

## CALIFORNIA COMMUNITY COLLEGES

MINUTES – Board Meeting, May 8, 2014

BURBANK, CA

**PRESENT:** Doug Achterman, Gregg Atkins, Dan Crump, Lisa Foley, Tim Karas, Andy Kivel, Cherry Li-Bugg, Jim Matthews, Kenley Neufeld, Paula Paggi, Sarah Raley, Kerry Kilber Rebman, Peter Sezzi, Jean Smith

**ABSENT:** Johanna Bowen, Meghan Chen, Matt Magnuson, Mark Stengel

**GUEST:** Darryl Swarm

### 1.0 Housekeeping

#### 1.1 Welcome

**1.2 Adoption of Agenda** / The agenda was adopted as presented (moved by Peter Sezzi, seconded by Paula Paggi, vote was unanimous).

**1.3 Approval of January 30, 2013 Minutes** / The minutes were approved as presented (moved by Jim Matthews, seconded by Cherry Li-Bugg, vote was unanimous).

### 2.0 Reports

**2.1 President (Tim Karas)** / President Karas noted that there had been no CIO or TTAC meetings since he last reported to the Board.

**2.1.1 ACCJC Presentation** – President Karas reported that he had been notified that the Commission was in support of CCL's request to leave the Library section untouched. The consistent, straightforward and clear message with widespread support from many constituencies persuaded the Commission.

**2.1.2 Student Engagement Survey** – A small group of about 40 schools responded to Dean Woodyard's invitation to participate; apparently no additional participants will be allowed. The first phase (submission of random student email addresses) is set for next week.

**2.1.3 InfoPeople** – Concern about the large number of InfoPeople email messages showing up on CCLEARInfo was discussed. No changes were decided upon at this time.

**2.2 CCL-EAR (Jean Smith) (see Attachment 1)**

**2.3 Consortium (Sarah Raley) (see Attachment 2)**

**2.4 Publications (Johanna Bowen) (see Attachment 6)**

**2.5 ASCCC (Dan Crump) (see Attachment 3)**

**2.6 LLRPAC (Dan Crump) (see Attachment 4)**

**2.7 Executive Director (Gregg Atkins)**

**2.7.1 Financial** – Gregg presented the grant budget YTD and the general operating budget YTD (see Attachment 5).

**2.7.2 Membership** -- Gregg noted that CCL has 104 members; there will be a few more before year's end.

### 3.0 Discussion items

#### 3.1 2013-14 Strategic Plan Action Items

**3.3.1 SA 1: Info Comp** – The Information Literacy Advisory Committee has met via CCCConfer and divided its work into three sections: Course Content, Assessment, and Rubrics. Content is being assembled in these three areas via a wiki shared by all 19 committee members. Cheryl Delson, who is heading the committee, has completed a Google Form draft of a short survey which will go out to the community colleges soon, so that they are not pestered by individual requests for information from the three working groups. The committee will meet again via CCCConfer in June to discuss its progress. – *Report by Doug Achterman*



**Conference attendance stipend:** The Committee approved the final draft of the CCL-EAR Conference Attendance Funding Request and Checklist document and is ready to move forward with the project in the Fall of 2014 pending final approval by CCL Exec. Question: How to cover meals? \$50 per diem.

**CCL-EAR/CCLC Marketing flyer/brochure:** The Committee approved a draft of the promotional document to give to vendors to familiarize them with the Consortium and the Committee. CCL Exec at a previous meeting approved funding to have the final product produced professionally both as a handout and a website. The Committee would like guidance on how to proceed. Tim will work with Darryl.

**Statewide buy suggestions:** Committee members suggest 2 products for possible statewide purchase in the future: Libguides and QuestionPoint.

**CCL Strategic Plan:** There was discussion of ways to communicate and publicize what the Committee does. Despite encouragement in Outlook to post comments on reviews, very few are done. Some suggestions: put full reviews in Outlook, post reviews on cjc, push reviews out to main database contacts on each campus, move to a blog format (Wordpress?) making it easier to comment. Exec suggested putting brief summary in Outlook with a link to the full review.

**Future reviews:** Discovery services, science database comparison, Grove dictionaries (art and music)

Question: Can Committee add a third F2F meeting to tackle discovery services? Exec would like CCL EAR Committee to sponsor a workshop in the North and South (with one attached to an already scheduled Committee meeting.)

**Chair turnover:** Following today's Exec meeting (5/8/14), Darryl Swarm will take over as chair.

**2014/2015 meeting schedule:**

- 9/12/14 Phone meeting
- 10/2-3/14 Ontario
- 11/14/14 Phone meeting
- 1/29-30/15 San Diego (Discovery)
- 3/13/15 Phone meeting
- 4/30-5/1/15 Oakland

**ATTACHMENT 2**

Consortium report:

Orders are due to the consortium office tomorrow (May 9<sup>th</sup>). There is a possibility that additional fees will be charged by vendors for any late orders. We are seeing some additional orders this spring.

I attended ICOLC in Portland last week. Of discussion was Open Access, ILS and Discovery services.

Dallas Learning is leaving Edustream. The Chancellor's office is in discussion with them for an offer to the community colleges (opt-in basis). If that is finalized, the orders would be handled by the consortium.

**ATTACHMENT 3**

**ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES (ASCCC)**

**Open Education Resources (OER)**

The Open Education Resources Council (created by SB 1052 and 1053, passed in the last legislative session) have selected the five courses for which affordable, open source textbooks and related materials will be identified or developed. Note: Cheryl Stewart (librarian at Coastline College) is on the Council.

The first five courses are:

- Introduction to Statistics (C-ID number of MATH110)
- Introduction to Chemistry (CHEM 110)
- Principles of Microeconomics (ECON 201)
- Public Speaking (COMM 110)
- US History to 1877 (HIST 130)

### Grants Initiatives

Online Education Initiative (OEI)--- <http://ccconlineed.org> ---librarians on the committee include Marie Boyd, Dan Crump and Cherry Li-Bugg (also Ray Sanchez representing the tutoring community)

Common Assessment Initiative (CAI)--- <http://cccassess.org>

Educational Planning Initiative--- <http://cccedplan.org>

Adult Education---subscribe to the newsletter for AB 86 information--- <http://ab86.cccco.edu/Home.aspx>

ASCCC Spring Session---election results are reported in the May issue of Outlook. Resolutions debated/discussed at Session included topics of repeatability, professional development, accreditation, adult/noncredit education (AB86), baccalaureate degrees at CCCs, and Credit by Exam.

New Student Equity Plans will be required of all colleges this Fall. Suggested topics related to libraries might be textbook reserves and checkout of laptops.

## **ATTACHMENT 4**

### **LIBRARY AND LEARNING RESOURCES ADVISORY COMMITTEE (LLRAC)**

We had a meeting via conference call on April 14. We are working with CCL to have data from the Annual Data Survey available for all years and all colleges. The Student Engagement Survey was also discussed. LeBaron Woodyard in the Chancellor's Office sent out an email on April 7 discussing a webinar about the Survey. The deadline has passed for inclusion of more colleges in the Survey, but you might want to contact LeBaron ([lwoodyar@cccco.edu](mailto:lwoodyar@cccco.edu) or 916/445-1780) to see if your college can still participate in the Survey.



**3.3.2 SA 2/C3: Data Survey & Student Engagement Survey** – committee will review possible changes & revisions to Data Survey and report at Retreat.

**3.3.3 SA B1: Regional Workshops** – The Board discussed the 2013-14 workshops. Will consider an ebooks workshop and an RDA workshop for Fall 2014.

**3.3.4 SA B2: Communications** – committee will review current director elements and make recommendations at Retreat.

**3.3.5 SA B2: ILS** – the survey went out to field in mid-March; response is good, but not great. Peter Sezzi will do follow-up to get more responses and report at the Retreat.

**3.3.6 SA B3: CCL-EAR** – no additional report.

**3.3.7 SA B1/C2: Deans & Directors meeting** – no additional report.

### **3.4 Appointments**

**3.4.1 Northeast** – A motion to elect Lisa Foley to another term was made by Jim Matthews, seconded by Doug Achterman, and the vote was unanimous.

**3.4.2 SF-East Bay** – A motion to elect Andy Kivel was made by Paula Paggi, seconded by Cherry Li-Bugg, and the vote was unanimous.

**3.4.3 East Central** – President Karas will conduct an email vote.

**3.4.4 West Central** – President Karas will conduct an email vote.

**3.4.5 CCL-EAR Committee Appointments** – Upon recommendation by Chair Jean Smith, the Board voted unanimously to approve the following CCL-EAR appointments:

- Briane Greene for East Central
- Carol Hutte for Desert
- Steve Hunt to cover Rachel Sandoval's sabbatical in 2014-15
- Glorian Sipman to cover Elizabeth Horan's Fall 2014 sabbatical

**3.5 Calendar of 2013-14 meetings** / Board will meet in San Diego (Hilton Gaslamp) for the Retreat on July 17-18.

## **ATTACHMENT 1**

CCL-EAR report from Jean Smith / May 8, 2014

### **CCL-EAR COMMITTEE REPORT**

**MAY 1-2, 2014**

#### **New members:**

- Brian Greene from Modesto will replace Stephanie Curry in the East Central region
- Carol Hutte from Chaffee will replace Linda Braiman in the Desert region
- Steve Hunt from Santa Monica will fill in for 2014/2015 to cover Rachel Sandoval's sabbatical
- Glorian Sipman will serve Fall 2014 to cover for Elizabeth Horan's sabbatical

#### **Vendor demonstrations:**

- Gale Artemis
- Rand California
- Ambrose (streaming videos)

**Shared ebook collection deselection project:** The Committee approved the final draft of the deselection policy and procedure document and is ready to move forward with the project in the Fall of 2014 pending final approval by CCL Exec. Questions: put out another call for volunteers on EarInfo? (Yes) How to publicize list of proposed titles for weeding...EarInfo and Exec listservs.

## COUNCIL OF CHIEF LIBRARIANS, CCC INC.

## • GRANTS INCOME AND EXPENDITURE REPORT 2013-14 / APR 2013

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Leadership (CCCCO)	127,772.00	101,386.00	101,386.00
Miscellaneous	0	0	0
<b>TOTAL</b>	<b>127,772.00</b>	<b>101,386.00</b>	<b>101,386.00</b>

<b>EXPENDITURES</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Development of Statewide ILS Acquis	2,500.00	0	0
New Funding Mechanisms for ILS	2772.00	0	0
EBSCO Support CCL EAR	13,000.00	0	5,589.21
Professional Development & Training D & D Mtg Workshops Area Meetings	60,000.00	4,963.71 13,390.04 105.75	4,963.71 13,390.04 105.75
Policy Development Board Retreat Board Meetings	25,000.00	800.00 117.60	22,962.14 15,338.67
External CCC Group Collaboration President's Travel	2,500.00	0	775.75
Operational Support for Leadership Activities Exec Director Salary Publications Stipends Website Supplies & Operations Databases Tax Prep Data Survey Analysis Misc	22,000.00	833.00 0 0 3.00 0 0 0 0	8,330.00 3,000.00 3,322.50 236.24 8,059.50 1,680.00 0 84.95
<b>TOTAL</b>	<b>127,772.00</b>	<b>20,213.10</b>	<b>87,838.46</b>

<b>BEGINNING BALANCE</b>	40,107.79
Income	0
Expenditures	20,213.10
<b>ENDING BALANCE</b>	<b>19,894.69</b>



## COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• **INCOME AND EXPENDITURE REPORT 2013-14 / GENERAL OPERATING BUDGET**

STATEMENT FOR APRIL, 2014

<b>INCOME</b>	<b>Annual Budget</b>	<b>Current Month</b>	<b>Year-To-Date</b>
Memberships	13,500.00	0	15,150.00
Consortium	55,000.00	0	51,632.79
Interest	40.00	.15	1.25
Miscellaneous	0	0	0
CCLC PassThru	0	0	870.04
<b>TOTAL</b>	<b>68,540.00</b>	<b>.15</b>	<b>67,658.99</b>

<b>ACCOUNT BALANCES</b>	<b>APRIL 2014</b>
<b>Savings</b> Beginning Balance	16,644.64
Income	.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,644.79
<i>Savings Ending Balance</i>	<i>16,644.79</i>
<b>Checking</b> Beginning Balance	173,203.82
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditure	0
<i>Checking Ending Balance</i>	<i>173,203.82</i>
<b>TOTAL</b>	<b>189,848.46</b>

**Gregg Atkins**

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**From:** Johanna Bowen [jobowen@cabrillo.edu]  
**Sent:** Wednesday, May 07, 2014 12:51 PM  
**To:** CCL Boardmembers  
**Cc:** John Mauceri  
**Subject:** [ccl-board] Publications Report

May 7, 2014

To: CCL Board

From: Johanna Bowen

Re: May Report from Publications (Outlook, Directory, Website)

I continued to learn the ins and outs of the new publishing workflow for the Outlook.  
I intend to do a simple survey, in the Fall, regarding satisfaction with the current Outlook's features and design.

In the Directory:

I discovered a problem with updating library profiles that had been missed in earlier testing – it was not consistent and across the board, but it was there. This was caused by the upgrade to a more recent version of MySQL when we switched from XO web hosting to the eApps Virtual Private Server (VPS).

Consultant Robert Hallett, who built the Directory tracked down the problem and updated the code.

A SPAM robot discovered the "Contact Us" form, which was not protected by a CAPTCHA service. John Mauceri, our programmer took the form down, since no one seemed to use it.

We are considering adding a CAPTCHA code, when I can find one that is robot proof but EASY for humans...

The new eApps Virtual Private Server has been running smoothly using a minimum configuration. This appears to be meeting our needs so we plan to change our contract with eApps from month-to-month to yearly. Cost is around \$12/month.

In May we need to revisit the DNS subject as we will need to change the way it is handled. DNS is the service that functions like an internet phone directory, translating names to the IP numbers of servers that provide corresponding services for [cclccc.org](http://cclccc.org) (i.e. Web, Google Groups, SFTP, Mail).

Most of the DNS is still provided by our previous hosting site XO and is tied to the old hosting contract, which ends soon. The end of our relationship with XO, coupled with John's concerns about their antiquated interface, mean we will explore transferring the domain to a neutral registrar with lower costs and better support. If we make this change the transition may cause brief service disruptions. (mid Summer best?)

Does the Board have any future projects in mind?

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**Johanna Bowen**

[jobowen@cabrillo.edu](mailto:jobowen@cabrillo.edu)

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