



Governance Committee Charter

Establishment and Authority

The Library Services Platform Governance Committee is the governance committee established by the California Community Colleges Chancellor's Office (CCCCO).

Purpose/Responsibilities

The purpose of the committee is to advise and guide the California Community Colleges Chancellor's Office (CCCCO), the Council of Chief Librarians (CCL) and the California Community Colleges Technology Center (CCCTC) on the deployment and management of Library Services Platform (LSP) Project for the California Community Colleges.

The Committee shall:

- Review budget and project progress, and provide input on program planning.
- Establish uniform system standards and practices.
- Solicit input from respective constituent groups to inform the committee.
- Communicate project status to respective constituent groups and the field.
- Provide recommendations to the CCCCCO, CCL and CCCTC on program activities.

Committee Composition and Governance

1. Membership

a) The Committee shall be composed of regular members representing the following organizations/positions:

Academic Senate for California Community Colleges (ASCCC)	2
California Community Colleges Chief Instructional Officers (CCCCIO)	1
CCC Chief Information Systems Officers Association (CISOA)	1
Ex Libris Users of North America (ELUNA)	2
Community College League of California (CCLC) Library Consortium Director	1
Library and Learning Resources Programs Advisory Committee (LLRPAC)	1
LSP Task Force/CCL Representative	5
Student Senate for California Community Colleges (SSCCC)	1
Participating Member - Large School	1
Participating Member - Medium School	1



Participating Member - Small School	1
Work Group Member - Acquisitions/Electronic Resource Management	1
Work Group Member - Analytics	1
Work Group Member - Cataloging	1
Work Group Member - Circulation	1
Work Group Member - Discovery & User Experience	1
Work Group Member - Professional Development	1
Work Group Member - Systems	1
One At Large Member, Representing Any Participating College	1

b) The members of the Library Services Platform Governance Committee shall be appointed bi-annually by the California Community Colleges Chancellor's Office.

c) In regard to the appointed Work Group Members, there may be situations in which the appointed member is unable to attend. In those situations, they may request that an alternate member of the Work Group attend, participate and vote on their behalf. This substitution request should be made in writing (via email) to the Co-Chairs one week prior to the meeting.

d) The committee members representing member organizations shall be appointed by the leadership of the appropriate constituency groups represented on the committee, in consultation with the Chancellor's Office, for terms of two (2) years. Members may be reappointed by their constituency groups to serve additional terms. The exception to this are ASCCC appointees, who are appointed for one (1) year terms.

e) Faculty shall be appointed by the Academic Senate pursuant to Board of Governors Standing Order 332 except as otherwise noted within that standing order.

f) The Chancellor's Office may appoint additional members with the approval of the Governance Committee.

g) Regular Members are voting members of the committee.

h) Positions may be deemed vacant if an appointee to that position is absent for three (3) consecutive meetings. The Chancellor's Office shall notify the leadership of the appropriate constituency organization of the vacancy and request a new appointment. The effective date of appointment of new members will be done in consultation with the Co-Chairs.



i) Ex-officio Members

The committee shall include the following ex-officio members:

LSP Statewide Program Director	1
LSP Statewide Program Managers(s)	1-2
CCCCO Digital Innovation and Infrastructure Representative	1
Ex Libris Vendor Representative	1

j) Ex-officio committee members may invite members of their staff to attend committee meetings.

k) Ex-officio committee members and their invitees are non-voting.

l) Committee meetings will not be scheduled for the convenience of ex-officio members or their invitees.

2. Leadership

a) There shall be two Co-Chair positions appointed by a simple majority of the committee and shall serve for a term of one year.

b) The Co-Chairs shall coordinate actions of the committee and conduct its meetings.

c) The Committee shall designate one of its members to take notes at each meeting. Meeting notes are to be shared for revision with the Committee and approved and made public in as timely a manner as possible.

d) Sub-committees. The Co-Chairs shall/may appoint a sub-committee which shall assist with meeting agendas and action recommendations.

3. Meetings

a) The Committee shall determine the time and place of its meetings, provided that it shall meet at least quarterly.

b) The Committee shall determine the procedures for its meetings. Robert's Rules of Order shall be used as the parliamentary authority.

c) A quorum is 50% plus 1 of the active voting membership. Members in attendance in-person and/or via audio/video conference may vote. Voting members who are not present for three consecutive



meetings will be deemed inactive and will not count towards the quorum. Vacancies do not count towards a quorum.

d) Meetings of the Committee may be in person or by conference call or both as called by the Co-Chairs. Scheduled meetings of the committee may be conducted in person, through audio/video conference or by using a combination of both as agreed upon by the committee. Any member of the committee may attend committee meetings either in person or remotely through audio/video conference.

e) Action taken by Committee shall require a majority vote of those members present.

f) The Co-Chairs (or designee) shall provide email notice of the time and place of all meetings of the committee to each member of the committee, the LSP project staff, and the CCCCCO no later than 72 hours prior to the meeting, together with an agenda of the items to be discussed and proposed actions to be taken.

g) Guests who wish to attend committee meetings either in person or through audio/video conference should provide notice of intent to the Co-Chairs by email at least 48 hours prior to the meeting. The Co-Chairs shall provide an email copy of the meeting notice and agenda of the next meeting to that guest within 24 hours of the notice being received.

#### 4. Reporting

a) The Committee shall report to the California Community Colleges Chancellor's Office on its activities and any recommendations, following each meeting.

#### 5. Review and changes to the Charter

a) The Committee will review this charter on an annual basis and recommend any changes to the California Community Colleges Chancellor's Office.