Minutes

Council of Chief Librarians | California Community Colleges

Executive Board –Marriott Courtyard Hotel Sacramento
Thursday, October 27, 2016, 8:30am-3:30pm

ATTENDANCE - Board Members:

Meghan Chen, Daryl Swarm, Alicia Virtue, Evelyn Lord, Paula Paggi, Leslie Tirapelle, Pearl Ly, Mary-Catherine Oxford, Will Breitbach, Carol Hutte, Doug Achterman, Darryl Swarm, Van Rider, Kenley Neufeld

ATTENDANCE – Ex-Officio, Non-Voting Members

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

1. **Housekeeping**
   1.1. Welcome and introductions
      The meeting was called to order at 8:37.

   1.2. Adoption of the agenda
      The agenda was adopted.

   1.3. Approval of the July Board meeting minutes
      The minutes of the July 15, 2016 meeting were approved. (Kenley/Doug)

2. **Discussion and Action**
   2.1. Strategic Plan 2016-17 Update and Check-in
      2.1.1. Check off activities implemented
         The board discussed the trial committee meetings conducted on the afternoon before the board meeting. (See 2.1.4) In terms of the strategic plan, we need to be sure to address information literacy within our committees. There is discussion about devoting an issue of Outlook to the ACRL Information Literacy Framework. SLO data has been harvested per strategic plan.
      2.1.2. Prioritization of what's urgent and/or doable

> **We have to be realistic about how much we can do as a group. We can consider contracting out some projects.**

2.1.3.   Use logic model?

> **Advocacy Committee is interested in trying Logic Model with one strand. This work can be a model for the Board.**

2.1.4.   Evaluation of Committee Meeting Day

> **There was a very positive assessment from the Board on the afternoon committee meetings. Committee breakouts were very productive. There are concerns about the extra time commitment for board members. The Board will continue this meeting structure on a trial basis for this year.**

2.2. Advocacy Committee

2.2.1.   CCL ILS Task Force

> **CCL ILS task force should include: 2 reps from field, 1 consortium rep, 2 reps from CCL Board, Tim Calhoun (CCC Tech Center), Dave Walker or rep (CSU)**
>
> **Field reps should include:**
> - **Experience creating an RFP**
> - **Experience migrating a system**
> - **Current full-time systems librarian**
> - **Multi-College district**
>
> **Send recommended names for field reps to Meghan within one week. Meghan will send an email to the list-serv.**
>
> **Purpose for group: Central "think-tank" resource for information on ILS proposal. Recommend process to the CCL Board for identifying, procuring and implementing an ILS.**
> **Two CCL Reps were nominated: Alicia Virtue and Doug Achterman**
>
> **Motion to approve the formation of the ILS Task Force (Van/Pearl) APPROVED**
> **Motion to appoint Alicia Virtue and Doug Achterman as the two CCL reps. (Kenley/Van) APPROVED**
> **Meghan will send informative email to CCL membership [ACTION NEEDED]**

2.2.2.   Three-tiered advocacy approach - how to implement

> **We need to determine what is urgent and what is doable. ILS is clearly time-sensitive. But we also need to address Strong Workforce and**

campus advocacy needs.
DOABLE:
Strategy: Meet in Chancellor's Office –January CCL meeting will take place
at Chancellor's Office in Sacramento.   Gregg will make reservations.
[ACTION NEEDED]
    Strategy: Interested board members can accompany regular CCL
    representative to state meetings to shadow and build leadership for
    succession planning. Meeting groups include: TTAC, IEPI,
    Consultation Council, CIO Board. Board members should contact
    Meghan if interested in shadowing at meetings. Notify President
    Chen if you want to go along. [ACTION NEEDED]

  2.2.3.   Appointing CCL reps to additional statewide groups: CCCAOE, CSSO
    Meghan will request an affiliate seat on CCCAOE and CSSO [ACTION
  NEEDED]

  2.2.4.   Suggestions for LLRPAC to work on as it's revitalized
    Dan is taking the CCL lead to get the LLRPAC going again. Stephanie
    Ricks-John will be new Chancellor's Office lead. There is interest in
    recommending changes to Title 5 regarding tutoring. Other items for
    LLRPAC to address include: Annual data survey. Advocating for return of
    "Library Materials" in title of IELM funds. Review of ILS proposal. Dan
    will stay in touch with Stephanie Ricks-John to get LLRPAC started up
    again. [ACTION NEEDED]

2.3. Executive Committee
  2.3.1.   Bylaws update: Article 3 and Article 4 (Gregg)
    Article 3—Amended, but add: "...and affirmed at the next board meeting"
    [Paula/Kenley] APPROVED
    Article 4—Amended. [Paula/Carol] APPROVED
  2.3.2.   Board self-evaluation in May, to be facilitated by Gregg (synthesize,
    summarize, share results at May board)
    Board should review self-evaluation tool for discussion and adoption at
    the January 2017 board meeting. Provide feedback to Gregg in advance of
    meeting. Tool would be implemented in May 2017.
  2.3.3.   Apply logic model to Strategic Plan activities? Start with a pilot?
    Advocacy Committee will start with a logic model pilot.
  2.3.4.   Prof dev for board members and leadership succession: e.g.,
    Need development for new board members. This could be a collaborative
activity of Executive Committee and Leadership and Professional

Development Committee.

2.3.4.1.　　How to be a regional rep (tool kit?)
Need tool kit for regional reps. This could be a collaborative activity of Executive Committee and Leadership and Professional Development Committee.

2.3.4.2.　　How to be an advocate at statewide groups: "take a board member to a meeting CIO, Consultation Council, TTAC, IEPI, etc."
Notify President Chen if you want to go along. [ACTION NEEDED]

2.4. CCL-EAR – CCL webpage upgrade to meet modern and accessibility standards; use of content management system; and hire a professional (Norman)
2.4.1　CCL webpage upgrade to meet modern and accessibility standards; use of content management system; and hire a professional (Norman)
Recommendation was sent to Communication Committee to consider moving to a new content management system with multiple editing rights.
2.4.2　Appoint a replacement for Brian Green
CCK-EAR recommended replacement is: Nancy Golz (Merced College) APPROVED

2.4.3　Accessibility requirements for vendors
Regarding accessibility requirements, consortium is monitoring WCAG 2.0 to ensure that all CCL vendors are following or on the fast-track to implementation. Gale is already there; EBSCO and Proquest are on the path to compliance by early 2017.
Gregg and James will draft a statement, for consideration at the next meeting, that will clarify that all vendors must be in compliance with WCAG 2.0.
[ACTION NEEDED]

2.4.4　EBSCO Advisory
Request from EBSCO for CCL-EAR advisory role, but CCL does not recommend going down this route.

2.4.5　The Charleston Issues in Book and Serial Acquisition Conference
Conference is next week and Norman will be attending. He is seeking CCL input if we have any questions or information we need addressed.

2.5. Communication Committee

    2.5.1. Recommendation: a new website that includes the Consortium content (James Wiser; currently separate two sites) and hire a professional

    MOTION: Authorize the creation of a newly designed website under the lead of the Communication Committee. (Kenley/Carol) APPROVED

    2.5.2. Other

    Communication Committee will create a survey on information needs of members for early 2017 for discussion at the spring Deans & Directors meeting. How do you get information? How do you use current CCL communication tools? What content do you see us providing?

2.6. Leadership Professional Development

    2.6.1. PDL wants name change to LPD.

    Committee requests to change its name from Professional Development and Leadership Committee to Leadership and Professional Development Committee (Mary-Catherine/Pearl) APPROVED

    2.6.2. Deans and Directors

    Ideas for agenda: Canvas, State Leadership, Assessment Speaker (possibilities include Gilchrist, Oakleaf, Brown); ILS, David Walker (CSU) is another possibility ; Committee is using To-Do list in Basecamp

    2.6.3. Library Leadership 101 – offer every two years; new library leaders welcome at D&D

    Reception and ice-breaker activity for first day.

    2.6.4. Can an award recipient (Peter Hepburn who didn't get accepted to his librarian leadership program) - roll over the award?

    Review committee: 2 board members (one from Leadership and Professional Development Committee), one recipient [Pearl, Evelyn, Elizabeth Bowman or Anthony Costa]

    In order to encourage more applicants, ask CIOs to encourage applications.

    Leadership and Professional Development Committee will ask Peter Hepburn to reapply.

    2.6.5.

2.7. Board Operations

    2.7.1. Protocol for committees to recommend for board discussion or action

    Committees hash things out and bring their items to the board for discussion or action.

    2.7.2. Board insurance

    This is a follow-up to the May 2016 board meeting where Mark Buchman recommended insurance.

Gregg presented a policy offer for general liability and officers insurance at a cost of $1100 per year. Motion to purchase policy. (Mary-Catherine/Pearl) APPROVED

2.7.3.   Adopt budget 2016-17

Gregg presented draft budget for 2016-17 and board discussed. Motion to approve budget. (Paula/Mary-Catherine) APPROVED

2.7.4.   Speakers honorarium expenditure guidelines (Doug & Evelyn)

The board reviewed and recommended changes to the guidelines draft. Motion to adopt guidelines. (Will/Van) APPROVED

2.7.5.   Consider accepting the CCL document "Creating a Library Presence in Canvas" (Alicia); request to increase payment for project by $40 to total $1800.

Alicia presented the document.

Motion to accept. (Doug/Kenley)

Motion to increase original allocation by $40 for a total of $1800. (Doug/Pearl)

Meghan will send an email to the field sharing the document. [ACTION NEEDED]

2.7.6.   Paying consultants for work performed: Terence's data report & the SLO compilation project

Terence's report is in Basecamp.

SLO compilation is complete. Doug will be able to update the SLO spreadsheet as additional SLOs are added. Recommendation to pay $500 to staff member who compiled the SLO list. (Doug/Carol) APPROVED

2.7.7.   Approve San Diego regional rep – Glorian Sipman

Glorian Sipman is not a current library chair/director/dean. CCL needs to identify another representative.

3. **Reports**

   3.1   President (Meghan) –

               TTAC Report (Gregg)

               Moving all campuses up to 10mg speed. TTAC supports the ILS project. A new system strategic plan is expected with the new Chancellor.

               Consultation Council (Gregg)

               CEOs have an active workgroup on accreditation. ACCJC wants authority to accredit colleges with more than 2 baccalaureate degrees.

               CCCCIO (Meghan)

Strong workforce funds for training and development are earmarked. Application package is long and complicated and includes request for data that colleges don't typically collect. Regional consortium model also adds complications. Curriculum inventory migration expected to be complete by March 2017. It would take ten years to make a move to another accrediting agency. There is a push for better collaborative planning across the many state funding initiatives and merge reports. UC is interested in ADT-degrees. Common assessment initiative is on pause. $25 million for veteran's centers. Dual-enrollment high-school articulation efforts being encouraged.

3.2   Executive Director Reports (Gregg)
            Financial Report
      Gregg will send out report with figures via email in November. [ACTION NEEDED]

            Membership Report
      Membership notices have been sent out.

3.3   Consortium (James)
      CCL will renew CountryWatch with warning about need for WCAG 2.0 compliance by 2017.
            Forms are due Nov.11

3.4   Publications (Johanna)
      Johanna shared information on Outlook format and history.   Due date for content to Johanna is: Friday, November 11. [ACTION NEEDED]
            Johanna shared information on website hosting. All pdfs submitted to the website must be in a ADA-accessible machine-readable format.
            The Directory is updated by authorized campus editors. There is high turnover of campus editors every year.

3.5   IEPI Report (vacant)

3.6   OEI – CCL Reps Update – Alicia, Will, Dan
      OEI may be able to sponsor projects similar to the one that Alicia led.
3.6   Library Learning Resources (Program), Advisory Committee (Dan) –
Discussed above under item 2.2.4.

3.7   Academic Senate for California Community Colleges (Dan)

Statewide ILS resolution is going forward to state plenary session next week.

3.8   Regional Reports (all)

Brief reports provided from Desert, SF/East Bay, Southcoast, Northeast.

Adjournment.

The meeting adjourned at 3:33 pm

<u>Upcoming Meetings</u>
Upcoming Meeting Dates:
January 19-20 (~~Ontario~~) Now in Sacramento
March 23-24 (Sacramento @ D&D)
_____ – Spring workshop (north & south) April 26-27 confirmed.
May 22-23 (Burbank)
July 17-18 (San Diego)

Minutes Approved by CCL Board, 1/20/2017