

# LSP Governance Committee

2020 Retreat

June 29-30, 2020

Attending: Michelle Ohnstad, Doug Achterman, Norman Buchwald, Jeff Karlsen, Gregg Atkins, Amy Carbonaro, Megan Kinney, Eve Miller, Aloha Sargent (29th only), Romelia Salinas, Monica Doman, Dan Crump, John Taylor, Cheryl Cruse, Lauren Saslow, Jennifer Coleman, Monika Chavez, Evelyn Lord, Sara Casetti, James Wisner, Donna Reed, Amy Beadle, Gary Bird, Tim Calhoon, Matt Baker (29th only), Will Breitbach, Erin Daniels, Leslie Tirapelle(29th only)

## June 29, 2020

- Approval of June 5, 2020 Minutes - Michelle Ohnstad
  - Motion: Evelyn Lord; Greg Atkins second
  - Minutes approved
- Project Update - Amy Beadle
  - Reclamation project has pretty much wrapped up
  - We have talked with someone to possibly do some network zone management
  - We received access to our consortial Connexion account which will allow us to perform the systemwide query collection.
- Ongoing LSP Operations/Transition - Tim Calhoon
  - This item was moved to the top of the agenda because of its urgency. A substantial amount of the retreat was spent in creating a plan to survive in light of this new news.
  - State is waiting until September to see how the state shakes out and what federal funds would be available. State is taking a conservative approach so we are still without a solid answer. In the meantime, effective July 1, 2020, the state will not be funding the positions held by Amy Beadle and Amy Carbonaro.
    - Amy Beadle will take a position at the Community College League of California (League). She will be the League representative to the Governance Committee but will have very limited capacity to support the project once she transitions into her new position.
    - Amy Carbonaro will continue to work at the Tech Center but effective July 1 will not be able to support the LSP project. We will seek League funding for part of Amy's time and if that happens she can continue to work on the project.
    - The Tech Center will continue to support our listservs and the wiki.
  - Barney Gomez is hopeful that the State will fund between 1.5 and 2 million dollars but there are no guarantees.

- Because of this announcement and Gregg Atkins' budget report below, a subgroup met with the League after today's meeting. Results of that meeting are recorded in the June 30 notes below.
  - Gregg Atkins Ongoing Funding Update
    - The LSP Group worked to streamline the original budget request. Removing the request for Leganto provided significant savings.
    - The Chancellor's office responded that it could support the ExLibris subscription but no operational costs.
      - Colleges would need to cover the operational activities
      - This appears to have been superseded by the report above from Tim Calhoon
      - See notes from June 30 about proposed plans to manage under these circumstances
  - "Plan B" - initial discussion - about operations-only budget
    - Moved this discussion up on the agenda based on funding news
    - Reviewed the new revised (slimmed down) proposal
      - Removed Leganto
      - Now proposing 2.9 million dollars - see final proposals in the June 30 minutes
        - Chancellor's Office projects that it could cover between 1.5 and 2 million dollars
        - Probably looking at a subscription only request plus in-direct costs from Tech Center
        - Colleges would need to support operational expenses through the League
        - Discussion: should we include OCLC into the overall budget
          - Motion: Implement systemwide OCLC costs based on ftes; as part of the total cost of the system
            - First by John Taylor, seconded by Norman
            - Unanimous
        - To further trim:
          - Program Director @ 25%
          - Program Manager @ 100% - primary contact to vendor
          - Project Manager @ 25%
          - Professional Development/Ongoing Training
          - 1 LSP Specialist @ 960 hours
- Amy B. , James W. to discuss this proposal with the League this afternoon and further conversation will happen on the 30th. See cost proposal based on this meeting below.
- Action: will need to see the listing of OCLC costs by location. - Assigned to Amy Beadle.
- Colleges may be able to use some of the federal COVID money to support that at the local level.

- Professional Development/Ongoing Training could be shifted to the League
  
- 2020-21 Meeting Schedule - Amy Beadle
  - See list of upcoming meetings at the end of this document
  - We will add one more summer meeting / the date is tbd
- 2019-2020 Accomplishments
  - Deferred due to budget news
- Work Group Reports and Policy Recommendations (Work Group Leads) - see June 30 notes for final actions
  - ERM/Acquisitions - Norman/Erin
    - New issue: the statewide databases are in the network zone. Some of the nursing books are older and need to be suppressed for accreditation purposes. Should the statewide databases be in the network zone?
      - **ACTION:** group will bring a recommendation to Governance Committee
    - Is ERM/Acquisitions too big in scope? Possibly split up into two groups but interweave some people between the groups or split it and calendar a few joint meetings a year.
    - Continuing to work on policies which they will focus on in fall.
    - Need some knowledge about the network zone vis a vis electronic resources spread across multiple institutions.
    - **Decision:** Break off Acquisitions for now; focus on ERM issues, bring in acquisitions expertise if needed
    - **ACTION:** have someone from Ex-Libris on the workgroup calls as we continue to learn about the system.
  - Proposal and Discussion - Sara Casetti
    - Much of the work of the fulfillment group exists in other places of the system. This sometimes causes overlapping work.
    - **Proposal:** shift to project-based work that involves members from multiple groups, possibly dismantling the groups and reforming
    - Build in the expectation within the groups that there will be cross-functional projects
      - We would need to help new leads with this as they come on
      - Need to be mindful of ensuring that the right people are in the room at the beginning of any project
      - Maybe recruit folks from the field who have expertise but are not in a work group
      - Make sure that the workgroup leads are having regular calls
    - **Decision:** Rather than dismantle groups bring in expertise as needed for project work. Revisit this proposal a year from now
  - Fulfillment - Sara Casetti

- Possibly break into two groups
    - Will have significant change in membership and a lot of new members
    - The charge is vague, the reconstituted group should refocus
    - People are interested in resource sharing - maybe as a sub-group
    - Course reserves is not as compelling with COVID
  - Systems workgroup
    - This group will support the NZ manager - it needs to be a smaller group
    - Could rename the group if needed - start it as a task force and keep it going for a year or two
    - Note: there is not a systems group in the Cal State system
    - **ACTION:** Ask LSP governance to seek members and build charge for this group. See additional notes in June 30 minutews
  - Professional Development - Romelia Salinas
    - Outsource to CCL
    - Will be incorporated into the work of the work groups
    - Group is recommending the dissolution of the group
    - Also recommending a centralized repository of training materials
    - Motion: Move to disband the PD work group: Jeff/Romelia
      - Passed unanimously
- Review Work Group Structure and Discuss Recommended Changes - Amy Carbonaro - see additional notes in June 30 minutes
  - Consider: Structure/Charge/Continuation/Transition
  - **Action:** Michelle and Doug will look for recommendations from current workgroup leads with regards to new members and potential changes
  - **Action:** Workgroups will review their charges to give input about what is working well and what is not

June 30, 2020

- "Plan B" - Operations without Funding or with Subscription-Only Funding LSP Project Planning 2020-21 - Update from meeting with the CC League yesterday
  - Have been discussing the role of the League should we need to move forward with reduced funding from the state.
  - Presented multiple options (see tables below)
    - Option 1: ExLibris is funded by the state, consortial operations are managed through the League and funded by the colleges
    - Option 2: No funding from the state - all is managed through the League and colleges pay 100% based on ftes
  - Next steps: negotiate MOU with the League and the Consortium
    - Have through August to pull this together - we will know more about state funding in September

- Discussed the possibility of the League covering a part-time NZ manager and funding some of Amy C.'s time
  - Stressed the need to move quickly on hiring
  - When this goes forward, the League will bill the individual colleges
  - Create a communication plan from governance committee or League and plan to advocate if need be
  - Need to communicate to the Chancellor's office the bind that we are in
  - Need to determine what the consequences are for a college not paying in to operating costs
  - **ACTION:** Amy Beadle to send out a message to libraries by next Monday letting folks know the situation and that we're working to find ways to continue the project. It will include a description of the two scenarios.
- Organizational Changes
  - Small Alma institution representative is missing (under 2,500 ftes or the smallest 35 schools)
    - This has been vacant for a year
    - **ACTION:** Gregg A. will work with Amy C. and Michelle O. on this
  - Increasing diversity is a priority
    - **ACTION:** Agendize this topic for a full conversation at a future meeting
  - Aloha leaving discovery
  - Monica leaving cataloging
  - **ACTION:** Develop description of work group lead position that can be shared with potential leads.
- Changes to the Committee Structure
  - Add Immediate Past Co-Chair as an Optional Addition to the Committee
    - This would be a charter change
    - Call out that this is optional.
    - Motion: add an immediate past co-chair to the governance committee membership - Jeff Karlsen, Norman
      - Passed unanimously
  - LSP Executive Committee
    - **ACTION:** Given the changes, Tim Calhoon and Barney Gomez need to review this and it needs to come back to us as an informational item.
  - Co-Chair Election
    - Nomination: Jeff Karlsen, - Evelyn Lord, Eve Miller
      - Passed unanimously
- Transition nuts and bolts
  - New contact people for handling communication from the field
    - Ongoing funding questions - Gregg Atkins
    - Monitor Sales Force (super account) - 15 minutes a day - Michelle O
    - Workgroup membership changes - Michelle O
  - ExLibris - Tim Calhoon

- Contract negotiations - Tim Calhoon, Barney Gomez, League, Executive Committee, Consortium (once it is set up) \* need strong library presence
- Monthly meetings with Matt Baker and Melissa Hilbert - LSP Taskforce
- Interaction with Tech Center - co-chairs and Tim
- Support for SSO/Gateway - Tim Calhoon
- Workgroups - continuation from discussions yesterday
  - General comments/motions
    - Go to the Senate in fall if needed
    - Workgroups are the real idea generators
    - Governance Committee sets priorities
    - Motion: Create a resource sharing workgroup and that we continue the work of the circulation group - Gregg, John
  - ERM
    - Decision: Drop Acquisitions part and lean on expertise of folks who are of a work group.
    - ExLibris will support with professional development
  - Resource sharing (including electronic)
    - This is a new group that branched off from Circ/Fulfillment
    - Electronic sharing is an example of a project for this group
    - If we do not get enough volunteers from the Circ group, we can put out another call
  - Circ/Fulfillment
    - Ask for volunteers to go into the new Resource Sharing group
  - Systems
    - See notes from June 29
    - Motion: Dissolve the Systems Workgroup - Evelyn Lord, Jeff Karlsen
      - Passed unanimously
  - Network Zone support - top priority - continued from yesterday
    - Function: provide direction to the person we hire to manage the network zone; 4-5 experts to provide substantive direction.
    - Decision: set it up as a task force with a time limit - Senate approval not needed
      - This will allow for continuity
      - Want folks who can work in the network zone for a period of years
    - Motion: to create a task force that be appointed by the LSP Task Force Governance Committee create a network zone taskforce LSP Task F appoint the new task force for one year. Charge shall be to.. Gregg/Norman Get wording from Doug. Identify tasks to be done by task force members.
      - Motion carried unanimously
  - Discovery and UX - no changes
  - Instruction - support them for now and re-evaluate next year
  - Analytics - no changes

- Note: this is subject to change should we get additional funding
- **ACTION:** Add these notes to the wiki, communicate with the field

<b>Proposed Library Services Operations Only (Ex Libris Funded)</b>	<b>FY 2020-21</b>
Program Manager	\$130,000
Network Zone Management/System Integrations	\$175,000
Computing Equipment & General Supplies	\$5,000
Professional Development/Ongoing Training	\$100,000
Direct Costs	\$410,000
Indirect Cost @ 4%	\$16,400
OCLC Systemwide Cataloging Annual Subscription	\$520,968
<b>Total Program Cost</b>	<b>\$947,368</b>

<b>No State Funding</b>	<b>FY 2020-21</b>
Ex Libris - Library Services Platform (Alma & Primo VE) Annual Subscription	\$1,995,750
Program Manager	\$130,000
Network Zone Management/System Integrations	\$175,000
Computing Equipment & General Supplies	\$5,000
Legal Expenses - Contract Negotiations	\$3,500
<b>Total Program Cost</b>	<b>\$2,309,250</b>
Previously Circulated LSP Subscription/Programmatic Costs	\$2,338,058

Next meetings:

Special meeting in August tbd

September 4, 2020 10:00 am - 1:00 pm (Webinar)

October 2, 2020, 10:00 am - 1:00 pm (Webinar)

November 6, 2020, 10:00 am - 1:00 pm (Webinar)

December 4, 2020, 10:00 am - 1:00 pm (Webinar)

February 5, 2021, 10:00 am - 1:00 pm (Webinar)

March 5, 2021, 10:00 am - 1:00 pm (Webinar)

April 2, 2021, 10:00 am - 1:00 pm (Webinar)

May 7, 2021, 10:00 am - 1:00 pm (Webinar)  
June 4, 2021, 10:00 am - 1:00 pm (Webinar)