

## Governance Committee Meeting

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/938814529> Or

Telephone: (669) 900-6833, Meeting ID: 938 814 529

May 10, 2019

Attending: Donna Reed, Michelle Ohnstad, Norman Buchwald, Gregg Atkins, Steve Hunt, Amy Beadle, Jennifer Coleman, Monica Doman, Doug Achterman, Steve, James Wisser, Jeff Karlsen, Ian Chan, Gary Bird, Eve Miller, Amy Carbonaro, Aloha Sargent Amanda Robertson, Cheryl Cruse, Tim Calhoun, John Sills, Leslie, Lauren Saslow, Erin Daniels, Melissa Hilbert, Jessica Alverson, Ian Chan, Lauren Saslo, Le Tran, Peter Hepburn, Aleah Kropholler, Peter Hepburn, Adriana Kajlo, Walter Butler, John Taylor

Notes: Donna Reed

### Follow-up from Last Meeting and Request for Note-Taking – Eve Miller/Doug Achterman

- Election of secretary: Donna Reed nominated by Greg, Norman,
- Elected: Donna Reed
- Other follow-up/revisions to agenda
  - Proposal: establish a finance and operations subcommittee of governance group to work between now and the retreat
    - Suggestion: can taskforce serve as an executive committee? Let chairs appoint subcommittee
    - Friendly amendment change from budget to finance and operations. Gregg, Donna monitor and make recommendations
    - **Action:** vote: passed unanimously

### General Project Update – Amy Beadle/Amy Carbonaro (slide deck)

- Receiving weekly status reports from vendor
- Some production environments available/ 99% complete in the next week
- Now have task checklists
- Summer has been defined at 5/27-7/26 - focus will be on IT integrations
- **Action:** Amy will add these presentations
- Fall workshops are being scheduled throughout September - dates will be finalized by next week
- **Action:** Solidify plans and send out invitations the week of May 13

### Reclamation Project – Doug Achterman

- Continuing to explore options - those attending ELuna will be making recommendations
- Need more information to make recommendation
- **Action:** Make recommendation after investigation is complete

### CCC Proxy Update – Amy Beadle / Tim Calhoun - slides

- Single sign-on solution
- Proposal: for library system **do not pass or store** the CCCID in ExLibris thereby resolving privacy concerns. The CCCProxy will be invisible to the user.
  - Trade off (Linking data “for good” is more difficult)
  - Easy Proxy presentation: John Sills

- **Action:** Produce white paper with more detail and pilot with colleges within current timeline
- **Action:** library community and governance committee will be actively involved in privacy policy issues at the Chancellor's office - Data Governance Committee

LSP Consultant Updates - Ian Chan, Aleah Kropholler and Moon Kim

- Ian- supporting SIS export project and answering questions regarding course reserves.

Course Reserves Options – Ian Chan (see slides)

- Reserves Browse App - developed at CSU
  - Plus - easy browsing, locating all readings, minimal cost
  - Considerations - centrally hosted, requires web development expertise and space on web server
  - Alternative: Leganto
- Course Loader (see ExLibris documentation for details)
  - Advantages - Maintenance efficiency, rollover ability, standard data across courses
  - Limitations- does not create reading lists or citations; Data file has many columns
- Data Retained at Cutover
  - Courses and reserves (without Bib citations)

ELUNA Report and Implications for LSP Governance Committee & Work Groups - Lauren Saslow/ Eve Miller (see slides)

- **Action:** Look at sessions and ask Eve if you want to see the contents of a section
- Next year is in LA
- A lot of development 50% of Alma installations in the past two years
- Reviewed Prod Developments Coming Soon
- **Action:** Begin thinking about how we as a community work collectively to prepare for next year's meeting. - Lauren, Eve
- Action: Consider presenting at next year's ELUNA

New Policy Creation or Policy Revision Process 2nd Draft - Doug Achterman

- Reviewed document
  - Policy recommendations - come through Governance group
  - Best practices/procedures - no formal approval but reviewed by the Governance group.
  - **Action:** Review these practices after a year to see if it works
  - **Action:** Create a standard template for creating recommendations and best practices - Jeff Karlsen, Michelle
  - Norman, Jeff motion: vote: passed unanimously

Test Production Environment/Go-Live issues - Jeff Karlsen

- Concern - delivery of production environments delayed - will this happen again when we're trying to go live? Can this be done so that late comers can be added after the fact in the case that there are slower colleges?

- **Action:** Should this be moved to the retreat in July and address this as a policy decision.
- Notes from Amanda ExL - This has happened before - it can be done. Not ideal but can build zone with who is on time. Can mess up the order. Can be discussed with migration experts. Because we are using Worldcat master issues - issue is moot.

#### Decision Points, re: Alma Collaborative Networks - Amanda Robertson, Ex Libris Implementation Manager

- Reclamation project
  - Based on current holdings in ILS
  - If before go live would happen in September
- Network Zone - shared bib records, e-resources, policies
  - Shared Catalog
  - Shared Policy and Workflow - reviewed examples
  - Shared Configuration - domain of the CCC LSP Working groups/Governance Committee
  - See documentation on the network zone including Migration Considerations for Consortia
  - **Action:** Amanda will share a document with timing details by next week
  - **Action:** We will need to decide who has access to the network zone given that we don't have a central office.
    - Preliminary budget for next year includes a network zone manager.

#### Work Groups Reports and Recommendations

- Acquisitions and Electronic Resource Management – Norman Buchwald/Erin Daniels
  - No report
- Analytics – Jeff Karlsen
  - No report
- Cataloging – Monica Doman • Circulation – Michelle Ohnstad
  - Subgroup working on local fields - will have recommendation soon
  - Action: Use summer to clean up catalog based on recommendations
  - Recommendation/Action: Issue a short statement highlighting the benefits of operating in a consortial environment - Eve Miller
  - **Action:** produce a list of what needs to happen with regards to OCLC subscriptions
- Professional Development – Peter Hepburn
  - No report
- Systems – Steve Hunt - no report

#### Ongoing Expectations for Work Group Members and Participation - Steve Hunt / Adding People to Work Groups - Michelle Ohnstad

- Proposed language to set expectations of participants given that adding people is difficult because of the process.

- Adding members
  - Classified names to to the taskforce; Faculty go through the Senate
  - **Action:** Get faculty approvals sent in during the next week - Amy Beadle
  - **Action:** Send message out to the listservs asking for new members - Amy Beadle, Carbanaro
  - **Action:** reaching out to members to remind them about the importance of participation - Amy Beadle (be the heavy)
  - **Action:** Add this to retreat agenda - Eva

12:55 pm

Requested Items from the field:

- Need for better commitment on Go-Live dates – i.e. can we be assured this will take place during Winter Break
  - Firm commitment from ExL -Melissa Hilbert
  - **Action:** Begin the process of setting up a go live calendar - possibly towards the end of summer - Amy B., ExL
  
- Will training materials be distributed/provided on some system-wide basis for use at individual libraries? (Colleges are looking at how to organize training and don't want to reinvent the wheel.)
  - Action: Will use the Professional Development Workgroup as much as possible compile these suggestions
  - Suggestion: Look at Harvard University wiki as a starting point.
  - **Action:** Compile a list of other good list - Adriana
  - **Action:** Send query to the ELUNA listserv

Adjourn

Next Meeting: July 30-31, 2019 Retreat (In-Person, Riverside) NO ONLINE OPTION