

**Meeting Minutes
Council of Chief Librarians Board of Directors
Thursday, January 17, 2019
Community College League of California Offices, Orange Coast College**

ATTENDANCE - Board Members:

Doug Achterman, Leslie Tirapelle, Will Breitbach, Evelyn Lord, Carol Hutte, Van Rider, Alicia Virtue, Marlene Forney, John Taylor, Nancy Golz, Susan Hines

ATTENDANCE – Ex-Officio, Non-Voting Members:

Gregg Atkins, James Wisner, Brian Greene, Steve Hunt, Dan Crump

ATTENDANCE – Guest:

Amy Beadle, LSP Statewide Program Manager

ABSENT – Board Members:

Will Breitbach

ABSENT – Ex-Officio:

N/A.

1.0 Housekeeping

Call to Order

The meeting was called to order at 9:20 am.

1.1 Approval of October 2018 Meeting Minutes

The Board approved the October 2018 board meeting minutes by acclamation.

1.2 Adoption of Agenda

The agenda for the day was adopted.

2.0 Discussion items

3.0 LSP update (LSP Task Force)

a. Check in from field, Vanguard progress, Ex Libris debrief

- b. Kickoff Feb. 1
- c. Review timeline of activities for migration/implementation: role of CCL in supporting this?
- d. Governance structure
- e. Meeting with Department of Finance

Guest Amy Beadle provided an update the LSP project. Almost every participating CCC library has signed up for the Kickoff on February 1.

The ExLibris proposed timeline will be reviewed on Friday, January 18 by the LSP Task Force. The Task Force is requesting substantially more details than what Ex Libris has provided thus far.

ExLibris is adjusting training methods to work effectively for CCCs. Canvas will be the interface for training.

The Technology Center has hired three consultants: 2 from the CSUs (including one from CSU system office) and 1 from the CCC system (an hourly librarian who will be able to provide support in particular to rural colleges).

Ongoing funding is not in the Governor's January budget. There is sufficient carryover to get us through the full implementation. However, we will need to organize extensive lobbying to ensure that the funding is back in the budget by the May revise.

Many vendors will charge for data extraction. It may be a hardship for some colleges and districts to find funding for data extraction.

Only 24 of 110 colleges don't have an OCLC subscription. It's important that all records in the system are high-quality and have OCLC record numbers. For quality control, the LSP project will fund OCLC for the colleges that don't have current subscriptions. It is standard for institutions in large consortiums to maintain OCLC subscriptions to ensure quality control.

The LSP Task Force will be sending out a communication next Monday with updated planning information for the field, including what is needed in advance of the February 1 Kickoff meeting.

2.2 D&D plans

The board reviewed the plan for speakers for the Deans & Directors meeting, including:

Keynote Speaker: Michael R. Quiaoit

Dean, Student Services & Special Programs, California Community Colleges Chancellor's Office

Topic: : Managing Change

Jory Hadsell: Executive Director of the California Community Colleges Online Education Initiative

**Barney Gomez
Vice Chancellor for Digital Innovation and Infrastructure**

**Raul Arambula
Dean, Intersegmental Support, including the Library and Learning Resources Program**

**Larry Galizio
President, CEO Community College League of California**

2.3 Committees:

Connecting action plan to strategic plan

Committees should meet virtually to connect committee action plans to the CCL strategic plan.

ACTION: Committees will meet virtually prior to the March virtual board meeting to connect committee action plans to the CCL strategic plan.

Communications Committee

Carol reported that the editorial guidelines are on the website. The new Chief Librarian packet is on the google drive now. The packet can be used to inform new chief librarians about CCL. Carol will forward to the Board for review at the next meeting.

Leadership and Professional Development Committee

In addition to the Deans & Directors meeting, LPD will organize two spring workshops on the LSP. The dates will be determined after the LSP Task Force meets on Friday so they can be announced at the Kickoff on February 1.

Advocacy Committee

The Advocacy Committee is currently focused on securing ongoing funding for the LSP. Ongoing funds did not appear in the Governor's January budget. CCL requested \$20 million over five years. Apparently, the request was read as \$20 million per year. CCL will change the talking points to clarify that the request is for ongoing funding of \$4 million per year. CCL will create a brief one-sheet communications piece on the project, including cost and impact. The Instructional Equipment & Library Materials (IELM) also received no funding in the Governor's initial budget. These funds are essential for CCC libraries and CCL will also advocate for restoration of IELM funds.

CCL will need everyone to advocate on behalf of this ongoing funding for the LSP. The Advocacy Committee will work with the League to create an advocacy roadmap for this process.

ACTION: Brian (lead), Alicia and John (with information from Amy, Leslie and Gregg) will work on designing a one-sheet advocacy piece for next week. The League can also help with graphic design to polish this. James will make that request to the League.

2.6 Budget: additions, updates (Gregg)

See Executive Director report below.

2.7 Canvas shell: orientation, agreements

Susan provided an orientation to the new Canvas course shell that the CCL board will use to organize its work. The board will continue to use the google drive in conjunction with the Canvas shell.

2.8 Virtual meeting expectations & norms

The Board will meet virtually in March. The meeting will take place Monday, March 18 (8:30 am – 12:00 noon). Board members should use a computer with a camera. Board members should commit to attending the entire meeting without interruptions.

3.0 Reports

4.0 President's Report

Doug shared that the new funding formula is the primary focus of attention at the State right now. It will be critical for CCL to lead libraries in demonstrating the contributions of libraries toward student success. AB 705 is also big and the library has a place in this conversation since library skills are essential for success in transfer-level coursework. Non-credit library co-requisites may be more feasible than credit co-requisites. The final big emphasis currently is Guided Pathways. Strong Workforce is well-funded and most libraries have not been able to tap into this.

According to a recent thread on the CCL discussion list, some libraries have started requiring students to sign-in before entering the library. This contradicts the Library Bill of Rights. CCL should develop a statement to address this.

ACTION: Marlene will identify ALA and/or ACRL statements of principle that address issues of user privacy and access.

3.2 Executive Director

Gregg reported that there are currently 100 CCL member libraries. He also shared the latest budget report. CCL will receive a \$100,000 CCC Chancellor's Office (via the

Technology Center) leadership grant and at least \$100,000 from the consortium. For this reason, CCL has available unencumbered funds of \$41,750.

MOTION: Increase CCL expense budget to \$215,000 with balance going to the Miscellaneous/Other Projects category and increase the annual budget figure to \$199,540, 30 (Golz, Hutte) APPROVED

3.3 Consortium Director (James Wisser)

James reported that the deadline for spring orders is May 10. Purchases for 2019 subscriptions increased by 9.5% over the previous year. Academic Library Video Trust is preserving videos on VHS where the copyright has expired, but has not yet captioned the content.

3.4 Library Learning Resources Program Advisory Committee (Dan Crump, Van Rider, Leslie Tirapelle)

Dan reported that the Chancellor's Office has assigned new LLRPAC oversight. Raul Arambula has replaced LeBaron Woodyard as the administrative lead. Raul will speak at the Deans & Directors meeting. The annual data survey is still going forward.

3.5 Academic Senate for California Community Colleges (Dan Crump, Van Rider) (includes update for revision of Standards of Practice for California Community College Library Faculty and Programs Position Paper.

Van reported that the work group on the revised ASCCC paper is working hard to get a working draft ready by February 1. The group will forward the draft to both the ASCCC committee and the CCL board for review. The document should not be shared beyond these groups until after the February 1 draft is released.

Dan reported that ASCCC President John Stanskas has emphasized four areas for the State Academic Senate: Faculty Diversity, Guided Pathways, AB 705 and Strong Workforce. ASCCC received a state grant on OER. There will be an OER liaison at each college.

Dan reported that the Disciplines List will be opening up this spring. He will be working with CCL and colleges to see if there are any new library master's that should be included.

3.6 CCL-EAR (Steve Hunt), including survey discussion

Steve reported on the work of CCL-EAR, including a couple articles published in *Outlook*. The group is looking for several new members, including a replacement for Julian Prentice in the SF/East Bay Region.

MOTION: Nominate Megan Kinney (CCSF) to join the CCL-EAR Committee as the SF/East Bay Representative (Hunt) APPROVED BY ACCLAMATION

CCL-EAR is interested in conducting a survey. There are also some LSP survey questions, but there is no need to combine the two surveys. CCL-EAR will draft a survey and share it with the board for input. Amy will proceed separately with the LSP survey.

3.6 Publications (Brian Greene) including editorial policy review

The board discussed whether or not to use creative commons licensing for content on the CCL website.

ACTION: The Communication Committee will make a recommendation on what type of licensing we pursue.

Brian asked for assistance with proof-reading submissions to *Outlook*.

ACTION: Susan will assist Brian with proof-reading articles in *Outlook*.

5.0 Action Items

DEETAC appointment

ACTION: The Board voted to appoint Susan Hines as the CCL representative at DEETAC.

Adjournment

The meeting adjourned at 3:30 pm

Minutes submitted by Evelyn Lord, January 21, 2019

CCL Budget Report

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2018-19**

STATEMENT FOR DECEMBER, 2018

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	15,500.00	1,200.00	14,100.00
Consortium	95,000.00		70,100.01
Miscellaneous	0		
Interest	0	21.54	128.54
TOTAL	110,500.00	1,221.54	84,328.55

EXPENDITURES	Annual Budget
(None)	0
TOTAL	0

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- CHASE ACCOUNTS / TRANSACTION REPORT 2018-19

STATEMENT FOR DECEMBER, 2018

SAVINGS	
Beginning Balance	317,330.54
Income	21.54
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,352.08
<i>Savings Ending Balance</i>	<i>317,352.08</i>
CHECKING	
Beginning Balance	99,491.51
Income (GENERAL FUND)	1,200.00
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	2,318.17
<i>Ending Balance</i>	<i>98,373.34</i>
ACCOUNT TOTAL	
	415,725.42

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- GRANTS INCOME AND EXPENDITURE REPORT 2018-19 / DECEMBER 2018

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	80,000.00		
LSP Reimbursemnt	6,290.30		
Interest	250.00	21.54	128.54
Miscellaneous	0	0	0
TOTAL	179,540.30	21.54	128.54

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
Acquisition of Statewide LMP	0		
Funding Mechanisms for LMP	0		
EBSCO Support	10,000.00		
<i>CCL-EAR Meetings/Grants</i>	10,000.00		942.99

Professional Development & Training	75,000.00		
<i>D & D Mtg</i>	60,000.00		5,000.00
<i>Workshops</i>	10,000.00		
<i>Area Meetings</i>	2,000.00		302.35
<i>Special Leadership Project</i>	3,000.00		
<i>Info Comp Project</i>	0		
Policy Development	35,000.00		
<i>Board Retreat</i>	20,000.00		25,812.15*
<i>Board Meetings</i>	15,000.00		1,901.70
External CCC Group Collaboration	5,000.00		
<i>President's Travel</i>		158.99	2,662.04
Operational Support for Leadership Activities	53,263.00		
<i>Exec Director Salary</i>	18,000.00	1,500.00	9,000.00
<i>Communication Mgr Salary</i>	5,000.00	415.00	2,490.00
<i>Website & Outlook</i>	2,500.00		975.00
<i>Supplies & Operations</i>	1,400.00	244.18	962.47
<i>Databases</i>	8,750.00		20.00
<i>Tax Prep</i>	850.00		
<i>Data Survey Analysis</i>	0		
<i>Insurance</i>	1,750.00		
<i>Misc/Other Projects</i>	10,000.00		71.15
TOTAL	173,250.00	2,318.17	50,140.85

BEGINNING BALANCE	-47,715.79
Income	+21.54
<i>Expenditures</i>	-2,318.17
ENDING BALANCE	-50,012.42

* Amount includes \$6,290.30 expended by LSP Project and reimbursed 10/31/2019