

EXECUTIVE BOARD MEETING – FRIDAY, NOVEMBER 17, 2006

9:00 AM – 3:00 PM

BURBANK HILTON AIRPORT / 2500 HOLLYWOOD WAY / BURBANK, CA

MINUTES

PRESENT: Luozhu Cen, Dan Crump, Mimi Collins, Paula Demanett, Jon Fernald, Lorrita Ford, Tim Karas, John Koetzner, Mary Ann Laun, Cherry Li-Bugg, Mona Martin, Jim Matthews, Sarah Raley, Jean Smith (for Mary Hart), Carol Welsh, Gregg Atkins

ABSENT: Johanna Bowen

1. WELCOME & PROCEDURAL MATTERS

A. Adoption of the Agenda – adopted with the addition of *Regular Reports. G. Consortium Report.*

B. Approval of Minutes of meeting (retreat) of July 10-11, 2006 -- adopted with correction for misspelling of Lorrita (Ford).

C. Review of the Calendar of Board Meetings

At the request of President Jim Matthews, the Board re-examined the calendar of meeting dates established at the retreat, and made the following changes:

1/26 – Long Beach Airport (provided that JetBlue files from Sacramento) (meeting starts at 9:00am); if transportation is a problem, then Ontario is backup site (**EDITOR'S NOTE: Meeting is in Ontario.**)

3/2 – Deans & Directors meeting in Sacramento, but no separate board meeting

4/27 – Workshop

5/4 – Oakland Airport Hilton

2. DISCUSSION ITEMS

A. CCL-EAR committee recommendations

1. Addition to its charge related to work with vendors

The Board adopted the following revised charge for the CCL-EAR committee:

CCL-EAR Committee Charge (11/17/2006):

1. Survey and analyze the needs of community college libraries regarding electronic and digital information resources.

2. Explore new information resources, options and tools which may be technologically-feasible but currently not commercially available.

3. Analyze the characteristics and value of various products for community college library users based on vendor presentations, committee reviews, vendor responses, trials and other sources.

cont'd.

4. Develop benchmark criteria for analysis and selection of products, vis-a-vis databases and selection/acquisition, accessibility & remote accessibility.
5. Regularly disseminate Committee information and decisions through the CCL listservs (CCEARCOM, CCEARINFO), the CCL Outlook, as well as other pertinent library discussion lists and sources.
6. Identify and advocate equity of access to electronic and digital information resources for all users (For example: distance learners, remote users, and users with disabilities).
7. Work with vendors to improve service; usability; accessibility and content of electronic and digital information resources.

2. Deletion of role as it pertains to hardware recommendations

The Board approved deletion of “hardware recommendations” as a part of the CCL-EAR Committee charge (see above).

3. Draft committee member roles and responsibilities policy

This draft will be presented at the May meeting of the Board. The Board indicated that it expected to see a document which shows clear delineation between the duties and responsibilities of the Chair and those of the Consortium Director.

4. Board member participation in committee listserv and deliberations

The Board decided that Board members would not be ex-officio members of the committee’s listserv (CCEARCOM).

5. CCL-EAR Membership

A. Appointment of Vice-Chair for 07/08

The Board decided to continue to seek a person (dean, director, coordinator or chair level) from the field. An article will be placed in the *Outlook*.

B. Open Northwest seat (July 2007)

John Koetzner will contact directors in the NW region to find someone. Matthew Priewe, the current appointee, will contact NW region librarians to encourage applicants.

C. Reappointments (West Central, Los Angeles, San Diego)

The Board approved the reappointments of Faten Habib (West Central), Steve Hunt (Los Angeles), and Glorian Sipman (San Diego) to second 3-year terms on the CCL-EAR Committee.

B. Best Practices in Communication with the Field and particularly with regions by Board members

The Board discussed various tools to facilitate communication with the field:

- CCL-EXEC listserv (*does not reach faculty librarians*)
- CCL BOARDMEMBERS (*Board members only; private*)
- CCLEARINFO (*largest; includes faculty librarians*)
- CCC-LRC (*a CCCCO listserve; may not be active*)
- CC CONFER (*both phone and Web conferencing; no cost*)

Video conferencing (*local campus equipment*)

IM (*is this a possibility?*)

blogs (*Mary Ann Laun will investigate setting one up for CCL*)

C. Regional Issues

1. Reports from the regional representatives

2. Library “place” on College Webpages

President Jim Matthews led a discussion about the issue of how to insure that cc libraries were “placed” on the colleges’ homepages.

He suggested that a quick survey be taken of CCL members. Jim will examine the web pages for the UC, CSU, and private California schools. He felt that it would be important to do research to see if some statement of “best practices” could be found, and also to discover if there was agreement by Web designers on this issue.

3. 24/7 Reference

The Board determined that this topic should be an item for discussion at the Deans & Directors Meeting. Questions were raised concerning the suggestion to use TTIP funds to cover the cost.

4. Contact with Legislators

D. Spring Deans & Directors Meeting Planning

The meeting will be in Sacramento on Friday, March 2, 2007. Scott Lay, CEO of the League, will be the keynote speaker.

E. Spring Workshop Planning

The workshop will be in Ontario on Friday, April 27, 2007.

The Board decided to make this a New Technology Workshop, with the morning session (9:30-12noon) as “Technology Update” and the afternoon session (1:00 – 3:00) as “Instructional Design.”

Mary Ann Laun, John Koetzner and Carol Welsh will serve as the program planning committee. An online survey will be used to ask the field to help identify/validate topics and specific technologies.

3. REGULAR REPORTS

A. President’s Report (Jim Matthews)

No separate report.

B. CCL-EAR Update (Tim Karas)

No additional report.

C. TTAC (Jim Matthews and Johanna Bowen)

President Jim Matthews reported that TTAC is preparing a 2007-08 BCP to obtain funding for the following new tech/telecomm projects:

redundant circuits at T-3 level; connectivity for centers

automated curriculum approval process at CCCCCO

GIS-spatial data warehouse

“wireless campus” (3 wireless hotspots, one must be library)

electronic resources initiative to meet “workforce needs”; could provide \$ for vocational (nursing/medical?) database single-portal access model (provides authentication for user)
The first complete draft of Tech 3 is scheduled for the end of the fiscal year.

D. CCCCCO Advisory Committee (Dan Crump)

Dan Crump reported that the Advisory Committee will meet in December. A key agenda item will be the approval of the changes for the Data Survey, which will then provide the green light for MIS to implement the changes.

The Board agreed that Terrence Willet should be asked to do the analysis on the newest year of data and post it as before.

Gregg Atkins will contact him to negotiate a price for this work.

E. Outlook (Mona Martin)

No report.

F. Budget and Membership (Gregg Atkins)

Gregg Atkins presented the income and expenditure reports for July, August, September and October 2006 (see Attachment 1). Eleven (11) colleges have made membership payments as of 11/17/06.

G. Consortium (Sarah Raley)

Sarah Raley reported that the Consortium is now using the 2006 FTE figures. She reported that the latest *NetLibrary* count of purchasers had not yet reached the magic number (70) to get the highest # of titles.

For 2007, *CountryWatch* will cost \$13,500, of which the League will pay half if CCL will pay half. This is the same arrangement as last year.

The Board approved the proposal that CCL pay ½ the cost of *CountryWatch* for 1007.

Sarah reported that all of the Arizona cc’s may begin purchasing through the Consortium (Maricopa has not yet decided).

The League is concerned about ADA / 508 compliancy issues, and how to protect the League and the colleges. Further discussions with CSU and other parties will occur.