COUNCIL OF CHIEF LIBRARIANS
CALIFORNIA COMMUNITY COLLEGES

MINUTES – BOARD OF DIRECTORS RETREAT / July 16-17, 2015
San Jose, CA

PRESENT: Doug Achterman, Gregg Atkins, Johanna Bowen, Meghan Chen, Lisa Foley, Carol Hutte, Evelyn Lord, Pearl Ly, Matt Magnuson, Kenley Neufeld, Paula Paggi, Mark Stengel, Darryl Swarm, James Wiser

ABSENT: Dan Crump, Kerry Kilber Rebmen

1.0 Housekeeping

   1.1 Welcome -- President Kenley Neufeld called the meeting to order at 10:34.
   Board members introduced themselves with brief resumes. In the course of introductions, it was noted that CCL got started in 1981. A suggestion was made to write up some of the early history of CCL and to conduct video interviews with some of its early leaders.

   Ideas from Icebreaker Activity (What would you do to help community college students?)
   • Create statewide community college system
   • Statewide ILS
   • Eliminate registration fees
   • Move counselors and librarians to the right side of 50% law
   • Require all students take basic library course for academic and lifelong learning
   • Provide equity of access for community college students
   • Separate librarians from counselors in the 50% law
   • Become politically stronger in influencing funding for CCC libraries
   • Create equity of access to resources equivalent to CSUs
   • Throw off remaining shackles of K-12 system—state ccc system
   • Support minimum levels of staffing (librarians and classified)
   • Keep library as central place on campus and provide resources to expand horizons of students
   • Access for all (resources, staffing, etc.) so students can use resources equitably across the system
   • Allow every California resident to receive BOG waivers (including undocumented residents)
   • Address psycho-social needs of students (beyond info literacy, resource referral)

   Article Referral: "Exploring Student E-textbook Practices in Higher Education," Educause Review (July 6, 2015)

   The Board had a chance to meet and ask questions of new Consortium Director James Wiser. Executive Director Gregg Atkins provided an overview of the hiring process.

   1.2 Adoption of the Agenda -- Adopted by acclamation with the following additions: 3.7 Student Equity and Student Success; 3.8 Feel Good Efforts (Therapy Dogs and Libraries) ; 3.9 Investment Proposal?

1.3 Adoption of the Minutes -- Correction: spelling of Chaffey College (p.2) ; Motion to adopt as amended (Moved by Lisa Foley, seconded by Doug Achterman, vote was unanimous).

2.0 Reports

2.1 President -- Kenley Neufeld reported on CIO meeting. Dan Troy reported that system did well ($). $62 million for full-time faculty (ftes/fon formula).   Most colleges will be able to hire. Money for adult education. Some CCC funding ($10 million) will be going to CSUs (basic skills pathway).

Two bills on accreditation moved out of committee on July 15. One prevents ACCJC from using fees to pay for legal fees. Second requests more disclosure from ACCJC.

AB 288 on dual enrollment (sponsored by Chancellor's Office) is moving forward.   One issue addressed: offer classes on high-school campus without open enrollment.

Adult Ed. Maintenance of effort. $125 million going to consortial effort.

SSSP –Next year's plans due October 30.

Student Equity Plans due Nov. 23 (probably a better possibility for libraries.) Pam Walker (VP, Academic Affairs)—colleges have all received feedback; legislation requires coordination with student services, BSI and SSSP. Collaboration with multiple measure workgroup on impact of common assessment. State is redoing template for Equity Plan.

Common Assessment Initiative – rolling out in spring 2016.

Associate Degrees for Transfer (34 degrees available, more than 12,000 degrees granted last year.

C-ID --- 15,000 courses

UC Transfer Pathway—will have 10 majors, 11 more in the works ;

New DSPS regulations to be presented to Board of Governors next week.

Chancellor's Office – Currrently 275 aa-t/as-t degrees in queue ;
Curriculum Inventory Tool – Governet promises unmet ; All vendors who provide technology in the future will have to be able to export data ;
PCAH – being completely rewritten ;
SB 1391 – inmate education -- 4 districts selected as pilot sites ;
AB1362 – military credit ; common course descriptors
Baccalaureate degrees – 15 pilot colleges
 Pam Walker is forming four workgroups seeking membership: military credit, basic skills, dual enrollment toolkit, fire and police service programs. Should CCL provide representative?

IEPI (Institutional Effectiveness Partnership Initiative) -- Partnership Resource Teams – Need librarians on these teams – Legislative initiative –Tech teams to do site visits in relation to accreditation preparation (Pearl Ly will be the CCL rep on the Partnership Resource Team

State-wide ILS and Discovery Tool and Additional Database: Chancellor's Office intends to include this in the 2016-17 budget request. $5.4 million for three years. Includes training, data collection. $2.2 million

2.2 CCL-EAR -- Chair Daryl Swarm reported:
Ebook Deselection Project went well; completed five reviews, and group is now ready to do five reviews in addition to Discovery project this coming year.

Reviews: Lexis-Nexis, MedconRN, Mango Languages and Rosetta, Swank streaming videos (packaging), JSTOR. [will prioritize since this is ambitious agenda];
Additional meeting proposed for group to work on Discovery project; Survey will go out
Norman Buchwald has been approved as vice-chair/chair-elect.

2.3 Consortium -- Consortium Director James Wiser reported that the League has new CEO: Larry Galizio (was state legislator in Oregon and President of Clatsop Community College). James is focused on reaching out to vendors (17 of 45 to date) and introducing himself. He has met with Sarah Raley.

2.4 Publications -- Johanna Bowen (See Attachment 1)

2.5 Academic Senate for California Community Colleges -- No report

2.6 LLRPAC -- No report.

2.6 Executive Director -- Gregg Atkins discussed the draft 2014-15 Annual Leadership Fund Report due to the CCCCO on 7/31/15, and provided copies of the 2013-14 report for comparison. Board members were tasked with review and suggestion of changes, additions, edits, etc.

The June financial reports were reviewed and discussed (See Attachment 2)

The 14-15 membership report was made; 100 colleges paid for 2014-2015. Board discussed colleges which had not paid and possible reasons for non-payment.

Gregg reviewed the new MOU being drawn up by the CCCCO for the Leadership Fund. The amount of money is unchanged, but it will contain extension options to make it a 5-year agreement.

2.8 IEPI -- Pearl Ly reported:
Enrollment management professional development workshop
Additional workshops planned:
IEPI: $12 million professional development : Inmate Education and Civilian Conservation Corps

2.9 TTAC -- No report

2.10 Regional Reports

Carol Hutte: Chaffey College has new furniture and new carpeting. Students approved new technology fee which allowed improvement of internet. Instruction has doubled since last summer

Mark Stengel ( ): College will be turning on WorldShare Discovery next week. Resignation and retirement in circulation at Santa Barbara. Santa Barbara will have new librarian.

Matt Magnuson ( ): Susan Walsh at Merced reported that she has been appointed interim VPI. Clovis got their accreditation (113th college). College of Sequoyas got $20,000 foundation grant and increase in book budget. West Hills Lemoore will have turnover in administration. Website updated.

Paula Paggi (Los Angeles) Hiring (East, West, Santa Monica.) Steve Hunt is CCL contact at Santa Monica. Regional luncheon planned for August. Chairs replaced at Paula's library; also new interns. College moving to Canvas.

Lisa Foley (Northeast Region): Regional group did not meet for first time in May in 10 years since everyone had met in April in Sacramento. Administrative turnover.

Evelyn Lord (SF/East Bay): Peralta hiring ; Accreditation results: BCC and Laney on warning, Merritt and COA on probation ; Regional Meeting will take place at Las Positas ; Division Dean at Chabot ; CCSF – Chris Cox is still acting dean.

Pearl Ly : Alicia Virtue appointed dean at SRJC ; SRJC will be hiring a new librarian ; Pearl Ly resigned from College of Marin ;

Doug : Lorrita Ford reported that Skyline director retiring ; CSM – Stephanie Roach awarded Stanford Global Studies award. ; Gavilan getting new carpet ; Gavilan now has lab space next to library to be used as learning commons ; DeAnza – will reopen library after major renovation. Regional meeting at DeAnza in October.

Meghan Chen: Mount Sac—Hired 8th ; Asking for 2 more librarians ; $100,000 for library renovations ; Neighbors suing Mount Sac over parking garage ;

3.0 Discussion Items

3.1 Investment Plan
The Board continued its conversation on investment of its funds. Johanna and Lisa shared information on Fidelity and Vanguard portfolios. There are concerns about security of funds if we move to an investment strategy.

A motion was made to place funds into savings or one-year CD and review annually.
(motion made by Lisa Foley, seconded by Paula Paggi, vote was unanimous).
A motion was made to place a maximum of $300,000 into a one-year CD or savings
(motion made by Mark Stengel, seconded by Matt Magnuson, vote was unanimous).

3.2 Strategic Plan

The Board conducted its review and update of the Strategic Plan. **Detailed notes on strategic plan are recorded in the updated strategic plan document (See Attachment 3).**

Strategy A1.
A motion was made to authorize a $2000 stipend to pay Cheryl Delson for creating and designing survey, wiki, reporting to board and conducting meetings for information literacy assessment activities (moved by Doug Achterman, seconded by Paula Paggi, the vote was unanimous).

Strategy A2.
A motion was made to authorize a $1500 stipend to pay for a librarian to gather and organize CCC ILOs and program outcomes pertaining to information literacy (moved by Doug Achterman, seconded by Lisa Foley, the vote was unanimous).

Strategy A3.
Matt and Paula will provide leadership on moving forward with this.
Create separate action for embedding Library in OEI

Strategy B1.
Gregg, Paula and James and will provide leadership on planning spring workshops.
Kenley and James will provide leadership on recommending technology tools.

Strategy B2.
Daryl, James and Johanna will promote access to new technologies that promote credible information resources.
Johanna and Mark will identify topics and hire writers to write brief articles, blog posts, etc. for $300 each (700 words] per discussion at May CCL Board meeting.

Strategy B3.
James and Daryl will broker relationships with vendors

Strategy C1.
Gregg will meet with Chancellor's Office re: updating standards.
Kenley contacted Stephen Bell and received recommendation of Elliott Felix (Brightspot Strategies)
Daryl will develop a toolkit for library leaders evaluating usability of existing library designs

Strategy C2.

Mark contacted Mary Ross and Cheryl Gould re: customer service training. Would online course meet our needs? Gregg and Mark will work on this

Pearl presented proposal to provide scholarships up to $3000 to cover program/lodging/meals for leadership training.

Motion made to budget $10,000 for scholarships for mentoring leadership development for up to $3,000 per person based on Pearl Ly's proposal (motion made by Doug Achterman, seconded by Megan Chen, vote was unanimous).

Motion made to budget annual $1500 stipend to develop and manage boot camp and coordinate leadership scholarships program (motion made by Megan Chen, seconded by Evelyn Lord, the vote was unanimous).

Strategy C3.

Status of annual data survey awaiting action by Chancellor's Office. Need conversation with Pam Walker

Doug Achterman will take lead on analysis with Terrance Willett and assistance from Evelyn Lord. Need analysis of data and report (Board Member should work with Terrence); Possible to use data with student scorecard to find board member; Center for Urban Education has report on persistence and retention rates African American students – possible resource. Evelyn will look for old Fischer reports for examples of previous reports. (Other report examples Pugh report, PPIC).

3.3 LLRPAC (Library and Learning Resources Programs Advisory Committee)

Board repeated concerns that this Committee barely meets but should play a critical role at state level

Proposal: Talk to Vice Chancellor Pam Walker re: reviving committee

3.4 Outlook and WordPress Proposal

Johanna Bowen requested up to $2000 to upgrade CCL website for mobile access.
A motion was made to authorize up to $2000 for technical support to move the present website to a mobile friendly presentation (moved by Mark Stengel, seconded by Doug Achterman, vote was unanimous).

3.5 Grant Report for the Chancellor's Office

Discussion of updates: ILS survey, update on programs, work with IEPI (D), new consortium director, Doug Achterman will write text for inclusion.

3.6 Fall Workshops and Webinar

Practical Library Strategies for Promoting Student Equity (Include due date of equity plan in announcement). Megan Chen, Kerry Kilber Rebman, Evelyn Lord and Dan Crump (with assistance from Gregg Atkins re: logistics). Send out survey to get latest equity funding success stories.

Tentative Dates: end of September - first week of October

Actual Dates: September 23 (S), 24 (North)

3.7 Prison Programs -- Lisa Foley
Request for travel funding for interested library directors to attend a one-day meeting regarding community college library services for prisons.
Suggestion to use CCC-Confer for initial meeting(s) with four colleges that received state grant
Suggestion to come back to October CCL meeting with plan for what is needed
Could use morning of Deans and Directors meeting for in-person discussion.
Suggestion to come back with a position paper

3.9 Feel Good Efforts
Paula Paggi asked for input on therapy dogs in the library—districts ask about liability and insurance. Mark said that certified therapy dog organizations have liability insurance. (Examples: All for Animals, Pet Partners).

3.10 Student Success and Equity
Board discussed themes and ideas in connection with fall workshop presentations

3.11 Calendar of Meeting for 2015-16
Thursday, October 22 - Sacramento
Thursday, January 28 - Ontario
Thursday-Friday, March 3-4, 2016 - Sacramento
Thursday, May 19 - Burbank
Thursday-Friday, July 21-22 - Santa Barbara

Minutes prepared by Evelyn Lord; formatting by Gregg Atkins

Johanna Bowen

Web.Directory.Outlook report

Web Analytics:

Google Analytics has been recently installed on our Website.
It occurred to me that we would want to know how many people are downloading a .ppt, .pdf or .doc file, which google analytics doesn't keep track of. So, also had AWStats installed.

It analyzes the web logs, catching the non-webpage files. However, it is not as refined as google analytics and will probably give less accurate page-view statistics.

The results from AWStats are at:
http://cclccc.org/cgi-bin/cclstats/awstats.pl

Web site (cclccc.org) mobile access is not satisfactory. $2000.00 was requested for the project to either add css responsive code to existing html OR convert website to Word Press.

Directory access and content is satisfactory. In September all named editors are emailed for currency of their status as editors for their campus content. Also request everyone in two listservs to check directory for currency of data.

COUNCIL OF CHIEF LIBRARIANS, CCC INC.
- **INCOME AND EXPENDITURE REPORT 2014-15**

STATEMENT FOR JUNE, 2015

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,000.00	0	15,300.00
Consortium	50,000.00	0	59,088.64
Interest	5.00	.14	1.70
Miscellaneous	0	0	450.00
CCLC PassThru	0	0	0
TOTAL	**65,005.00**	**.14**	**74,840.34**

EXPENDITURES	Annual Budget
(None)	0
TOTAL	**0**

ACCOUNT BALANCES	
	JUNE 2015
Savings Beginning Balance	16,644.98
Income	.14
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	13,645.12
Savings Ending Balance	*16,645.12*
Checking Beginning Balance	191,982.81
Income	450.00
Transfer to Savings	0
Transfer from Savings	0
Expenditure	0
Checking Ending Balance	*192,432.81*
TOTAL	**209,077.98**

COUNCIL OF CHIEF LIBRARIANS, CCC INC.
- **GRANTS INCOME AND EXPENDITURE REPORT 2014-15 / JUNE 2015**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership (CCCCO)	101,386.00	26,386.00	101,386.00
Miscellaneous**	39,114.00	38,518.67	38,518.67
TOTAL	**140,500.00**	**64,904.67**	**139,904.67**

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Development of Statewide ILS Acquis	2,500.00	0	0
New Funding Mechanisms for ILS	2,500.00	0	0
EBSCO Support	15,000.00	5,161.90	13,580.55
CCL EAR			
Professional Development & Training	60,000.00		
D & D Mtg		716.40	42,296.00
Workshops			12,534.16
Area Meetings		41.23	484.13
Policy Development	30,000.00		
Board Retreat		0	16,214.05
Board Meetings		3,573.76	23,530.04
External CCC Group Collaboration	2,500.00		
President's Travel		0	1,443.20
Operational Support for Leadership Activities	28,000.00		
Exec Director Salary		837.00	10,000.00
Publications Stipends		0	3,000.00
Website		0	904.22
Supplies & Operations		3.00	937.95
Databases		0	7,920.07

Tax Prep		0	590.00
Data Survey Analysis		6,000.00	6,000.00
Misc		0	535.00
TOTAL	**140,500.00**	**16,333.29**	**139,904.67**

BEGINNING BALANCE	(48,571.38)
Income	64,904.67
Expenditures	16,333.29
ENDING BALANCE	**0**

** Funds transferred from CCL Old Grant accounts

CCL STRATEGIC PLAN UPDATE SUMMARY
Copy of Email Summary Sent by Kenley Neufeld on 7/17/2015

Action

Goal A: Strengthen the capacity of California community college libraries to support student success through the attainment of information literacy

Strategy A1: Develop consistent mechanisms for teaching and measuring information literacy

Identify and disseminate common rubrics, benchmarks, and instruments for measuring student mastery of information literacy

Strategy A2: Document the role of libraries and librarians in strengthening student learning outcomes on information literacy

Aggregate and disseminate data on how libraries and librarians are supporting institutional student learning outcomes on information literacy

Strategy A3: Develop and promote approaches that embed library resources and services within the curriculum

Identify and create models for building information literacy exercises into commonly-offered courses and offer professional development to faculty on partnering with librarians, supporting critical thinking, and building independent learning in library-based assignments

"Recommends that OEI create a working group to focus on the design

and integration of library resources and services into the new CMS. CCL

proposes that 3 individuals would be nominated by CCL, in addition to

representatives from the ASCCC and other groups."

Goal B: Leverage access to information and technology tools to support student learning

Strategy B1: Provide information resources and tools that can help students and faculty navigate the information available to them

Create professional development opportunities that share effective practices among libraries for tying together instruction and library resources

Develop recommendations for information and technology tools that meet common college needs

Strategy B2: Identify technology that can be used to effectively advance student learning

Promote access to new technologies that provide credible information resources

Communicate and respond to new challenges for libraries such as textbooks, copyright issues, and privatization of information

Provide leadership to address new opportunities with electronic resources and cloud-based technology

Strategy B3: Strengthen coordination among libraries to leverage economies of scale

Broker relationships with vendors to ensure that college information resources support institutional priorities and are appropriately tailored for community colleges

Goal C: Promote libraries as dynamic spaces where students congregate to creatively engage with their peers, information, and instruction

Strategy C1: Develop library design guidelines and tools to create welcoming and collaborative spaces

Update existing library design standards and guidelines and develop a tool that can be used to inform the physical design of libraries

Identify and promote low and no-cost solutions for library space design and redesign

Create a process for evaluating usability of existing library designs

Strategy C2: Support libraries and librarians in providing a high level of engagement and customer service for the college community

Disseminate training opportunities for librarians and library staff on customer service and provide workshops on customer service

Establish a mentoring model that helps library leaders to better manage libraries, engage with college leadership, and present data on the value of libraries

C3: Articulate the value of libraries in fostering student completion and institutional accountability

Revise data collection instruments on libraries to reflect their evolving role and their impact on students

Disseminate data collection on libraries that documents their evolving role and impact on students