives. The board may also want to develop our own capacity for online learning as a means of improving our outreach. It may be possible to use the website for document management. We may be able to migrate from Basecamp to Canvas. Canvas was not an option when we moved from GoogleGroups to Basecamp. Any move should be intentionally planned out.

**ACTION: A Canvas workgroup will look at CCL board needs, set up a structure in Canvas and share it with the board at the retreat. At the retreat we can determine if we want to move forward and set up a timeline for migration. (Workgroup: Susan, Leslie, John, Darryl)**

#### 2.5 Based on feedback, what are our budget priorities?

The board prioritized the following CCL budget items:

Category /Current Budget amount:

- \* CCL-EAR meetings& grants: \$26,500 **7**
- \* Deans & Directors meeting: \$60,000 [Actual \$57,000] **1**
- \* Workshops: \$20,000 [Actual 30,000] **2**
- \* Area Meetings: \$3,500 **6**
- \* Leadership Project (scholarships): \$3,000 (agreed to this reduction at March meeting). **8**
- \* Board retreat: \$20,000 (already locked in for this year, with minor reductions possible) **5**

- \* President's travel (pays for all advocacy-related travel): \$5,000 4
- \* Data Survey Analysis: \$5,000 9
- \* Board Meetings 3

Doug shared two scenarios of a proposed 2018-2019 budget as a conversation starter. At the March meeting, there was a consensus that we would use reserves and take two years to arrive at a balanced budget.

The non-leadership grant income is about \$100,000. This year there is a \$100,000 funding gap between the budget and our income.

The data project came in last (#9). There is a new data collection tool that makes it easier to generate reports. It would be helpful to have analysis of the data, but ideally we need to know to what purpose is the data needed. Individual colleges may identify comparative data on their own. This can be easily added back in the future. There is a consensus to cut the data analysis from the budget.

There is a consensus to keep the website maintenance contract. (\$2000 per year).

The cost of workshops could be reduced by reducing to one face-to-face in the fall and one virtual conference in the spring.

CCL could save money by not filling one or both at-large positions. Given the cuts that CCL is making, filling the positions should be strategic based on board capacity. Pearl Ly, who is currently an at-large representative, is stepping off the board. Her position on LRRPAC could be filled by another board member. Darryl Swarm's term is expiring. Darryl is the IEPI liaison. The board consensus is not to fill either of the at-large positions.

CCL can save dramatically on board meetings by meeting at colleges. We can also save money by conducting our committee meetings virtually. Doug recommends that individual board members invest in a camera/microphone, if needed, so that the virtual meetings have a face-to-face element. We can also conduct at least one board meeting virtually. The board meeting that precedes the D&D meeting can be virtual and conducted a week ahead of time. The May meeting can also be conducted virtually. Board members should be prepared to use Zoom with a camera and microphone.

**MOTION: CCL will reimburse up to \$100 for a camera and microphone for board members who need it and submit receipts. (Virtue/Taylor) APPROVED**

CCL can save on D&D this year since Library Management 101 will not be offered in 2019 and the board will meet virtually a week in advance. For the most part, hotel costs will be limited to one night. Although Sacramento is expensive, there is value in holding the D&D meeting in Sacramento. Often the Sacramento speakers from the CCC system and its associates stay and listen. The

**Sacramento speakers also share their perspectives on issues. We can save money by selecting a hotel that is further out from the center of Sacramento.**

**The board will save money by reducing the CCL-EAR budget to \$10,000. More data is needed regarding usage, as well as a clearer sense of the purpose of the committee.**

**The costs of the board retreat will be reduced by not including outgoing board members. The retreat is scheduled for Monday-Tuesday, July 16-17, 2018.**

**In a preliminary review, based on the board discussion, Gregg identified \$48,000 in cuts to next year's budget.**

**ACTION: The Executive Committee will meet virtually and develop a recommended budget for the board to consider before the July retreat.**

## 2.6 Budget proposals

### 2.7 Revenue work groups (D&D sponsorship, League, Membership)

**CCL can look for sponsorships for D&D and other ways to increase revenues.**

**ACTION: CCL has identified a preliminary workgroup to identify ways to increase revenues: James, Gregg, Evelyn**

## 3.0 Reports

### 3.1 President's Report (Doug Achterman)

**The discussion around changing the 50% law to include librarians (and counselors, etc.) is still active. The primary question is what will be the new percentage. Because so much is going on at the Chancellor's Office, this is on the back burner.**

**The negotiations with ExLibris are progressing. The hard work starts now. CCL has started advocating for ongoing funding.**

### 3.2 Executive Director (Gregg Atkins)

**\* Consultation Council (Gregg Atkins & Doug Achterman)**

\* TTAC

**Gregg attended a 2-day TTAC retreat. The Chancellor's Office is reorganizing its approach to technology. There are six areas: Shared Infrastructure, Data Services Project, Data Research and Analytics, Core Applications (e.g. CCC Apply, etc.), OEI, and User Interfaces & User Experience. There will also be a new Educational Technology Standards Office which includes: Project Management, Enterprise Architecture, Information Security, Common IT and Product Selection Standards. CENIC, EBSCOhost and the LSP project are being placed in the Shared Infrastructure area. These are projects that need ongoing funding.**

3.3 LSP Task Force Update

3.4 Consortium Director (James Wiser)

**James reported that the ICOLC (International Coalition of Library Consortia) met recently. Its meeting focused on library services platforms and OER.**

**ACTION: Add an agenda item to the retreat re: OER.**

3.4 Library Learning Resources Program Advisory Committee (Dan Crump, Leslie Tirapelle, Van Rider, Pearl Ly)

**Dan reported that a librarian will be a part of two new state committees: Guided Pathways and AB705.**

3.5 Academic Senate for California Community Colleges (Dan Crump, Van Rider)

**The plenary session took place in April. Van and Dan both attended. There is a new executive committee, including newly-elected Academic Senate for California Community Colleges (ASCCC) President John Stankas. Dolores Davison is the new Vice President.**

**There are a number of no-confidence votes on the State Chancellor being considered in local academic senates. There are also legislative efforts moving forward to stop the 115<sup>th</sup> online college and the new funding formula.**

**Van is on a task force that is updating the ASCCC library position paper.**

3.6 Publications (Brian Greene) (will not be at meeting)

3.7 CCL-EAR (Norman Buchwald)

**Norman shared a written report outlining this year's accomplishments and goals for next year. He recommended new members for the CCL-EAR Committee:**

**Steven Hunt, Chair, Santa Monica College  
Lauren McCall, Mira Costa College  
Mary McMillan, El Camino College**

**MOTION: Appoint these individuals to the CCL-EAR Committee (Breitbach, Rider)  
APPROVED**

4.0 Action Items

4.1 2018-2019 Budget

2:15-2:45

4.2 Annual survey analysis & report by Terrence Willett

2:45-2:55

4.3 Nominations and elections

2:55-3:00

**MOTION: Appoint Nancy Golz as the new East Central Region representative to the board. (Oxford / Chen) APPROVED**

4.4 Expense policy

**MOTION: Approve the revised CCL Expense Policy. (Chen / Oxford) APPROVED**

5.0 Acknowledgments

**The board thanked the four outgoing board members.**

6.0 Adjournment

**The meeting adjourned at 3:30 pm.**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **GRANTS INCOME AND EXPENDITURE REPORT 2017-18 / APRIL 2018**

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Leadership Grant (CCCCO)	101,386.00	0	44,000.00
Interest	200.00	21.53	211.10

Miscellaneous	133,182.00	0	0
<b>TOTAL</b>	<b>234,768.00</b>	<b>21.53</b>	<b>44,211.10</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Acquisition of Statewide LMP	5,000.00		121.37
Funding Mechanisms for LMP	0		0
EBSCO Support	26,500.00		
<i>CCL-EAR Meetings</i>	23,000.00		14,932.76
<i>CCL-EAR Grants</i>	3,500.00		500.00
Professional Development & Training	95,000.00		
<i>D &amp; D Mtg</i>	60,000.00	4,000.00	56,227.93
<i>Workshops</i>	20,000.00	9,668.95	29,800.22
<i>Area Meetings</i>	3,500.00		1,160.50
<i>Special Leadership Project</i>	11,500.00		
<i>Info Comp Project</i>	0		
Policy Development	50,000.00		
<i>Board Retreat</i>	20,000.00		16,706.76
<i>Board Meetings</i>	30,000.00	720.96	22,501.15
External CCC Group Collaboration	5,000.00		
<i>President's Travel</i>		444.16	2,493.91
Operational Support for Leadership Activities	53,263.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	15,000.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	3,942.50
<i>Website &amp; Outlook</i>	2,500.00		2,619.14
<i>Supplies &amp; Operations</i>	1,413.00		353.24
<i>Databases</i>	8,750.00		7,855.00
<i>Tax Prep</i>	850.00		849.19
<i>Data Survey Analysis</i>	5,000.00		
<i>Insurance</i>	1,750.00		1,655.00
<i>Misc/Other Projects</i>	10,000.00	42.48	922.12
<b>TOTAL</b>	<b>234,768.00</b>	<b>16,791.55</b>	<b>176,980.06</b>

<b>BEGINNING BALANCE</b>	-110,965.54
Income	21.53
Expenditures	16,791.55
<b>ENDING BALANCE</b>	<b>-127,735.56</b>



The EAR committee discussed at both their January teleconference meeting and at their face to face February meeting about the need for the Council of Chief Librarians as a whole to cut its budget.

CCL-EAR offers the following as a temporary solution, assuming no new funding resources can be obtained.

1. The committee will still meet twice a year but as one day meetings.
2. The Fall meeting will take place in Sacramento at the League Office.
3. The Spring meeting will take place either in Burbank or Los Angeles.
4. Instead of monies going to grants for traditional conferences, members can optionally attend SCELIC Vendor Day, which usually takes place on a Thursday. To help non-local people attend, the Spring meeting would take place the day after SCELIC Vendor Day. Members who choose to attend SCELIC Day will receive a stipend toward a hotel night's stay (\$100-\$200). As members who attend are invited to a Vendor sponsored dinner after the event, a dinner does not need to be covered. Further savings could occur if EAR chooses to have a joint meeting with SCELIC. (Note: The committee does have concerns if it's during the most popular week of Spring Break which is Easter week, so this may depend on when SCELIC meets next year).
5. Any lunches would either be funded by a more cost efficient caterer or take out OR by attending a restaurant that is at the location or across the street (but NOT a cafeteria. It would be a place that takes one credit card for all). In general, the committee would argue not spending the often high cost of hotel buffets or forced community college food catering. As we would begin after 9 a.m. or such, instead of breakfast, only coffee and tea is perhaps needed before the lunch.
6. Community college sites and the SCELIC site may need to require carpooling or simply slightly expand the funding of transportation we have now.
7. For review teams that need to work together, we discussed using CCCConfer, Google Docs, and other virtual software for those times (as it would now be impossible to find time for those review teams to find time to work on reviews with one day meetings).
8. For members who are from regions (or areas in their regions) that take over 3 hours of non-traffic travelling, including combined drive/flights, there will be an additional stipend to them for the Sacramento meeting and most certainly for the Los Angeles meeting (again \$100-\$200 each time).

The Committee believes it can reduce its current \$26,500 budget to \$13,000 and may even meet less that amount. If a static allocation each year, the committee recommends \$13,000-\$15,000 to take into account any unplanned costs.