<div align="center">**Governance Committee Meeting**
January 18, 2019</div>

Welcome and Introductions - Doug Achterman, LSP Co-Chair
LSP Systems Specialist Introductions – Eve Miller, LSP Co-Chair

Comprehensive Project Timeline, Integration Points and IT Impact - Marci Deignan, Ex Libris

- Two presentations. First, Alma/Primo implementation key objectives and timelines. 2nd presentation covers integration discussion
- **Sandboxes**: Alma & Primo sandbox environments will be provided between kickoff meeting and first weekly call. 10 Alma institution sandboxes, and corresponding Primo sandboxes. Sandboxes for NZ xone and institutional zones. **FOLLOW UP: 1) Process and rationale for how to assign working groups to the sandboxes. 2) will get from Ex Libris the type of data that can and can't be included in the Sandboxes. Ex Libris has documentation re what is kept and not kept at cutover.**
- **New Password Policy: FOLLOW UP re how affects work groups and Vanguard groups.**
- **Certification:** Expectation: **FOLLOW UP: set and convey date for total certification to the field. Would be good to send the CCSF Excel sheet that presents the links to all training materials to the field right after kickoff.** Was a very handy compilation.
- **Migration meetings:** 12 ILS's. Use pre-recordings instead of live meetings. Colleges could go through meetings together.
- **Due Dates and Schedules for Trainings and Project Phases: FOLLOW UP with Marci for dates of live meetings and specific timelines. 1) Discuss Marci's wish for a full hour in her presentation, and our wish for a checklist with dates instead. 2) And the presence of the timelines and tasks in Canvas as well. Possibly facilitate export from Canvas into a document that can be shared with the field and at the kickoff meeting.**
- **New Office Hours:** Two hour blocks reserved for institution. **FOLLOW UP: Ask Task Force -- this new Ex Libris idea might be a good way to use the 3 consultants and make sure they have full airtime and access to Ex Libris team to advocate for individual colleges and their specific needs? Could use this to get the college librarians and the LSP consultants in the same ro**om with Ex Libris for specific and custom concerns.
- **College Progress Tracking:** Need way for LSP team to stay in the loop of individual college progress. **FOLLOW UP 1) way to monitor project in coordination with Ex Libris'. This with regard to Tim's question re customer project management done by Ex Libris that could be shared with LSP project management team. 2) Need to set up each deliverable as an assignment, so that we could generate reports. We'd need to do this in the Canvas configuration. John's team.** We can define "observer" roles for students participating but not responsible for results, and can as a single question at the end of each assignment as a quiz with a completed/not completed enter reviewed in the gradebook to see if anyone is falling behind. John Taylor
- **Data Extraction and Cutover: FOLLOW UP. Work on the messaging re the limited number of people having to pay for extracts so colleges don't flip out. Make sure**

colleges that are limited to two extracts have offline circ functionality during the freeze.

- **IT integrations:** How document and share processes undertaken by IT for system-wide use? THis still needs discussion. Don't have clarity here. **FOLLOW UP: Help vanguards determine what information is needed to be gathered and a really easy clean way to gather that.**
- **Day 1 integrations: FOLLOW UP: 1) Need to clarify some of the items on Marci's slide 8 (Integrations presentation) before share with field. For example, need to understand what they are referring to with "Resolver Proxy & Augmentation" (we often have resolver separate from proxy) and why we would still need to run Z39.50 application layer in the new architecture. (Alicia's questions, but guessing we may all need clear understanding of what each refers to). 2) Retrieve and review list of integrations shared with Vanguards.**

CCC Proxy Update and Discussion - Tim Calhoon, CCCTC

- **"What can we do with the data":** TIm's question he asked in the presentation. His answer: tie together the data from across institutions, help with outcomes. **FOLLOW UP: 1) Need to clarify what Tech Center refers to when discussing 'data'. Usage? Tim may not be aware of the sensitivities involved in the language surrounding use of data. 2) Tim invites librarians to set down some rules of usage regarding data privacy.** Discuss data collection and retention possibilities with ExLibris to discourage having any data for CCC to access - JT
- **Authentication Point: FOLLOW UP: Current graphic needs to be discussed regarding the point where authentication occurs. Confirm CCCTC understands. I think he gets it.** Graphic was created prior to dialog. Conversation confirms Tech Center understands EZ Proxy role, which will continue even with CCCProxy.
- Public Patron Accounts: Primo can allow community patrons who do not have CCCID. They are authenticated through separate IDP server. **FOLLOW UP: Conversation to work with CCCTC how to offer community access to licensed content (which some colleges such as Gavilan allow). We need to determine scope of demand for non CCCID patrons to have access to licensed content and work on a solution.**

Work Groups Reports and Recommendations – Amy Carbonaro, CCCTC

Acquisitions and Electronic Resource Management – Norman Buchwald

- Erin Daniels, SRJC, will serve as co-lead on this work group. She is also on Discovery group and will create link between the two

Analytics – Jeff Karlsen

- Idea - Produce a number of guides to pulling data for common reports.

Cataloging – Monica Doman

- 11% not using OCLC. 45% of libraries have less than 5,000 records w/o OCLC
- 88% acquiring records from OCLC
- 92% do not pay for LC classification services

Circulation – Michelle Ohnstad
- 3 Draft best practices guides pertaining to circulation functions
- Question banks from possible surveys being created
- Coordinating overlap areas with other work groups
- **Big Thank You to Amy C!!!**

Systems – Steve Hunt
- 4 Page list of things doing to prepare for migration. Plan to send out to LSP list next week
- **FOLLOW UP: Task force to work with Systems group on integrations**

Systemwide Decisions

Network Zone/Collaborative Networks (45 min) - Amanda Robertson, Ex Libris
Notes to Task Force: Blah blah blah blah blah. We should have left this off this agenda. It is architecture information that is better for training and not for the governance group. For planning purposes next time…

- **Populating Network Zone: FOLLOW UP: Confirm to Ex Libris and the field who will be loading first records or what strategy use. Moon shared 3 strategies. 1) First in becomes core record in NZ 2) OCLC new, fresh record put in NZ that everyone attaches to 3) Analyze "best" records. CSUs went with option 2. IF reclamation process does more than just insert OCLC # in each record, and upgrades to best record (how is that defined?) in OCLC, then sequence of load does not matter. JT**

Films on Demand – Lack of Integration (15 Min) – Norman Buchwald

- Volunteers working about how to create best practices for configuring regular maintenance of FOD in absence of FOD inclusion in the central index. **FOLLOW UP: *Not clear on how Norman believes a "statewide member would maintain" this. I think each college has to maintain their configuration individually because it is not in the central index. Worth clarifying -- Alicia***
- Advocate to get FOD into central index by Infobase relationship with Ex Libris *FOD Has delivered the data to ExLibris to include this in central index. When they do, problem goes away. When will this be included? JT*

OCLC Reclamation Project: Messaging and Timing (15 min) – Amy Beadle, CCCTC
- Recommendation to contract with OCLC to contract with the 24 colleges needing accounts for 6 months, and invoice for reclamation project. Moving forward. Have not communicated with the colleges where this has been done on their behalf. **FOLLOW UP: 1) Amy asking for language on this, and information around timing. Gregg suggests before Feb 1 kickoff. 2) We should talk directly with Moon on this. She has good sense of process re local needs and overlay process 3) Verify for the field that we are**

updating holdings on OCLC and make sure our holding codes are in each OCLC record so that they can overlay with updated records. 4) One on one messaging, including Moon. Amy to follow up next week. *Amy, pull any of us in that you need.*

New Business

CCC LSP Wiki Page – Amy Beadle, CCCTC
- **Wiki Link: FOLLOW UP: Need to send link out to everyone. And Travel Reimbursement information**
- **Meeting Dates: FOLLOW UP: Figure out March and July dates**

Utilization of Canvas for Systemwide Implementation – John Taylor, LSP Task Force
- John gave an absolutely brilliant overview and outlined the flipped classroom approach. **Kudos to John and his team!!!**

2/1 Kick-off Agenda Review – Amy Beadle, CCCTC
Ongoing Funding Request – Gregg Atkins, CCL Executive Director