COUNCIL OF CHIEF LIBRARIANS
CALIFORNIA COMMUNITY COLLEGES

MINUTES – BOARD OF DIRECTORS MEETING / July 17-18, 2014
San Diego, CA

PRESENT: Doug Achterman, Gregg Atkins, Johanna Bowen, Dan Crump, Lisa Foley, Tim Karas,
Pearl Li, Matt Magnuson, James Matthews, Kenley Neufeld, Paula Paggi, Sarah Raley,
Kerry Kilber Rebman, Peter Sezzi, Mark Stengel, Darryl Swarm

PAST BOARD MEMBERS: Cherry Li-Bugg, Jean Smith

1.0 Housekeeping
1.1 Welcome
1.2 Adoption of Agenda / The agenda was adopted as corrected and with additions (moved by Peter Sezzi, seconded by Matt Magnuson, vote was unanimous).
- 1.3 corrected to show "May"
- 3.6 changed – Net Neutrality
- 3.3 added – Equity Plan and Basic Skills
- 3.7 changed – Appointments and Elections
- 3.8 added – Calendar of 2014-15 Meetings

1.3 Approval of May 8, 2014 Minutes / The minutes were approved with corrections (moved by Jim Matthews, seconded by Peter Sezzi, vote was unanimous).
- Report on Publications (Johanna Bowen) added as Attachment 6
- 3.3.4 – corrected to "directory" elements

2.0 Reports
2.1 President (Tim Karas) / President Karas reported on the Technology & Telecommunication Advisory Committee (TTAC) May 2014 Retreat:

There's more money flowing into the system ($4 million for TTIP). Looking for a new framework, within four strategy areas:

1. Infrastructure
   - Strategy: Baseline standards for technology in the system. Library got highlighted for statewide buys.
   - Strategy: Bulk purchasing, as in databases as a system. We set a standard for the system. Cloud based library information system.
   - Facilities – Facilities Utility Space Inventory ON (FUSION) database for the system's maintenance. Started doing deferred maintenance from that list. Classrooms, instructional equipment need to follow that model.
2. Professional Development & Student Success
   - Inventory of PD activities: e.g., @ONE. Centralized support service for conferences, e.g., AV support, get bulk deals with hotels, common registration/payment system, if the colleges want to use it. (Blane Morrow already provides this service for streaming a meeting or conference on your campus)
3. Predictive analytics for enrollment purposes. CCCCO has big data, CalPASS, etc. leverage GIS (for colleges to access) – i.e., for anticipating student enrollment in five years, where they would be coming from. Also to help crunch data for accreditation preparation. The RP Group is very interested in this.
4. Federated log-in system-wide (OEI interested); develop wireless standards for colleges.

There has been no recent CIO-CCC Meeting. The new president is Craig Justice of Irvine Valley College.

2.1 President (Tim Karas), cont'd.

President Karas reported on the ACCJC June 2014 Commission Meeting. The new Standards document was adopted. The Library section will be the new II.B, between Instruction (IIA) and Student Services (IIC). The library community was commended for how librarians went about making suggestions about changes.

2.2 CCL-EAR (Darryl Swarm)

Dictionary of Music

Finishing review of e-book collection

Discussion items: discovery service products, and doing workshops on them per Board recommendation. Rather than vendor presentations on "how great the products are," it would be more useful to have users who could share their implementation experiences. Lots of things to look at. Might want to add a couple more members at large to help with such projects, as special projects, but not required to attend all the CCL-EAR meetings. Board supports hosting a Spring workshop. Additionally, have a workshop comparing WorldCat Local with and without WMS. Do the same one north and south.

Glorian Sipman at MiraCosta College, local administrator for QuestionPoint. Right now, there are 22 colleges using it, and then 6 more are implementing it this summer.

2.3 CC Library Consortium (Sarah Raley)

Glorian Sipman (MiraCosta) is managing administration for QuestionPoint. We have six new libraries coming on this summer. Sarah recommended that CCL provide some kind of recognition for her effort; the Board voted to establish an annual $500 stipend for the administrator of Question Point (moved by Peter Sezzi, seconded by Mark Stengel, and the votes was unanimous).

We have had an issue with two vendors this spring over the FTE's we use (Alexander Street Press and Rand). Librarians need to be careful what FTE's they use when discussing products with vendors.

Orders for spring 2014 were up about $400,000 over spring 2013.

Scott Lay is taking a personal leave of absence from the League at the request of the League Board.

2.4 Publications (Johanna Bowen)

In the past three months we have had to use the services of Robert Hallett to make revisions to the Directory after the upgrade to my SQL version. We still have a few punchlist items: Google Analytics for the site; sharing button tor Social Media sites. XO has been very difficult to deal with. They have Gregg listed as the owner of record for the CCLCCC.ORG domain but Gregg has no records from the action. They were supposed to email Gregg with key information so we can reclaim the domain from them with Network Solutions and maybe move it to GoDaddy .

2.5 ASCCC (Dan Crump)

Curriculum Institute and Leadership Institute just occurred. Senate working on AB 86 adult ed – provided services to basic skills students. Equity Plans due November 21, 2014. Online Ed Initiative, Common Assessment Initiative, Ed Plan Initiative, all incentivized. But campuses not required to use them. OEI initially thought to update the CVC; it's tied to many processes, e.g., registration, reporting FTES (Home College). ADT approved courses will be eligible to participate in OEI. There were 58 applicants for pilot colleges; still deciding which ones to be included. Several librarians on it: Marie Boyd, Daniel Crump, Roy Sanchez on student support services. No direct tie-in to libraries. The pilot colleges will explore how it goes and then inform decisions.

2.6 LLRPAC (Dan Crump) – no report

2.7 Financial report & membership (Gregg Atkins)

Executive Director Gregg Atkins reported that the final membership number is 103 colleges. He reviewed the list of colleges which had not paid, and discussed the status of each one. Gregg presented to end-of-year budget reports for the Grant and the CCL general operating budget (see Attachment 1).

The Board discussed ways in which CCL might more effectively achieve returns on its funds so that there will be a budget to support future programs and activities post-grant. The Board voted to direct the Board President and Executive Director will seek

advice from a financial advisor about investing the group's funds (moved by Matt Magnuson, seconded by Jim Matthews, and the vote was unanimous).

2.8 Regional Reports

3.0 Reports

3.1 CCCCO Grant Annual Report (Gregg Atkins)

The Board reviewed the draft of the CCCCO Leadership Grant Annual Report prepared by Executive Director Gregg Atkins. Suggestions for content, content changes, corrections and other editing were compiled to be incorporated into the final version. The final version (see Attachment 2) will be sent to the CCCCO on 7/21/14.

3.2 2013-14 Strategic Plan Action Items

3.2.1 Strategy A1: Info Comp update (Neufeld, Achterman, Li-Bugg)

A presentation was given by Cheryl Delson from IVC (library department chair and SLO coordinator) who is working for CCL on this project. A CCCconfer group meeting was held on 3/28/14, with 19 participating. A set of action items was established (see Attachment 3). Sent emails to colleges and hasn't yet seen strong response rates; will re-send at the start of semester. Will also leverage the Board's regional outreach by reps and use *Outlook* to get better response rates. Will re-send by late August and due September 30th. Another group working meeting will be held late October or early November. The group will aim for a report to the Board in January 2015. The work in draft form and concept will be shared with the field asking "are there any gaps?"; share a draft curriculum outline at D&D meeting. A summer institute to work on it further with interested librarians could wrap it up. The intent is to work on a description for a course for a consultant to develop the curriculum based on outline and rubric.

3.2.2 Strategy A2/C3: Data Survey & Student Engagement Survey (Matthews, Crump)

Need to use Terrence Willett to disaggregate data, analyze them, and reports. Get data in CSV files from CCCCO's Survey Gizmo account. To support accreditation, colleges can compare their data with other like colleges. Reviewed survey questions for the annual survey; reviewed participation

3.2.5 Strategy B2: ILS (Sezzi, Neufeld)

Reviewed the student engagement survey results. N=58 colleges/districts; 88 actual respondents. The themes: discovery, reserves, ease of cataloging and for student users. Peter will finalize the report by July 31, 2014 for posting on the CCL website.

3.2.3 Strategy B1: Regional Workshops (Rebman, Paggi, Kivel, Raley)

Discussed date and location preferences. Reviewed possible program ideas.

3.2.4 Strategy B2: Communications (Bowen, Magnuson, Foley)

See 2.4 above.

3.2.6 Strategy B3: CCL-EAR (Smith, Raley, Swarm, Bowen)

See 2.2 above.

3.3 Equity Plans (Doug Achterman)

Doug Achterman attended the Basic Skills Leadership Institute in June 2014 at Lake Arrowhead; he will write up a couple of paragraphs on what he got out of attending and to include examples of how libraries can participate in future conferences and campus efforts.

Student Equity Plan and the library: Doug shared a draft of *CC libraries and the Student Equity Plan* (see Attachment 4). Doug will send out a survey to CCL exec listserve. In the September Outlook, he will invite members to submit a paragraph or two on what they are doing on their campuses.

3.4 2014-15 Strategic Plan Action Items (Tim Karas)

President Karas led the Board through a review of the 2014-15 list of action items (see Attachment 2), and the Board briefly discussed them . Board members took responsibilities for items as shown:

A1 – Achterman, Paggi

  A2 – Foley
  A3 – Crump, Chen, Magnuson
  B1 & B2 – Neufeld, Bowen, Magnuson
  B3 – Swarm, Raley
  C1 – Matthews, Swarm, Atkins
  C2 – Ly, Maguson, Karas
  C3 – Chen, Crump, Matthews, Rebman

Some from 2013-14 will continue and to be worked on by the same groups originally assigned to them. At the next meeting in October, we will work on a skeleton plan from what we've worked on in preparation for the D&D meeting to get input from the field.

3.6 Net neutrality (ALA position)

The Board was led through a discussion of the issue of Net Neutrality and the upcoming FCC decision by Johanna Bowen. The Board agreed to support the same position taken by ALA (in favor) and to communicate that support appropriately (moved by Mark Stengel, seconded by Jim Matthews, and the vote was unanimous).

3.7 Appointments and elections

To fill the vacant Treasurer position, Jim Matthews was nominated and elected (moved by Lisa Foley, seconded by Paula Paggi, and the vote was unanimous).

3.8 Calendar of 2014-15 meetings

Fall	10/16 San Jose	9:30-4:00
Winter	1/29/15 Burbank	9:30-4:00
D&D	3/19-3/20 Sacramento	
Spring	5/12/15 Ontario	9:30-4:00

Annual Retreat: to be set at the October or January meeting

Council of Chief Librarians | California Community Colleges
Executive Board Retreat
Thursday, July 17, 2014 (11:00-5:00) & Friday, July 18 (9:00-3:00)
Hilton Gas lamp, 401 K Street, San Diego

1.0 Housekeeping

    1.1 Welcome and Introductions

    1.2 Adoption of Agenda

    1.3 Approval of minutes from October meeting

2.0 Reports

    2.1 President

        2.1.1   TTAC

        2.1.2   CIO

        2.1.3   ACCJC

    2.2 CCL-EAR

    2.3 Consortium

    2.4 Publications

    2.5 Academic Senate for CCC

    2.6 LLRPAC

    2.7 Executive Director

        2.7.1   Financial

        2.7.2   Membership

    2.8 Regional

3.0 Discussion & Action Items

    3.1 CCCCO Grant Annual Report

    3.2 2013-14 Strategic Plan Action Items

        3.2.1   Strategy A1: Info Comp (Neufeld, Achterman, Li-Bugg)

        3.2.2   Strategy A2/C3: Data Survey & Student Engagement Survey (Matthews, Crump)

        3.2.3   Strategy B1: Regional Workshops (Rebman, Paggi, Kivel, Raley)

        3.2.4   Strategy B2: Communications (Bowen, Magnuson, Foley)

        3.2.5   Strategy B2: ILS (Neufeld, Sezzi, Stengel, Li-Bugg)

        3.2.6   Strategy B3: CCLEAR (Smith, Raley, Swarm, Bowen)

        3.2.7   Strategy B1/C2: D&D mtg, promo (Karas, Chen, Rebman)

    3.3 Equity Plans

    3.4 2014-15 Strategic Plan Action Items

    3.5 Next 2 Year Strategic Plan (2015-2017)

    3.6 Appointments

    3.7 Calendar of 2014-15 Meetings

        3.7.1   Fall: TBD

        3.7.2   Winter: TBD

        3.7.3   Deans and Directors: TBD

        3.7.4   Spring: TBD

        3.7.5   Annual Retreat: TBD

ATTACHMENT 1

<div style="border:1px solid">
114 POSSIBLE
~~101~~ PAID
</div>

102

- ~~Allan Hancock College~~
- ~~American River College~~
- ~~Antelope Valley College~~
- ~~Bakersfield College~~
- Barstow College
- ~~Berkeley City College~~
- ~~Butte College~~
- ~~Cabrillo College~~
- Canada College
- ~~Cerritos College~~
- ~~Cerro Coso Community College~~
- ~~Chabot College~~
- ~~Chaffey College~~
- ~~Chancellor's Office~~
- ~~Citrus College~~
- ~~City College of San Francisco~~
- Coastline Community College
- ~~College of Alameda~~
- ~~College of Marin~~
- ~~College of San Mateo~~
- ~~College of the Canyons~~
- ~~College of the Desert~~
- College of the Redwoods
- ~~College of the Sequoias~~
- ~~College of the Siskiyous~~
- ~~Columbia College~~
- ~~Compton Community Educational Center – El Camino~~
- ~~Contra Costa College~~
- ~~Copper Mountain College~~
- ~~Cosumnes River College~~
- Crafton Hills College
- ~~Cuesta College~~
- ~~Cuyamaca College~~
- ~~Cypress College~~
- ~~De Anza College~~
- ~~Diablo Valley College~~
- ~~East Los Angeles College~~
- ~~El Camino College~~
- ~~Evergreen Valley College~~
- ~~Feather River College~~
- ~~Folsom Lake College~~
- ~~Foothill College~~
- ~~Fresno City College~~
- ~~Fullerton College~~
- ~~Gavilan College~~
- ~~Glendale Community College~~
- ~~Golden West College~~
- ~~Grossmont College~~
- ~~Hartnell College~~
- ~~Imperial Valley College~~
- ~~Irvine Valley College~~
- ~~Lake Tahoe Community College~~
- ~~Laney College~~
- ~~Las Positas College~~
- ~~Lassen Community College~~
- Long Beach City College
- ~~Los Angeles City College~~
- ~~Los Angeles Harbor College~~

- ~~Los Angeles Pierce College~~
- ~~Los Angeles Southwest College~~
- ~~Los Angeles Trade-Technical College~~
- ~~Los Angeles Valley College~~
- ~~Los Medanos College~~
- ~~Mendocino College~~
- ~~Merced College~~
- ~~Merritt College~~
- ~~MiraCosta College~~
- ~~Mission College~~
- ~~Modesto Junior College~~
- ~~Monterey Peninsula College~~
- ~~Moorpark College~~
- ~~Moreno Valley College~~
- ~~Mt. San Antonio College~~
- ~~Mt. San Jacinto College~~
- Mt. San Jacinto College--Menifee Campus
- ~~Napa Valley College~~
- Norco College
- ~~Ohlone College~~
- ~~Orange Coast College~~
- ~~Oxnard College~~
- ~~Palo Verde College~~
- ~~Palomar College~~
- ~~Pasadena City College~~
- Porterville College
- ~~Reedley College~~
- ~~Rio Hondo College~~
- ~~Riverside Community College~~
- ~~Sacramento City College~~
- ~~Saddleback College~~
- San Bernardino Valley College
- ~~San Diego City College~~
- ~~San Diego Mesa College~~
- ~~San Diego Miramar College~~
- ~~San Joaquin Delta College~~
- ~~San Jose City College~~
- ~~Santa Ana College~~
- ~~Santa Barbara City College~~
- ~~Santa Monica College~~
- ~~Santa Rosa Junior College~~
- ~~Santiago Canyon College~~
- ~~Shasta College~~
- ~~Sierra College~~
- ~~Skyline College~~
- Solano Community College
- ~~Southwestern College~~
- ~~Taft College~~
- ~~Ventura College~~
- ~~Victor Valley College~~
- ~~West Hills College — Coalinga~~
- ~~West Hills College — Lemoore~~
- ~~West Los Angeles College~~
- West Valley College
- ~~Woodland Community College~~
- ~~Yuba College~~

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GRANTS INCOME AND EXPENDITURE REPORT 2013-14 / JUNE 2014**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	127,772.00	26,386.00	127,772.00
Miscellaneous**	0	20,733.89	20,733.89
TOTAL	**127,772.00**	**47,119.89**	**148,505.89**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Development of Statewide ILS Acquis	2,500.00	0	0
New Funding Mechanisms for ILS	2,772.00	0	0
EBSCO Support *CCL EAR*	13,000.00	6,237.45	14,507.12
Professional Development & Training	60,000.00		
D & D Mtg		0	40,525.84
Workshops		406.92	22,009.87
Area Meetings		0	333.26
Policy Development	25,000.00		
Board Retreat		0	22,962.14
Board Meetings		2,953.38	22,012.39
External CCC Group Collaboration	2,500.00		
President's Travel		308.00	1,083.75
Operational Support for Leadership Activities	22,000.00		
Exec Director Salary		837.00	10,000.00
Publications Stipends		0	3,000.00
Website		0	4,065.00
Supplies & Operations		3.00	242.24
Databases		0	8,059.50
Tax Prep		0	1,680.00
Data Survey Analysis		0	0
Misc		0	84.95
TOTAL	**127,772.00**	**10,745.75**	**148,505.89**

BEGINNING BALANCE	-36,374.14
Income	47,119.89
Expenditures	10,745.75
ENDING BALANCE	**0**

** Funds transferred from CCL "Old Grant" account (savings)

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

• GRANTS INCOME AND EXPENDITURE REPORT 2013-14 / "OLD GRANT"

STATEMENT FOR JUNE, 2014

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	0	0	0
Miscellaneous	0	0	0
TOTAL	**0**	**0**	**0**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Transfer to 2013-14 Accnt	0	20,733.89	20,733.89
TOTAL	**0**	**20,733.89**	**20,733.89**

ACCOUNT BALANCES	APRIL 2014
Beginning Balance	198,919.42
Income	0
Expenditure	20,733.89
Ending Balance	*178,185.53*
TOTAL	**178,185.53**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

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

STATEMENT FOR JUNE, 2014

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	13,500.00	0	15,150.00
Consortium	55,000.00	0	51,632.79
Interest	40.00	.14	1.66
Miscellaneous	0	0	0
CCLC PassThru	0	0	870.04
TOTAL	**68,540.00**	**.14**	**67,659.30**

ACCOUNT BALANCES	JUNE 2014
Savings Beginning Balance	16,644.64
Income	.14
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,645.05
Savings Ending Balance	*16,645.05*
Checking Beginning Balance	173,203.82
Income	0
Transfer to Savings	0
Transfer from Savings	0
Expenditure	0
Checking Ending Balance	*173,203.82*
TOTAL	**189,848.72**

COUNCIL OF CHIEF LIBRARIANS

CALIFORNIA COMMUNITY COLLEGES

CCCCO LIBRARY LEADERSHIP FUND ANNUAL REPORT 2013-14
MOU No. 14-006

The Council of Chief Librarians, California Community Colleges (CCL) hereby submits its annual report concerning its management of the Library Leadership Fund in FY 2013-14 in support of the CCC Libraries' Leadership Plan objectives and goals.

The work of CCL is grounded in, and takes its inspiration from, the specific purposes for which the Council of Chief Librarians, California Community Colleges was originally organized:
- to represent, promote and advance libraries in public California community college education;
- to provide a vehicle for communication, discussion and collaboration among chief librarians;
- to provide opportunities for professional development, training and leadership development for chief librarians and other academic librarians; and
- to support data collection, analysis and dissemination for the purpose of good public policy development.

CCL, CCC ARTICLES OF INCORPORATION

The organization is further guided by the specific goals and action plans established in its three-year Strategic Plan, 2012-13 to 2014-15 (attached). The plan was developed in 2011-12 with the assistance and facilitation of Kathy Booth (then serving as RP Executive Director) and using previously-received Leadership Fund resources. The plan encompasses three main goals:
- Goal A: Strengthen the capacity of California community college libraries to support student success through the attainment of information literacy
- Goal B: Leverage access to information and technology tools to support student learning
- Goal C: Promote libraries as dynamic spaces where students congregate to creatively engage with their peers, information and instruction

Nine strategies are being employed to effectively attain the benchmarks set for 2014-15; the same approach was used in 1013-14. CCL will begin to develop the next iteration of this plan during 2014-15.

CCL also works to identify ways to effectively and constructively contribute to the well-being and success of local colleges, the districts, and the California Community Colleges as a system. It accepts the responsibilities which come with the opportunity to work collaboratively, to understand the roles of the many CCC groups and organizations, and to support and enhance the work of the system. CCL further seeks to actively support the CCCCO and enhance the long-established working relationship it enjoys with the CCCCO.

The Library Leadership Fund has provided tremendous opportunity for CCL to act more substantively, directly and effectively in these areas as outlined in the MOU:

A. *Provide leadership in the development of statewide acquisition or individual purchase of electronic library catalog systems products by*
-- *identifying and reviewing various potential library catalog system products*
-- *evaluating potential proprietary products using a peer-based evaluative process*
-- *negotiating statewide prices and agreements with vendors*
-- *identifying recommended products/packages in prioritized fashion*

- CCL facilitates the individual purchases by more than 35 colleges of a new cloud-based integrated library system (ILS) offered by OCLC by serving as an information source, convener and interested party, and supports the user group formed to address issues of implementation, migration, training, and upgrades
- CCL created and disseminated a system-wide ILS survey to gather data concerning current choice of vendors, current costs, current method of allocation of costs, remaining length of contract, number of users, size of data files, interest in other vendors, etc. (Survey results are currently being compiled and analyzed.)
- CCL funded the creation of and tested a Student Engagement Survey that identifies how students use technology platforms (smart phones, laptops, etc.) to access information as well as to store needed data, retrieve it and incorporate it into coursework and assignments. Data gathered from such a survey can help identify platform and technology compatibility requirements for a shared ILS. The survey is now being sent to students from over 40 colleges under the direction of the CCCCO Academic Affairs Division (Dean LeBaron Woodyard).

B. *Assist in development of new funding mechanism and strategies for acquisition of electronic library catalog system products at a statewide level*

- CCL developed and submitted a budget proposal for CCCCO and DOF consideration for the 2015-16 state budget. The proposal identified process, timeline, costs, and benefits of a state-funded ILS purchase and implementation.

C. *Continue to manage vendor relations and technical support services with EBSCO for products purchased through the statewide acquisitions process and through individual purchases by colleges.*

- Through the CCL Electronic Access to Resources Committee (CCL-EAR) and the CC Library Consortium (a joint venture of CCL and Community College League of California), CCL handles all interaction with and monitoring of the contractual arrangement with EBSCO. CCL-EAR actively solicits feedback concerning all aspects of the EBSCO product experience and regularly works with the vendor on behalf of the colleges. CC Library Consortium Director Sarah Raley provides technical support services and vendor contact needs for the colleges, and helps to insure that colleges stay informed about changes, upgrades, issues, fixes, etc. Ms. Raley also helps to facilitate evaluation of vendor-proposed changes, additions, new formats, etc.
- CCL developed and submitted a budget proposal for CCCCO and DOF consideration for the 2015-16 state budget. The proposal identified how the EBSCO discovery tool software could be acquired through additional state funding to substantially enhance the functionality of the existing EBSCO product.

- CCL proposed acquisition of an additional database to be purchased through the statewide acquisitions process and funded with additional budget support.
- The CC Library Consortium continues to manage all aspects – price negotiation, subscription and payment, and technical support services – for individual product purchases by colleges.
- The CCL-EAR Committee uses a detailed review and evaluation process to assess new products as well as to regularly reassess existing product inventory. Reviews are posted on the CCL-EAR website. CCL-EAR also supports a listserv with over 400 subscribers through which participants share problems and concerns, resources, teaching tips, technology information, etc. concerning the information database products obtained through the CC Library Consortium.
- The CC Library Consortium is a member of the International Coalition of Library Consortia (ICOLC), a group representing all of the major consortiums that provide services similar to those of the CC Library Consortium. Participation provides a forum for identifying trends, issues, and opportunities in the information database arena as well as information sharing about pricing, new approaches, impact of new technologies and new regulations, etc. Ms. Raley is the representative to this group.
- The CC Library Consortium continues to work with the CSU Chancellor's Office involving some shared product negotiations and subscriptions.
- CCL and CCLC jointly cover the cost of providing the *CountryWatch* database to all CCC libraries.

D. *Provide professional development and training opportunities for CCC library faculty, staff, administrators, etc. concerning the application of new technologies and software for library operations, management, services, etc.*

- CCL planned and presented its Fall 2013 workshop – PLANNING, ASSESSING, AND COMMUNICATING LIBRARY IMPACT: PUTTING THE STANDARDS FOR LIBRARIES IN HIGHER EDUCATION TO WORK – at two full-day sessions (North and South). There was no charge to attendees, and 78 persons attended (enrollment was limited to 40 at each site). The workshop was presented in collaboration with the Association of College and Research Libraries, ALA.
- CCL planned and presented its Spring 2014 workshop – TECHNOLOGY TOOLS: POWER SEARCHING AND INSTRUCTIONAL DESIGN – at two full-day sessions (North and South). There was no charge to attendees, and 91 persons attended. The workshop featured three nationally-known librarians (Greg Notess, Julian Prentice, Alicia Virtue).
- CCL worked with InfoPeople, a library training non-profit organization funded by federal Library Services and Technology Act (LSTA) allocations from the California State Library to promote InfoPeople classes and webinars to the CCC library community.
- The CC Library Consortium negotiated discount rates for CCC librarians, staff and administrators to attend the annual Internet Librarian conference in Monterey.
- A presentation on low-cost building improvements and redesign ideas was added into the agenda at the annual Deans, Directors, and Chairs Meeting; over 80 persons attended.
- The online *CCL Outlook* regularly identifies a wide range of workshops, training events, conference presentations, etc. which will be of interest to the CCC library community, *e.g.*, the CARL (California Academic and Research Libraries) webinars.

E. *Provide opportunities for CCC library faculty and administrators to discuss and explore policies, issues and new opportunities related to the provision of library services to faculty, staff and students in the CCC.*

- CCL plans and presents the CCL Annual Deans, Directors, and Chairs Meeting each March in Sacramento. This year more than 80 persons attended the two-day meeting. Speakers from the CCCCO, the CIO Board President, and the State Academic Senate President discussed policies, issues and changes in the CCC environment. CCL discussed and reviewed the *CCL Strategic Plan.* Region-based meetings focused on local/regional issues and development of lists of ideas, needs, issues and opportunities for use by the CCL Board. A special reception was held for new deans, directors and chairs. Keynote speaker Dr. Wilen-Daugenti focused on *Society 3.0: Future of Work, Skills and Careers.* Attendees were provided with one free night of hotel lodging and most meals.
- CCL provides funding to enable regional groups of colleges to meet locally and discuss local/regional issues, needs and opportunities as well as to network with colleagues.
- CCL supports the regular digital publication of the *CCL Outlook,* a newsletter and blog that carries news about the work of the organization, other CCC news, regional and national news about library activities, research, and other categories of information important to CCC librarians and administrators.
- The CCL listserv and CCL-EAR listserv function as active channels for CCC librarians and administrators to pose questions, share problems, gather information, request assistance and share knowledge, data, experience and support with one another.
- The Fall and Spring workshops also serve as vehicles to present and discuss matters of interest to CCC librarians and administrators, gather responses to be shared with the CCL Board, and to provide updates on issued being addressed by CCL.

F. *Provide leadership in the continued development of policy, guidelines, and standards for CCC library instructional services, management, and operations with special emphasis on the use of information technologies in the areas of:*
-- *Digital literacy*
-- *Basic skill information competency/literacy*
-- *Remote and mobile provision of services*
-- *Open source library software applicability*

- CCL has adopted and is implementing a three-year Strategic Plan that systematically and specifically develops tools, assembles data, and pursues specific outcomes which address digital literacy, information competency, etc. A copy of the 2013-14 thru 2014-15 Action Plan is attached.

G. *Work collaboratively with CCC groups and organizations to discuss and explore policies, issues and new opportunities related to the provision of library services to faculty, staff and students in the CCC.*

- CCL maintains its relationship with the Community College League of California through the joint partnership program CC Library Consortium.
- The CCL President serves as a liaison to the CIO Board.
- A faculty librarian who serves on the Academic Senate for the California Community Colleges is an ex-officio member of the CCL Board.

- CCL has joined the CSU Council of Library Directors (COLD) CSU Assessment Team, a group of librarians and social science researchers who are working on setting national standards for measurement of SLOs/AUOs for libraries.
- CCL actively participates in the work of the CCCCO Library and Learning Resources Programs Advisory Committee and in TTAC.
- CCL is collaborating with CalHumanities to encourage CCC libraries to participate with neighboring public libraries in the *California Reads!* program.
- CCL participated in the process to review the proposed revision of AACJC accreditation standards, namely *IIC. Libraries and Other Learning Resources.* Information concerning proposed revisions was shared with CCC librarians and library administrators, and based upon near-unanimous rejection of the proposed revision, CCL represented the interests of the CCC librarians and library administrators by 1) formally opposing the revision as presented and providing alternative language; 2) developing information and action strategies for use at college level to communicate local support for CCL's recommended approach; 3) working with other CCC groups to inform them of CCL's concerns and position, and 4) obtaining formal support from other CCC groups and from colleges against the revision. CCL also worked formally and informally with AACJC to maintain open channels of communication and insure the continuation of a long-established working relationship. AACJC has adopted revised standards that maintain the IIC. standard without change (but re-numbered as IIB.).

H. *Perform all leadership activities described above in this section, including hiring of staff, providing necessary equipment and facilities, training, monitoring and assuring funds are expended in accordance with CCCCO and fund requirements.*

- The CCL Board meets regularly to review all organizational activities and projects, to discuss work and activities related to both the Strategic Plan and the Leadership Grant, and to review the Leadership Grant budget statements.
- The CCL Board employs the services of an Executive Director, who handles organizational and financial matters. The Executive Director directly manages the work of hosting workshops, conferences and other meetings.
- The CCL Board employs the services of a webmaster/communications officer, who handles the website, online directory, and the listserv as well as the production of the *CCL Outlook.*
- CCL directs the work of the CC Library Consortium Director, who also serves as an ex-officio member of the CCL Board.

I. *Serve as fiscal agent to the CCCTC in the management of the Library Leadership Fund.*

- CCL continues to act in this capacity.

J. *Receive, deposit, and account for TTIP funds allocated to Library Leadership Fund.*

- CCL received and deposited two checks totaling $127,772.00 for FY 2013-14. (See financial statement attached.)

K. *Establish and maintain a separate account for the Library Leadership funds.*

- CCL maintains a separate account for the Library Leadership Funds.

L. Account for Library leadership funds using generally accepted accounting procedures.

- See financial statement attached.

M. Invoice and/or disburse Library leadership funds on behalf of the CCCCO and CCCTC for contract services and other expenditures with fifteen (15) business days of receipt of:
-- an invoice, signed contract, or notification of approval for payment; and
-- the funds for payment.

- CCL handles expenditure of Library Leadership Funds in this manner.

N. Provide detailed reporting to CCCTC and CCCCO accounting for Library leadership funds received and expended, including funds balance, and a narrative describing activities, outcomes and next actions annually on or before July 15th.
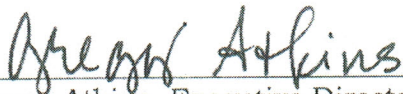
- This report was reviewed, approved and adopted at the July 18, 2014 meeting of the Board of Directors and is submitted on behalf of Council of Chief Librarians, California Community Colleges. It is submitted on July 21, 2014 with the prior approval of the CCCCO.

_____   6-18-14
Tim Karas, President   Date

_____   06-18-2014
Gregg Atkins, Executive Director   Date

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- ## GRANTS INCOME AND EXPENDITURE REPORT 2013-14 / JUNE 2014

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	127,772.00	26,386.00	127,772.00
Miscellaneous**	0	20,733.89	20,733.89
TOTAL	**127,772.00**	**47,119.89**	**148,505.89**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Development of Statewide ILS Acquis	2,500.00	0	0
New Funding Mechanisms for ILS	2,772.00	0	0
EBSCO Support _CCL EAR_	13,000.00	6,237.45	14,507.12
Professional Development & Training	60,000.00		
D & D Mtg		0	40,525.84
Workshops		406.92	22,009.87
Area Meetings		0	333.26
Policy Development	25,000.00		
Board Retreat		0	22,962.14
Board Meetings		2,953.38	22,012.39
External CCC Group Collaboration	2,500.00		
President's Travel		308.00	1,083.75
Operational Support for Leadership Activities	22,000.00		
Exec Director Salary		837.00	10,000.00
Publications Stipends		0	3,000.00
Website		0	4,065.00
Supplies & Operations		3.00	242.24
Databases		0	8,059.50
Tax Prep		0	1,680.00
Data Survey Analysis		0	0
Misc		0	84.95
TOTAL	**127,772.00**	**10,745.75**	**148,505.89**

BEGINNING BALANCE	-36,374.14
Income	47,119.89
Expenditures	10,745.75
ENDING BALANCE	**0**

** Funds transferred from CCL general accounts

Community College Libraries and the Student Equity Plan

What is the role of the community college library program in promoting campus-wide student equity?

By November of 2014, each community college is required to send to the Chancellor's office a student equity plan that is coordinated with its Student Success and Support Program (SSSP) plan. Essentially, the student equity plan identifies enrollment and achievement gaps among specific demographic groups and articulates strategies for closing those gaps. While state funding of SSSP and student equity plans is still in flux, original proposals were for $200 million dollars, half of which was to be for student equity plans. That total has decreased, but there is still $170 million in the budget for SSSP and student equity plans.

Criteria for Identifying Disproportionate Impact

The criteria for identifying those groups on an individual campus are very specific; colleges are required to review and address disproportionate impact among the following groups: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities. However, other groups may be subject to disproportionate impact at specific colleges; details about this and other elements of the student success plan can be found at http://extranet.cccco.edu/Divisions/StudentServices/StudentEquity.aspx.

Success Indicators

There are five success indicators specified for addressing equity issues:

Access
The percentage of each population group that is enrolled compared to that group's representation in the adult population within the community served. This percentage is frequently calculated as a participation rate.

Course Completion (*Retention*)
The ratio of the number of credit courses that students, by population group, complete compared to the number of courses in which students in that group are enrolled on the census day of the term.

ESL and Basic Skills Completion
The ratio of the number of students by population group who complete a degree-applicable course after having completed the final ESL or basic skills course compared to the number of those students who complete such a final ESL or basic skills course.

Degree and Certificate Completion
The ratio of the number of students by population group who receive a degree or certificate to the number of students in that group with the same informed matriculation goal as documented in the student educational plan developed with a counselor/advisor.

Transfer
The ratio of the number of students by population group who complete a minimum of 12 units and have attempted a transfer level course in mathematics or English, to the number of students in that group who actually transfer after one or more (up to six) years.

Share Ways Your Library Is Participating in the Student Equity Plan

Our goal is to share ways library programs around the state are participating in their student equity plans. To share, use the form below to submit student equity goals and activities that involve your library. Completing the

form enters your information on a spreadsheet, which you can also visit at any time to see what's happening at other colleges. In the fall, the information from that spreadsheet will be consolidated and you'll get a summary of the information submitted.

Format of the form:

- **College**
- **Library contact person**

Ways library is included in the student equity plan:

- **Target population** (group subject to disproportionate impact: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks, Hispanics, Whites, men, women, and persons with disabilities):
- **Success indicator:**
  Access
  Course Completion (*Retention*)
  ESL and Basic Skills Completion
  Degree and Certificate Completion
  Transfer

- **Goal:**
- **Library-related activity:**.
- **Outcome/timeline:**
- **Other relevant details/comments**

Example:

College: Gavilan College

Library contact person: Doug Achterman

Ways library is included in the student equity plan:

Target population: Low-income students

Success indicator:
Course Completion (*Retention*)

Goal:
Reduce difference between low income and average student course completion rate by 2% points annually through AY 2016/2017.

Library-related activity: Secure additional textbooks for the library reserve program.

Outcome/timeline: Increase availability of books on reserve by 10% by fall 2015.
Other relevant details/comments: Increase reserve materials based on

a) Those currently in highest demand
b) General Ed courses
c) Student survey results
d) Instructor request