

## Minutes

### Council of Chief Librarians | California Community Colleges

Executive Board – Sheraton, Ontario

Friday, January 20, 2017, 8:30am-3:30pm

ATTENDANCE - Board Members:

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

ABSENCE - Board Members: **Meghan Chen**

ATTENDANCE – Ex-Officio, Non-Voting Members:

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

#### 1. Committee Meetings and Reports (Thursday)

1.1. Advocacy Committee

1.2. Communication Committee

1.3. Leadership & Professional Development

**Deans and Directors : The Board had a follow-up discussion from the report-out at the January 19 meeting and recommended the following adjustments to the D&D program:**

- **Update on Statewide ILS Funding : 1:00 – 1:30**
- **3:30 – 4:00 program addition: Leadership – Perspectives program on Thursday**
- **Dan will ask Julie Bruno (ASCCC) to drop by if available on Thursday to greet the group**

1.4. Executive Committee

#### 2. Housekeeping (Friday)

2.1. Welcome and introductions

**Meeting was called to order at 9:05 am.**

2.2. Adoption of the agenda

**Agenda was adopted.**

2.3. Approval of the October Board meeting minutes

**Approved with clarification on process for making requests for shadowing at meetings.**

2.4. Reminder on the **ILS Task Force**

2.4.1. CCL Members are Alicia Virtue and Doug Achterman. Questions from vendors and/or librarians in the field should be directed to them.

**Doug reiterated that questions from vendors and/or librarians in the field should be directed to Doug and Alicia.**

3. **Discussion and Action**

3.1. Strategic Plan 2016-17 Review and Discussion

**Board expects that ILS project will take up much of our focus in the coming months.**

**Board reviewed the strategic plan**

**Board discussed Strategy 4.1 relating to teaching and measuring information literacy and reviewed some recent related activities (fall assessment workshops), CCL involvement with IE and plans for future workshops with Megan Oakleaf on assessment within the framework. Consider working with Quest for Success readiness modules to integrate information literacy.**

**Suggestion to schedule a CCL fall workshop on information literacy in Canvas. Suggestion to submit a proposal for the online teaching conference on Library Presence on Canvas.**

**ACTION: Alicia will submit a proposal on behalf of CCL for the Online Teaching Conference June 19-21 on library presence in Canvas. CCL will support attendees associated expenses if accepted.**

**ACTION: Add to agenda for future meeting: Identifying opportunities for additional presentations at conferences.**

3.2. Board Operations

3.2.1. Board Self-Evaluation Tool

**Board reviewed a board self-evaluation tool that Gregg identified. Board would submit self-evaluation to Executive Director and/or President. Board comments supported the tool as appropriate. Executive committee can make minor changes as needed (e.g. terminology President, not Chair).**

**MOTION: To adopt instrument and implement it prior to the July retreat.**

**(Kenley /Paula) [APPROVED]**

**ACTION: Implement board self-evaluation process.**

Board reviewed an Executive Director evaluation. Executive committee can make minor changes as needed (e.g. fundraising) so that evaluation is appropriate. Board reviewed the process. Timeline should be integrated into the process. Board recommended the following revised process.

**Executive Director Evaluation Process:**

- 1. At January meeting, CCL Board reviews evaluation instrument.**
- 2. CCL President distributes survey by April 1 annually to board members.**
- 3. CCL Board discusses results of survey at May board meeting.**
- 4. President meets with Executive Director in June to discuss feedback.**
- 5. The Executive Director has the option to provide a response by the end of June.**

**MOTION: Approve executive director evaluation instrument and process.**

**(Paula / Pearl) [APPROVED]**

**ACTION: Implement executive director evaluation process.**

### 3.2.2. Budget and Finance

**Gregg shared updated income and expenditures report, general operating budget statement and a savings and checking transaction report. CCL has a business credit card used by the Executive Director and the President.**

### 3.2.3. San Diego Representative

Marlene Forney (Palomar College) submitted a letter of interest in serving as the CCL San Diego Area Representative. The term is for two-years and the representative must be in the

**MOTION: Appoint Marlene Forney as San Diego Area Representative (Kenley / Paula). [APPROVED]**

### 3.2.4. Appointments to Statewide Groups/Committees

3.2.4.1. IEPI

**MOTION: Appoint Darryl Swarm as the CCL IEPI representative (Kenley / Paula). [APPROVED]**

3.3. Accessibility Requirements Policy

**In follow-up to the October meeting, Gregg and James shared a draft CCL / CCLC Policy on Accessibility Standards for vendors we work with. Policy will require CCL to cancel contracts with vendors that do not comply or show appropriate progress toward compliance (e.g. CountryWatch). This needs to be communicated at the D&D meeting.**

**MOTION: Adopt CCL/CCLC Policy on Accessibility Standards (Will/Paula). [APPROVED]**

3.4. CIO Conference Request for Vendor Sponsors

**CIO Board contacted President Chen to see if there are any library vendors we would recommend who might be willing to be corporate sponsors of their conference. One suggestion is to include a list of all of our database vendors. Since there are so many vendors, it may be more helpful to provide the top ten vendors with reference to the CCLC website where there is vendor contact information.**

3.5. Replacement for Publications/Directory Position

**The current newsletter editor who also manages the directory and the website is stepping down at the end of this year. The board reviewed the current job responsibilities and possible changes for the position in a document drafted by the Communication Committee. With upcoming changes to the website, some roles can change. For example, secretary could upload minutes to the website. Executive Director may be able to manage directory. Responsibility for directory, newsletter and website require additional time commitment but there is currently a stipend in place for each of these roles. Stipends can stay with the roles. These responsibilities could be filled by current or past board members. Webmaster will need technical skills and will need to keep up with technology. Newsletter editor will need editing and technology skills and the ability to find, solicit and create content. Both need a solid perspective on CCL. This could**

**continue to be one person in both roles who could serve as an ex-officio member of the board.**

**MOTION: Gregg will take over directory responsibilities. CCL will recruit a new Publications ex-officio board member (title may change) who will be responsible for website and newsletter based on a job description developed by Communication Committee. Gregg will lead the recruitment effort. The job description will be placed on Basecamp for review by the board. Goal will be to have the person approved by the May 2017 board meeting. (Paula / Alicia) [APPROVED]**

3.6. CCL ILS Task Force (January-June, 2017)

3.6.1. Co-Chairs: Doug Achterman and Alicia Virtue

**The board discussed what should be the role of the ILS Task Force in relation to the state funding approval process. At the time that funding is approved, the project will become the work of a state task force. For now, we need to be prepared as much as possible in terms of providing a central contact for information on the status of the project and in recommending a process for identifying, procuring and implementing an ILS. Task Force can begin work, but task force is working until state task force is formed. Part of the process will include a clear description of the “universe” of CCC libraries and what we want the modern ILS (aka library services platform) to do. An article on the differences between the old and new platforms would be helpful.**

3.6.2. What is their charge?

*3.6.2.1. Review what CSU did, including their RFP*

**Discussion covered in 3.6.1.**

*3.6.2.2. Consider the questions that need to be answered*

**Discussion covered in 3.6.1.**

3.7. Website RFP (vote)

In follow-up to yesterday’s committee report, the board reviewed a website redesign RFP proposed by the Communication Committee. James Wisner will be the contact. The board discussed the timeline and made some adjustments. The board made adjustments regarding expectations and scope of work. The top bidders will be asked to present on Wednesday afternoon, March 22, to the Communication Committee.

**MOTION: Approve RFP as revised. (Paula / Kenley) [APPROVED]**

### 3.8. *Speaker Fee Adjustment (vote)*

**Request to increase speaker fee for Will Baty and architect from \$1200 to \$2200 for two full-day workshops (one north and one south). Baty will be able to share new best practices in college libraries based on recent sabbatical research. Also, safety and security issues and design. Workshop will have content appropriate for both new buildings and remodels.**

**MOTION: Adjust speakers fees for Will Baty and architect from start \$1200 to \$2200. (Paula/Mary-Catherine) [APPROVED]**

## 4. **Reports**

### 4.1. President

#### 4.1.1. CCCCIO

### 4.2. Executive Director

#### 4.2.1. TTAC

**Gregg reported that TTAC is meeting on Monday in Sacramento. ILS project will be discussed.**

#### 4.2.2. Consultation Council

**Gregg reported that Consultation Council is meeting today.**

#### 4.2.3. Board Vacancies

**Gregg will review upcoming board vacancies based on terms of office.**

**President Chen has indicated that she will not run for a second term. CCL Board will have a presidential election in March 2017. If you are interested in running, contact Kenley who is in charge of the election process per board bylaws.**

#### 4.2.4. Membership

**CCL currently has 99 members—the most we've ever had at this time of the year.**

#### 4.2.5. Using EventBrite

**Gregg used EventBrite for this meeting and was very pleased with how it worked. He would like to use it for registration for upcoming CCL events and the board agrees.**

### 4.3. Consortium

**James reported that fall 2016 renewals have increased by 10.6% over the previous year. Fiscal year 2017 spending is 20% greater than 2016, mostly due to Turn-It-In. New York Times has a new offer. New reps: Walter Bremer is**

**gone from Gale. Bill Arnold is no longer with Proquest.**

#### 4.4. CCL-EAR

**Norman reported on the Charleston Conference he attended. Orbis Cascade Alliance presented on shared ebook arrangements. Ebook costs remain very high. There were also programs on several ebook studies. LexisNexis Academic will have a new name and interface in the coming year. CCL-EAR did six reviews in the fall. The committee will do a streaming video database comparison this year and a test prep comparison. The committee will meet next week in San Diego.**

#### 4.5. Publications

**Johanna said that the deadline for submissions for the next Outlook is February 3—for a February 8 publication. The second spring newsletter deadline will be April 14 with a publication date of April 19. Some modifications were made to the CCL website in December to accommodate accessibility needs.**

#### 4.6. IEPI

**No report.**

#### 4.7. DETAC (Distance Education Technical Advisory Committee)

**Kenley reported that the Chancellor's Office called a meeting for DETAC. The committee advises the Chancellor's Office. The committee reviewed Title 5 regulations and process needed to change those regulations, presumably as a response to changes that are needed due to OEI and residency issues associated with reciprocity.**

#### 4.8. Library Learning Resources (Program), Advisory Committee

**Dan reported that a number of colleges have applied for funding for the \$0 Textbook Cost Degrees program and librarians are frequently involved in the proposals.**

#### 4.9. Academic Senate for California Community Colleges

**The resolution in support of a statewide library system was approved at the fall plenary.**

**ACTION: Meghan will send ASCCCC resolution to the League.**

#### 4.10. Regional Reports

**Southwest Bay: Lorrita Ford's position has been combined into a Learning Commons.**

**Northwest: Santa Rosa Library recently received Strong Workforce grant for 350,000**

**Los Angeles: Region will be meeting soon.**

**SF / East Bay: Julia Bergman recently passed away.**

#### 5.0. Adjournment

**The meeting adjourned at 2:50 pm.**

#### Upcoming Meetings

**March 23-24 Deans and Directors (Sacramento @ Sheraton)**

**April 26 Spring Workshop (Ontario @ DoubleTree)**

**April 27 Spring Workshop (Walnut Creek @ Marriott)**

**May 22-23 (Burbank) *may move to Sacramento once confirmed with CO***

**July 17-18 (San Diego)**