

Task Force Appointment List

Collections/E-Resource Licensing Task Force Charge

- Recommend which eResources will be licensed for all college and university libraries.
- Correlate available dollars with the ability to maintain subscriptions, and prioritize if funds will be insufficient to maintain current subscriptions.
- Recommend more permanent committees and task forces necessary to analyze and build joint FCS/SUS library collections.
- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

Collections/E-Resource Licensing Task Force		
Listserv: FLVC_COLL_ERES@LISTSERV.CCLAFLORIDA.ORG		
Name	Institution	E-mail
Judy Born	State College of Florida, Manatee-Sarasota	bornj@scf.edu
Valerie Boulos	Florida International University	vboulos@fiu.edu
Rebecca Donlan	Florida Gulf Coast University	rdonlan@fgcu.edu
Estrella Iglesias	Miami Dade College	eiglesia@mdc.edu
Cheryl Kohen	Daytona State College	kohenc@daytonastate.edu
Cheryl McCoy	University of South Florida	cmccoy@usf.edu
Shelly Schmucker	Tallahassee Community College	schmucsh@tcc.fl.edu
Rhonda Trueman	Northwest Florida State College	truemanr@nwfsc.edu
Robb Waltner	University of North Florida	rwaltner@unf.edu
Roy A. Ziegler	Florida State University	rziegler@fsu.edu
Claire Dygert	FLVC Staff Representative	cdygert@flvc.org
Scott Schmucker	FLVC Staff Representative	sschmucker@flvc.org

Resource Sharing/ILL Task Force Charge

- Develop a set of statewide resource sharing guidelines for colleges and universities
- Establish principles to facilitate the integration of resource sharing (e.g., the SUS UBorrow service) among both entities
- Recommend services to enhance resource sharing
- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee

Resource Sharing/ILL Task Force		
Listserv: FLVC_RS_ILL@LISTSERV.CCLAFLORIDA.ORG		
Name	Institution	E-mail
Troy Christenson	Florida Atlantic University	tchrist9@fau.edu
Mary Dumbleton	Florida State College at Jacksonville	mdumblet@fscj.edu
Zoila De Yurre Fatemian	Miami Dade College	zdeyurre@mdc.edu
Suzanne Johnson	Valencia College	slynch@valenciacollege.edu

Task Force Appointment List

LeEtta Schmidt	University of South Florida	lmschmidt@usf.edu
Dan Schoonover	Florida State University	dschoonover@fsu.edu
Kristine J. Shrauger	University of Central Florida	kristine.shrauger@ucf.edu
Rhonda Trueman	Northwest Florida State College	truemanr@nwfsc.edu
Amanda Ziegler	University of West Florida	aziegler@uwf.edu
Wendy Ellis	FLVC Staff Representative	wellis@flvc.org
Brenda Rutten	FLVC Staff Representative	brutten@flvc.org

Shared Bib Task Force Charge

- Complete the SUS Shared Bib project.
- Identify issues related to access services, discovery and delivery tools, and inventory control associated with the shared bib environment and make recommendations.
- Coordinate with relevant FLVC staff and other task forces and report to the Executive Committee.

Shared Bib Task Force

Listserv: FLVC_SHARED_BIB@LISTSERV.CCLAFLORIDA.ORG

Name	Institution	E-mail
Janice E. Donahue	Florida Atlantic University	donahue@fau.edu
Rebecca Donlan	Florida Gulf Coast University	rdonlan@fgcu.edu
Marta Frydman	Miami Dade College	mfrydman@mdc.edu
Christina Fullerton	Polk State College	cfullerton@polk.edu
Susan Heron	University of South Florida	sheron@usf.edu
Susan A. Massey	University of North Florida	susan.massey@unf.edu
Sarah Norris	New College of Florida	snorris@ncf.edu
Jeanne Piascik	University of Central Florida	jeanne.piascik@ucf.edu
Wynona Saddler	Florida State College at Jacksonville	wsaddler@fscj.edu
Betsy Simpson	University of Florida	betsysim@ufl.edu
Colleen Valente	University of West Florida	cvalente@uwf.edu
Sue Wartzok	Florida International University	wartzoks@fiu.edu
Amy Weiss	Florida State University	akweiss@fsu.edu
Ellen Bishop	FLVC Staff Representative	ebishop@flvc.org
Dave Whisenant	FLVC Staff Representative	dwhisenant@flvc.org

Committee Model

MODEL 2:

Does not have the two high-level umbrella committees (public and technical services). Instead, has 5 committees that are more subject-oriented: Technical Services (cataloging, database quality/policies, authorities, acquisitions); User Interfaces (discovery tools and OPACs); Collection Management and E-resources (eResources, PDA, collection analysis, collaborative licensing); Resource Sharing (ILL, reciprocal borrowing); Digital Initiatives (digital archives, OJS, Orange Grove, digital collections).

Pros:

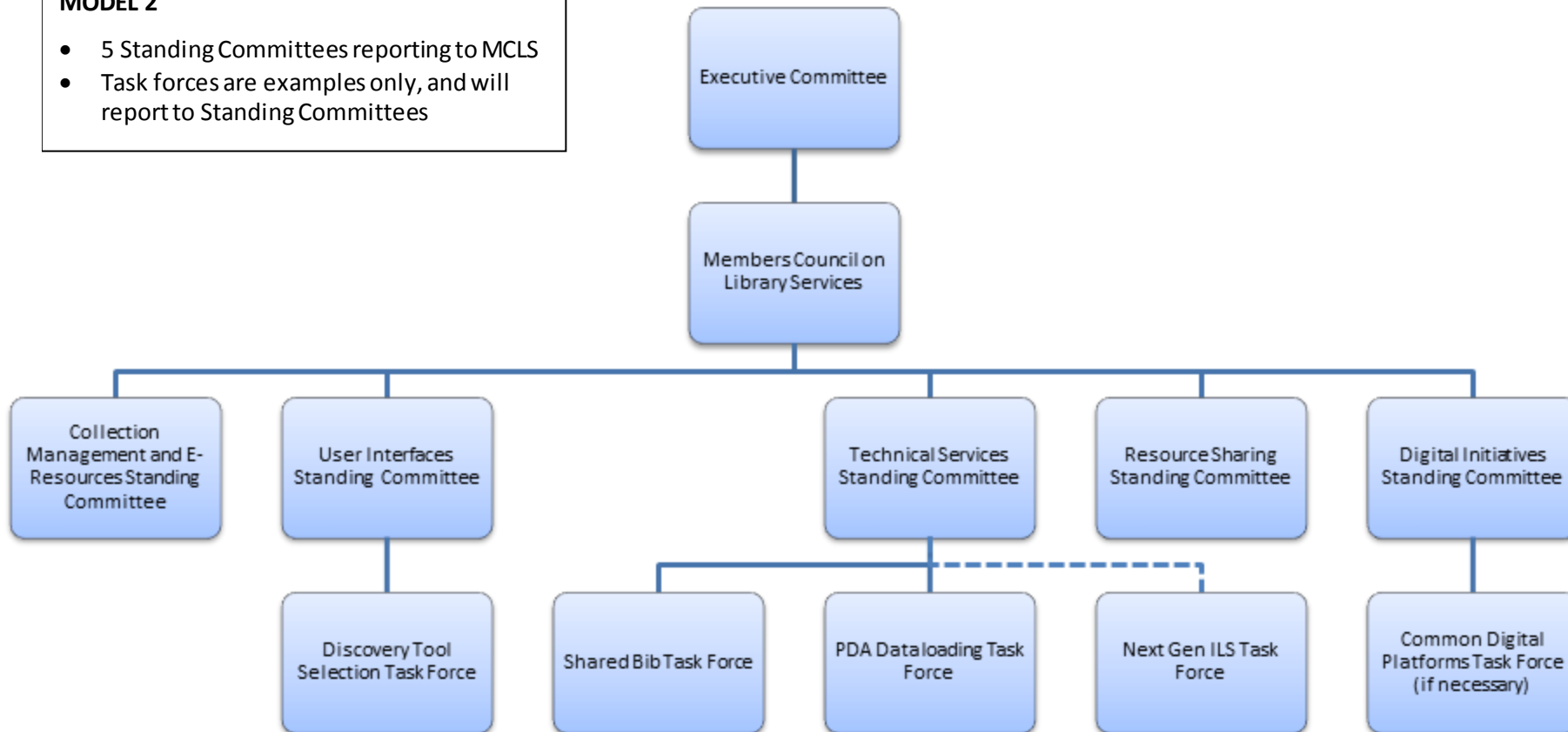
- Flatter, less complex committee structure (no need for “umbrella” committees)
- Task forces are short-term, focused, ad hoc
- Fits well with previous models used by CCLA and FCLA
- Makes it clear where people can go to raise issues or have discussion
- Easier to manage the liaison process and still get in-depth information to the Members Council (assuming you need both an FCS and SUS liaison to each committee, that’s 10 people)
- Separates committee dealing with content (Collection Management and E-Resources Standing Committee) with committee dealing with access (User Interfaces Standing Committee)
- Ensures that Members Council has direct communication with those dealing with Collection and E-resource issues

Cons:

- More difficult to get sufficient FCS representation on the high-level committees (same staff do tech services and resource sharing; colleges may not have enough staff for each committee; university staff may end up dominating some committees)
- Some committees may not have enough work to keep them busy, while others may have too much

MODEL 2

- 5 Standing Committees reporting to MCLS
- Task forces are examples only, and will report to Standing Committees



**OPERATING PROCEDURES OF
THE BOARD OF DIRECTORS and MEMBERS COUNCILS
OF
THE FLORIDA VIRTUAL CAMPUS**

ARTICLE I. NAME

The Board of Directors is to be known as the “Board of Directors of the Florida Virtual Campus.”

ARTICLE II. AUTHORITY AND RESPONSIBILITY

The Board of Directors (the Board) is the head of the Florida Virtual Campus (FLVC) and is vested with all of the powers, duties and authority jointly delegated to it by the Chancellors of the State University System (SUS) and the Florida College System (FCS) for the operation, regulation, control, management and governance of the FLVC.

ARTICLE III. MEMBERSHIP OF THE BOARD

The Board of Directors is comprised of ten members. Three members of the Board are appointed by the Chancellor of the State University System and shall be vice presidents of academic programs, student services, and finance and administration, respectively; three members are appointed by the Chancellor of the Florida College System and shall be vice presidents of academic programs, student services, and finance and administration, respectively. Four members of the Board shall serve by virtue of their offices: the Chair and Vice Chair (Chair-Elect) of the Distance Learning and Student Services Members Council and the Chair and Vice Chair (Chair-Elect) of the Library Services Members Council. Appointed members shall serve staggered two year terms and may be reappointed for additional terms. In order to achieve staggered terms, beginning July 1, 2013, of the initial appointments, three members shall serve one-year terms: University Vice President for Academic Affairs, College Vice President for Finance and Administration, and College Vice President of Student Services. Appointed members shall serve until their successors are appointed. In the event of a vacancy of a member by whatever cause, the vacancy shall be filled by the mechanism whereby the position was originally filled.

ARTICLE IV. OFFICERS OF THE BOARD AND THE EXECUTIVE DIRECTOR

Section A. Officers

The officers of the Board of Directors shall consist of the Chair, the Vice Chair, and the Corporate Secretary.

Section B. Selection of Officers and Term of Office

The Chair and Vice Chair shall alternate between the academic vice presidents of the State University System and the Florida College System. The term of office shall commence on the first day of July each year, and conclude on the thirtieth of June of the following year.

Section C. Vacancy in Office

In the event of a vacancy in the office of the Chair, the Vice Chair shall assume the position of Chair.

Section D. Chair

(1) The Chair shall preside at all meetings of the Board and shall have the authority to call any special or emergency meetings of the Board.

(2) The Chair shall appoint the members of all standing and ad hoc committees of the Board and select the chairs of such committees.

(3) The Chair is authorized to execute all instruments and documents approved or issued by the Board or as delegated by the Board.

(4) The Chair shall serve as the official spokesperson of the Board.

Section E. Vice Chair

The Vice Chair shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

Section F. Executive Director

(1) The Executive Director is the chief executive officer of the Florida Virtual Campus. The Executive Director shall perform all such duties as necessary to assist with the Board's implementation of its duties and responsibilities. The Executive Director is responsible for the prompt and effective execution of all Board policies, guidelines, and resolutions.

(2) The Executive Director shall serve as the Board's liaison for communications with employees of the Board of Governors and the Division of Florida Colleges, college and university employees, the Legislature, the Governor's Office, other state entities, and the public.

(3) The Executive Director shall keep the Board informed of all issues affecting or that may affect the Florida Virtual Campus and make such recommendations to the Board for the development of any new policies or guidelines and any amendments to existing policies or guidelines.

(4) The Executive Director shall attend and participate in all meetings of the Board and its committees, and prepare and submit such reports as may be required by the Board, jointly by the Chancellors of the Board of Governors and the Division of Florida Colleges or their designees, by law, or as deemed necessary by the Executive Director.

(5) The Executive Director shall be responsible for preparing and submitting annual legislative budget requests for the FLVC to the Board for approval and for recommending any amendments as may be required.

(6) The Executive Director shall be responsible for the efficient operation of the FLVC office, and, within the budgetary limits established by the Board, subject to the Board's Delegation of Authority, is authorized to enter into any contracts necessary for the operation of the Board and the office, to employ all personnel and establish all policies and procedures incident to office personnel and operations, to provide any office budgetary information as may be requested by the Board or Board Chair, to oversee all departments and functions, and to take any other actions as deemed appropriate by the Executive Director to foster efficient and effective Board operations.

Section G. Corporate Secretary

The Executive Director shall select a member of the FLVC staff to serve as the Corporate Secretary. The Corporate Secretary shall serve at the pleasure of the Board and shall:

- (1) Maintain an accurate record of the proceedings of the Board;
- (2) Have custody of all official records and documents of the Board;
- (3) Notice all meetings of the Board as required by applicable law; and
- (5) Serve as agency clerk for the Board.

ARTICLE V. MEETINGS OF THE BOARD

Section A. Regular Meetings

There shall be no fewer than four regular meetings per year which shall be open and noticed to the public in accordance with the Article I, Section 24 of the Florida Constitution and the requirements of Chapter 286, Florida Statutes.

Section B. Special Meetings

The Chair may convene special meetings, including workshops or retreats, of the Board as deemed appropriate. Such meetings shall be open and noticed to the public in accordance with the Article I, Section 24 of the Florida Constitution and the requirements of Chapter 286, Florida Statutes.

Section C. Emergency Meetings

The Chair may convene a meeting of the Board for the purpose of acting on emergency matters affecting the FLVC. Such meetings shall be open to the public and the Board shall provide such notice of the meeting as is reasonable under the circumstances.

Section D. Use of Technology

Any meeting of the Board may be conducted through a telephone conference call or by any other technological means. Any such meetings shall be open and noticed to the public in accordance with the Article I, Section 24 of the Florida Constitution and the requirements of Chapter 286, Florida Statutes.

Section E. Agenda

The Chair, in consultation with the Executive Director, shall approve items to be placed on the agenda for each Board meeting. Any member may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the Board. All agenda items and supporting documentation must be submitted to the Executive Director with sufficient time for distribution to the Board members at least seven days in advance of the meeting where the item will be considered.

Section F. Quorum and Voting

A majority of the members of the Board must be present to constitute a quorum to transact official business. The decision of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. A member may abstain from voting only under those circumstances prescribed by law. Voting by proxy or by mail is not permitted.

Section G. Minutes

Minutes of the meetings of the Board shall be kept by the Corporate Secretary who shall file and preserve all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Board. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

Section H. Appearances before the Board

Individuals or groups who desire to appear before the Board to initiate a subject within the Board's jurisdiction shall submit a request specifying the matter on which they wish to be heard to the Corporate Secretary, 1753 W. Paul Dirac Drive, Tallahassee, FL 32310. The Chair, in consultation with the Executive Director, will determine whether the item will be considered and, if so, the timing of when such item will be placed on the agenda. The Chair may place time limits on any presentation and the number of speakers permitted to present the item.

Section I. Parliamentary Rules

When not in conflict with any of the Board's Operating Procedures, policy, or state law, Robert's Rules of Order shall be utilized as a guide in conducting the meetings of the Board.

ARTICLE VI. COMMITTEES

Section A. Purpose

The Chair shall have the authority to establish standing and ad hoc committees of the Board. Standing and ad hoc committees of the Board shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the Board. Unless specifically delegated or otherwise provided by Board policy, authority to act on all matters related to the FLVC and its Members Councils is reserved to the Board.

Section B. Membership and Quorum

The Chair of the Board shall have the authority to appoint and remove members of each committee, and select committee chairs. A majority of committee members present at a committee meeting constitutes quorum for purposes of committee business.

Section C. Standing Committees

The standing committees of the Board and the scope of responsibility for each committee are as follows:

(1) *Services Committee*. The activities of this committee shall include, but not be limited to, providing leadership for the development of policies regarding a statewide Internet-based catalog of distance learning courses, degree programs, and resources; providing leadership for the development of policies regarding developing and managing a library information portal and automated library management tools for use by the Florida College System institutions and state universities; a streamlined, automated, online admissions application process for undergraduate transient students; and a statewide computer-assisted student advising system.

(2) *Audit, Compliance, Budget and Finance Committee*. The committee's responsibilities, as they relate to the operation and management of the FLVC, are to provide oversight of activities related to internal audit, financial controls, compliance and ethics; review and approval of annual operating

budget guidelines and legislative budget requests; review of annual financial statements and other budgetary or financial issues that may arise; to review significant accounting and reporting issues and recommend to the Chancellors appropriate management responses; to review risk assessment methodologies and risk management policies; to assess the effectiveness of the internal control system; and to review and recommend to the Chancellors appropriate management response to any report of significant audit or compliance-related findings and recommendations.

ARTICLE VII: LIBRARY SERVICES MEMBERS COUNCIL

Section A. Authority and Responsibility

The Members Council on Library Services is an advisory body to the Florida Virtual Campus that provides advice and recommendations concerning resources and functions critical for supporting the needs of postsecondary education in Florida, including, but not limited to, library automation services, electronic resources and digital library services. The Chair shall regularly transmit the advice of the Members Council to the Board of Directors.

Section B. Membership

The Members Council consists of one primary representative and one alternate representative from each university in the State University System and each institution in the Florida College System.

The institutional representatives shall be recommended by each institution's Provost or Chief Academic Officer, and appointed by the President or his/her designee. The Law libraries will be represented by one non-voting member, selected by the Law Libraries group. The Medical/Health Librarians Task Force will be represented by one non-voting member, selected by that group.

In the absence of the primary representative, the alternate representative will have the institution's vote, including voting authority on the primary representative's committee assignment.

The composition of the Members Council will be reviewed periodically by the Executive Committee and the Members Council. Amendments to the composition of the Members Council will be recommended by the Executive Committee to the Members Council. Upon approval by the Members Council, amendments to the composition of the Members Council shall be forwarded by the Chair of the Executive Committee to the Florida Virtual Campus Board of Directors for final approval.

Section C. Associate Membership – ICUF Institutions

Associate representatives from the ICUF institutions may also attend meetings, participate in FLVC initiatives and licensing when appropriate and contribute to Member Council work, but will remain ex-officio members. These institutional representatives shall be appointed by the President or his/her designee.

Section D. Officers of the Library Services Members Council

(1) Officers. The officers of the Library Services Members Council shall consist of the Chair, the Vice Chair (Chair-Elect), and the Past Chair.

(2) Selection of Officers and Term of Office. The Members Council will hold an annual election for its Officers. The Chair and Vice Chair shall alternate between members from the State University

System and the Florida College System. The term of office shall commence on the first day of July each year. Each officer shall serve for one year.

(3) Vacancy in Office. In the event of a vacancy in the office of the Chair, the Vice Chair shall assume the position of Chair and shall serve out the remainder of the Chair's term of office. In the event of a vacancy in the office of the Vice Chair, the Members Council shall hold a special election as soon as practicable to select a successor who shall serve out the remainder of the Vice Chair's term of office. In the event of a vacancy in the office of Past Chair, the previous Past Chair shall serve out the remainder of the Past Chair's term of office.

(4) Chair. The Chair shall preside at all meetings of the Members Council and shall have the authority to call any special or emergency meetings of the Board. The Chair shall serve as the official spokesperson of the Members Council.

(5) Vice Chair (Chair-Elect). The Vice Chair shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

(6) Secretary. The Secretary shall record, prepare and submit minutes of all member council meetings as well as collect and submit minutes of all Library member council Standing Committee meetings.

(7) Staff. The operational head of FLVC Library Services will serve as staff to the Members Council. In the absence of an operational head of Library Services, the FLVC Executive Director or designee will serve as staff to the Members Council.

Section E. Meetings of the Library Services Members Council

(1) Meetings. The Members Council shall meet periodically and no less than twice a year, as determined by the Chair.

(2) Use of Technology. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means.

(3) Agenda. The Chair, in consultation with the operational head of the Library Services Members Council, shall approve items to be placed on the agenda for each Members Council meeting. Any member may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the Members Council. All agenda items and supporting documentation must be submitted to the staff of the Members Council with sufficient time for distribution to the Members Council members at least seven days in advance of the meeting where the item will be considered.

(4) Quorum and Voting. A majority of the members of the Members Council must be present to constitute a quorum to transact official business. The decision of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. A member may abstain from voting only under those circumstances prescribed by law. Voting by proxy or by mail is not permitted.

(5) Minutes. Minutes of the meetings of the Members Council shall be kept by the Secretary of the Members Council. The Corporate Secretary shall file and preserve all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the

Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

(6) Appearances before the Council. Non-members who desire to appear before the Members Council to initiate a subject within the Members Council's jurisdiction shall submit a request specifying the matter on which they wish to be heard to the Corporate Secretary, 1753 W. Paul Dirac Drive, Tallahassee, FL 32310. The Chair, in consultation with the operational head of FLVC Library Services, will determine whether the item will be considered and, if so, the timing of when such item will be placed on the agenda. The Chair may place time limits on any presentation and the number of speakers permitted to present the item.

Section F. Committees

(1) Purpose. The Executive Committee shall have the authority to establish standing and ad hoc committees and task forces of the Members Council. Standing and ad hoc committees and task forces of the Members Council shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the Members Council. Committees must report at each Member Council meeting.

The Executive Committee is the coordinating body of and represents the Members Council. The Executive Committees of both FLVC Members Councils work together with the Board of Directors to facilitate a collaborative and open communication process for FLVC operations.

(2) Membership and Quorum. The Members Council shall have the authority to appoint and remove members of each committee, and select committee chairs. A majority of committee members present at a committee meeting constitutes quorum for purposes of committee business.

- (a) Meetings of the Standing Committees shall occur periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means. A quorum will consist of a majority of the members present. All meetings shall comply with all statutes of the State of Florida.
- (b) Minutes of committee or task force meetings shall be kept by each committee Secretary and submitted to the Library Members Council Secretary. The Corporate Secretary of the Board of Directors shall file, preserve, and make available online all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.
- (c) Each committee and Task Force shall elect a Chair, and Secretary. Each committee must also provide a liaison to the Members Council on Library Services. The Chair of each committee shall report on any committee business at each FLVC Library Members Council meeting.

The Executive Committee's responsibilities include:

- Fostering communication among member institutions about FLVC issues and operations;

- Fostering communication between the Members Council on Distance Learning and Student Services and the Members Council on Library Services
- Soliciting, synthesizing, and communicating advice from the Members Council to the FLVC Board of Directors regarding service and product development;
- Creating committees and Task Forces as needed;
- Participating in the selection and evaluation of the performance of the FLVC Director (or Executive Director) responsible for library services;
- Implementing policies established by the FLVC Board of Directors;
- Recommending operating budget issues for consideration and legislative budget requests for approval by the FLVC Board of Directors;
- Recommending an annual plan of work for consideration of the FLVC Board of Directors.
- Reviewing recommendations of the Members Council on changes to Council membership.

(a) Membership: The Chair, Vice Chair (Chair Elect), and the Past Chair of the Members Council will serve as officers of the Executive Committee for the duration of their terms as officers of the Members Council. In addition, the Members Council shall elect two at-large representatives for two-year terms on the Executive Committee. Terms will be staggered, with a new representative being elected each year. As with the Chair and Vice Chair (Chair Elect), these two additional representatives shall be selected so that one is from the Florida College System and one from the State University System. In the first year of its operation, the Executive Committee of the Members Council on Library Services will consist of the members of the transition team. The 2012 co-chairs of the transition team will serve as the Chair and Vice Chair. The first Chair will be from the FCS while the Vice Chair will be from the SUS. The four at-large members of the Executive Committee will consist of the other two members of the transition team representing FCS and SUS institutions, respectively. After the first year, nominations and elections to the Executive Committee will proceed in the manner described in these bylaws.

(b) Election Process:

- Establish a nominating committee
- Seek candidates
- Conduct election

The Members Council will hold an annual election for its officers. The Chair and Chair Elect shall alternate between members from the State University System and the Florida College System. One representative may not serve concurrently in more than one office. The term of office shall commence on the first day of July each year. Each officer shall serve for one year. Each Spring the Members Council shall seek members to serve on a Nominating Committee. The Nominating Committee will seek candidates from the Members Council and recommend a slate of candidates to be voted on at the Annual Member's Council Meeting in June.

(c) Meetings: The Executive Committee shall meet periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to

participate by any other available means. A quorum will consist of 3 of the 5 voting members. All meetings shall comply with all rules and statutes of the State of Florida.

- (d) **Parliamentary Rules:** When not in conflict with any of the Members Council's Operating Procedures, policy, or state law, Robert's Rules of Order shall be utilized as a guide in conducting the meetings and business of the Library Members Council.
- (e) **Amendment and Review of Procedures:** The operating procedures of the FLVC Members Council on Library Services may be amended as needed after review by the Executive Committee, being recommended for adoption by the Members Council, and being approved by the Board of Directors. Recommendations to amend the operating procedures will be submitted to the Chair of the Members Council for review by the Executive Committee. Recommendations to amend the bylaws of the Members Council may be submitted by any member of the Members Council. After review by the Executive Committee, the recommendation will be either returned to the person recommending the amendment for more information or will be submitted to the members of the Members Council for consideration. After the recommended amendment has been received by the members of the Members Council, it will be placed on the agenda as a discussion item for the next meeting of the Members Council. The amendment to the bylaws will be recommended by the Members Council for adoption by the Board of Directors if it is approved by the majority of the members of the Members Council.

The Executive Committee will review the bylaws of the Members Council as needed.

ARTICLE VIII. DISTANCE LEARNING AND STUDENT SERVICES MEMBERS COUNCIL

Section A. Authority and Responsibility

The Members Council on Distance Learning and Student Services (DLSS) is an advisory body to the Florida Virtual Campus (FLVC) that provides advice and recommendations regarding virtual courses and programs, innovative technology and online student support services. The Chair shall regularly transmit the advice of the Members Council to the Board of Directors.

Section B. Membership

The Members Council consists of one primary representative and one alternate representative from each university in the State University System and each institution in the Florida College System. These institutional representatives shall be appointed by the President or his/her designee. In the absence of the primary representative, the alternate representative will have the institution's vote, including voting authority on the primary representative's committee assignment.

Associate Representative: An associate representative from each ICUF institution may also attend meetings, participate in FLVC initiatives and licensing when appropriate and contribute to Member Council work, but will remain ex-officio members. These institutional representatives shall be appointed by the President or his/her designee.

The composition of the Members Council will be reviewed periodically by the Executive Committee and the Members Council. Amendments to the composition of the Members Council will be recommended

by the Executive Committee to the Members Council. Upon approval by the Members Council, amendments to the composition of the Members Council shall be forwarded by the Chair to the Florida Virtual Campus Board of Directors for final approval.

Members Council shall establish responsibilities to remain in good standing which include, but are not limited to: statutory requirements, operational guidelines and member council participation.

Section C. Officers of the Distance Learning and Student Services Members Council

(1) Officers. The officers of the Distance Learning and Student Services Members Council shall consist of the Chair, the Chair-Elect, the Past Chair and the Secretary. These officers, in addition to the Chairs of the Standing Committees, shall serve as the Executive Committee of this body.

(2) Selection of Officers and Term of Office. The Members Council will hold an annual election for its officers. The Chair and Chair Elect shall alternate between members from the State University System and the Florida College System. One representative may not serve concurrently in more than one office. The term of office shall commence on the first day of July each year. Each officer shall serve for one year, except in special circumstances approved by the operational head of the Distance Learning and Student Services unit of the FLVC.

(3) Vacancy in Office. In the event of a vacancy in the office of the Chair, the Chair Elect shall assume the position of Chair and shall serve out the remainder of the Chair's term of office in addition to service for the term for which they were elected. In the event of a vacancy in the office of the Chair Elect, the Members Council shall hold a special election as soon as practicable to select a successor who shall serve out the remainder of the Chair Elect's term of office. In the event of a vacancy in the office of Past Chair, the previous Past Chair shall serve out the remainder of the Past Chair's term of office.

(4) Chair. The Chair shall preside at all meetings of the Members Council and shall have the authority to call any special or emergency meetings of the Board. The Chair shall serve as the official spokesperson of the DLSS Members Council.

(5) Chair Elect. The Chair Elect shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

(6) Secretary. The Secretary shall record, prepare and submit minutes of all member council meetings as well as collect and submit minutes of all DLSS member council standing committee meetings.

6) Staff. The operational head of the Distance Learning and Student Services unit of the FLVC will serve as staff to the Members Council. In the absence of an operational head of Distance Learning and Student Services, the FLVC Executive Director or designee will serve as staff to the Members Council.

Section D. Meetings of the Distance Learning and Student Services Members Council

(1) Meetings. The Members Council shall meet periodically and no less than four times a year, as determined by the Chair. Such meetings shall be open and noticed to the public in accordance with the Article I, Section 24 of the Florida Constitution and the requirements of Chapter 286, Florida Statutes.

(2) Use of Technology. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means.

(3) Agenda. The Chair, in consultation with the operational head of Distance Learning and Student Services unit of the FLVC, shall approve items to be placed on the agenda for each Members Council meeting. Any representative may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the Executive Committee. All agenda items and supporting documentation must be submitted to the staff of the Members Council with sufficient time for distribution to the representatives at least seven days in advance of the meeting where the item will be considered.

(4) Quorum and Voting. A majority of the representatives of the Members Council must be present to constitute a quorum to transact official business. The decision of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. Voting by proxy or by mail is not permitted. Alternate representatives may serve on committees

(5) Minutes. Minutes of the meetings of the Members Council shall be kept by the DLSS Members Council Secretary. The Corporate Secretary of the Board of Directors shall file, preserve, and make available online all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

(6) Appearances before the Council. Non-members who desire to appear before the Members Council to initiate a subject within the Members Council's jurisdiction shall submit a request specifying the matter on which they wish to be heard to the Corporate Secretary, 1753 W. Paul Dirac Drive, Tallahassee, FL 32310. The Chair, in consultation with the operational head of Distance Learning and Student Services unit of FLVC, will determine whether the item will be considered and, if so, the timing of when such item will be placed on the agenda. The Chair may place time limits on any presentation and the number of speakers permitted to present the item.

Section E. Committees

(1) Purpose. The Executive Committee shall have the authority to establish committees or task force of the Members Council. Committees and task forces of the Members Council shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the Members Council. Committees must report at each member council meeting.

2) Membership and Quorum. The Members Council shall have the authority to appoint and remove members of each committee, and select committee chairs. A majority of committee members present at a committee meeting constitutes quorum for purposes of committee business.

(3) Standing Committees. The Standing Committees of the DLSS Members Council are: Executive, Course Development and Academic Digital Resources, Professional Development/Faculty Development and Support, Strategic Partnership and Licensing, and Student Support/Web Services.

(a) The Executive Committee is the coordinating body of and represents the Members Council. The Executive Committee of the FLVC DLSS Members Council shall work together with the Library Members Council, the Board of Directors and the Executive Director to facilitate a collaborative and open communication process for FLVC operations.

(i) The Executive Committee's responsibilities include but are not limited to:

- Fostering communication among member institutions about FLVC issues and operations;
 - Creating Committees and Task Forces as needed;
 - Recommending operating budget issues and legislative budget requests for consideration and approval by the FLVC Board of Directors;
 - Recommending an annual plan of work for consideration of the FLVC Board of Directors; and
 - Reviewing recommendations of the Members Council on changes to Council membership.
- (ii) The Chair, Chair Elect, Secretary, the Past Chair and the Chairs of the Standing Committees of the Members Council will serve as members of the Executive Committee for the duration of their terms as officers of the Members Council.
- (b) The Standing Committee for Course Development and Academic Digital Resources shall consider topics of relevance to the DLSS Council Members including, but not limited to: digital learning repositories, open access textbooks, quality course design, instructional design, as well as digital content and collaboration.
- (c) The Standing Committee on Professional Development/Faculty Development and Support shall consider topics of relevance to the DLSS Council Members including, but not limited to: professional development, student success, quality of faculty certification, faculty development, and academic integrity.
- (d) Strategic Partnership and Licensing Standing Committee shall review all potential partnership and licensing opportunities after such opportunities are recommend by a representative. After consultation with the DLSS Chair and the operational head of Distance Learning and Student Services unit of the FLVC this committee may recommend further research, discussion or investigation of said opportunities to the DLSS Members Council.
- (e) The Standing Committee Student Support/Web Services will focus on researching and recommending innovative technology or processes by which to provide web and student support services online such as, but not limited to: Internet-based catalog of distance learning courses and programs, online admissions application process for transient students, advising online, help desk support for institutions and students as well as the DLSS portions of the www.FLVC.org website.
- (f) Meetings of the Standing Committees shall occur periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means. A quorum will consist of the members present. All meetings shall comply with all statutes of the State of Florida.
- (g) Minutes of committee or task force meetings shall be kept by each committee Secretary and disseminated to the DLSS Members Council Secretary. The Corporate Secretary of the Board of Directors shall file, preserve, and make available online all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to

the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

- (h) Each Committee and Task Force shall elect a Chair and Secretary. These positions must be filled by primary representatives. Alternate representatives may serve on committees in an ex-officio (non-voting) capacity. The Chair of each committee shall report on any committee business at each FLVC DLSS Members Council meeting.

(3) Parliamentary Rules. When not in conflict with any of the Members Council's Operating Procedures, policy, or state law, the most current version of Robert's Rules of Order shall be utilized as a guide in conducting the meetings and business of the DLSS Members Council.

(4) Amendment and Review of Procedures. The operating procedures of the FLVC Members Council on Distance Learning and Student Services may be amended as needed after review by the Executive Committee, being recommended for adoption by the Members Council, and being approved by the Board of Directors. Recommendations to amend the operating procedures will be submitted to the Chair of the Members Council for review by the Executive Committee. Recommendations to amend the bylaws of the Members Council may be submitted by any representative in the DLSS Members Council. After review by the Executive Committee, the recommendation will be either returned to the person recommending the amendment for more information, or will be submitted to the members of the Members Council for consideration. After the recommended amendment has been received by the members of the Members Council, it will be placed on the agenda as a discussion item for the next meeting of the Members Council. The amendment to the bylaws will be recommended by the Members Council for adoption by the Board of Directors if it is approved by the majority of the members of the Members Council.

The Executive Committee will annually review the Operating Procedures of this body.

ARTICLE IX. CONFLICT OF INTEREST

Members of the Board shall adhere to the provisions of the Code of Ethics for Public Officers in Chapter 112, Part III, Florida Statutes, and Board of Governors Regulation 1.006.

ARTICLE X. AMENDMENT OR SUSPENSION OF PROCEDURES

Section A. Amendments

The Board's Operating Procedures may be amended or repealed by a two-thirds vote of the members present at any regular meeting, provided there is a quorum and that such proposed amendment or repeal has been publicly noticed prior to the meeting at which the proposed action is to be taken.

Section B. Suspension of Operating Procedures

Any provision of the Board's Operating Procedures may be suspended by a two-thirds vote of the members present in considering any matter to come before the Board, provided there is a quorum.

History: Approved 1/28/2013



Kuali OLE Quick Sheet

<http://ole.kuali.org>

Overview

- The Kuali Open Library Environment (OLE) project, a partnership of top research libraries, is developing a community-source library management system.
- *Timeline:* The initial development cycle for Kuali OLE will run July 2010 through December 2013. A roadmap of the major development milestones is available at <http://kuali.org/ole/timeline>
- *Funding:* Kuali OLE is made possible by generous cash and in-kind contributions of the Kuali OLE Partners (<http://kuali.org/ole/partners>) and the Andrew W. Mellon Foundation.

Progress to Date

- Completed initial phase of collecting user stories from partners, reflecting how libraries want to use their library management systems.
- Initiated the iterative process of developing functional and technical specifications following a modified agile programming methodology.
- Released Kuali OLE Milestone 0.3 (Nov. 2011) *Key Technologies*
 - Document Store (Docstore) for the management of library resource descriptions including bibliographic and localized item descriptions, with other document types to be provided in future releases. The DocStore provides a format-agnostic (MARC, Dublin core, etc.) and extensible storage with a faceted interface for staff.
 - Selection and Acquisitions functions using the Kuali Financial System (KFS) as the foundation for financial management in OLE.
- Released Kuali OLE Milestone 0.6 (May 2012) *Key Technologies*
 - A release that is publicly available for testing in the cloud <https://wiki.kuali.org/display/OLE/OLE+0.6+Milestone+User+Documentation>.
 - Introduced new schemas for the Docstore, including an OLE Instance schema, loosely based on the MARC Format for Holdings Data (MFHD), and the ONIX-PL standard, which will be utilized as a schema for storing data within Kuali OLE's licensing module.
 - Code refactoring of OLE version 0.3 architecture, previously on Kuali Rice 1.x (middleware), to the new framework of Rice 2.x.
- Kuali OLE Roadmap 0.8 (Spring 2013)
 - A release for institutions to perform data migration and local implementation testing.
- Kuali OLE Roadmap 1.0 (Summer 2013)
 - A release with the functionality required for early adopter institutes Lehigh University and the University of Chicago to implement and integrate with campus systems.

Recent News

- **Expanded Partnership**
During the 2012 annual meeting of the American Library Association, Villanova University announced that it has joined the Kuali Foundation as an investing partner in the Kuali Open Library Environment (OLE).
- **Collaboration Project GOKb Awarded Grant and Funding**
The Joint Information Systems Committee (JISC), the UK's expert committee on digital technologies for education and research, announce a collaboration that will make data about e-resources—such as publication and licensing information—more easily available. Together, Kuali OLE and JISC will develop an international open data repository that will give academic libraries a broader view of subscribed resources. The effort, known as the Global Open Knowledgebase (GOKb) project, is funded in part by a \$499,000 grant from The Andrew W. Mellon Foundation.
- **Kuali OLE Welcomes New Project Manager**
The Kuali Open Library Environment (OLE) project is pleased to welcome Patty Mescher as the new OLE Project Manager. UCD has been a Kuali partner for several years, and has implemented Kuali Financial System (KFS) and Kuali Rice. Patty served as the KFS Accounts Receivable Development Manager from 2007 to the Release of KFS 3.0 in 2009, and then served as the KFS Project Manager from 2009 to 2011. Patty has broad experience and perspective which ranges from inside the Kuali Community and outside as an implementer of its software. She will lead the OLE Core Team, and work with the OLE Board and Functional Council.
- **Incorporation of Rice 2.x Framework including new features such as:**
 - Kuali Rapid Application Development (KRAD), which provides the user interface OLE needs for inquiries and lookups, as well as for transactional and maintenance documents, such as the MARC XML editor.
 - Kuali Rule Management System (KRMS), which provides OLE the opportunity to build its own flexible and easily managed business rule system.

Next Steps

- Continue to solicit subject matter expert volunteers from project partners. The benefit of a collaborative project such as Kuali OLE is in the opportunity of participants to contribute their institute's experience and requirements into the system design. We have several opportunities available in the areas of library business rules, staff interfaces design, functional testing and system integration.
- Continue the iterative process of functional and technical specification writing for future release. For upcoming specifications refer to the OLE timeline at <http://kuali.org/ole/timeline>.
- Preliminary partner implementation schedule
 - 2013-2014 - Lehigh University; University of Chicago
 - 2014-2015 - Indiana University; University of Pennsylvania; Duke University; North Carolina State University
 - 2016-2017 - University of Maryland (consortia)

Questions may be directed to:

- Florida Partners Representative: Christopher Case chris.case@ufl.edu
- Florida Partners Functional Council Rep: Rachel A. Schipper rschipper@ufl.edu
- Florida Partners Kuali OLE Board Rep: Judith C. Russell jcrussell@ufl.edu

KUALI OLE: FAQ for CSUL

September 2012

Kuali Open Library Environment (OLE) is an Extensible Service-Driven Library Management System (<http://www.kuali.org/ole>). Kuali OLE is the first system designed by and for academic and research libraries for managing and delivering intellectual information.

The following questions and responses were derived from the Q&A session of the presentation 'KUALI OLE: An Update for Florida Partners' presented at the CSUL meeting on 5/31/2012. This FAQ was developed to summarize the discussion due in part to various aspects of the same topic being introduced at different intervals of the session, as well as the poor audio quality of the recording. Both the questions and responses have been modified to accommodate an FAQ format. The presentation and Q&A session may be viewed at <http://uflib.ufl.edu/kualiole/>, by providing 'kualiole' as username and password.

Q: What is Kuali OLE and which institutions are involved?

The George A. Smathers Libraries are the lead for a consortium of 9 Florida institutions involved in the development of the Kuali Open Library Environment (OLE): Florida Virtual Campus, Florida International University, Florida State University, New College, Rollins College, University of Central Florida, University of Florida, University of Miami, and University of South Florida. The Florida Partners, in turn, are a part of a broader consortium of academic research libraries, lead by Indiana University, that includes Duke University, Lehigh University, North Carolina State University, University of Chicago, University of Maryland, University of Michigan, and University of Pennsylvania.

With matching funds from a Mellon Foundation grant, OLE has finished the first two years of development and plans a third year to complete its first release, provide support for implementation for early adopters, and transform the project from its early, experimental stage into a sustainable system to meet the needs of its partners for an agile, open source enterprise solution. The 1.0 release, scheduled for the 1st quarter of 2013, will provide the basic services necessary for implementation and will include reporting tools, migration toolkit, and documentation. Outcomes for OLE include providing an open source, community based alternative to current commercially produced Library Management Systems. OLE will allow direct communication between enterprise systems and provide automated financial workflow efficiencies. OLE created a new technology, the document store, which allows libraries to export and import data in a variety of formats.

During the past year, integration with the Global Open Knowledgebase (GOKb) software began, a project jointly developed between Kuali OLE and JISC Collections (UK), to create a Knowledge Base to manage e-resource collections (<http://gokb.org/>).

Q: What are the benefits of Kuali OLE to statewide cooperative arrangements such as FLVC and ICUF? For joint procurement arrangements, how does an open source product compete with a licensed product?

An open-source product, such as Kuali OLE, has the greatest potential to be a common platform used in statewide collaboration. One key benefit is the ability of Kuali OLE to accommodate the needs of a range

of institutions, both small and large. Without commercial licensing fees, there are fewer barriers for small institutions.

There is also a benefit to integration services for institutions with common campus enterprise systems. For example, a bridge module developed to establish a connection between OLE and PeopleSoft for one campus could be adapted to other campuses. The core functionality is already there and the bridge module would only need to be modified for the various implementations of PeopleSoft.

Q: What types of changes do we anticipate now that the FCLA's responsibilities are part of the new Florida Virtual Campus (FLVC)?

There is an expectation that FLVC will be a primary part of the migration of data in the coming year. With the advent of Shared Bib and U BORROW, significant work has been done to centralize some basic services, and that experience positions FLVC to provide implementation support in the test environment and eventually for full implementation if Kuali OLE is chosen as the next generation Library Management System for the SUS and FCS. Cost savings that are realized from not having to pay ILS licensing fees may be applied toward customizations.

Q: In what ways might the Kuali OLE community be able to respond to an Request for Information (RFI)? What changes need to be made to the SUS RFI and procurement process to allow for open source products, such as Kuali OLE, to be considered?

As with Mango, there is not a single entity to speak as the corporate owner and author to respond to an RFI or to bid on an RFP or ITN. The question is how to bring open-source products such as Kuali OLE into the RFI process. If the RFI process is structured to require a corporate entity response in order to be considered, then open-source options are precluded.

While the Kuali Foundation delivers open source systems, it does not provide planning, implementation, hosting, and support services. There are several service options available for Kuali OLE partners. There can be a mix of services provided by Kuali OLE membership, Kuali Commercial Affiliates and other vendors. As an example, in the Kuali Rice model implementation, architecture and tier two support services are distributed between partner institutions. This more coincides with the community model upon which Kuali is based. It is anticipated that one or more Kuali Commercial Affiliates could work with organizations to respond to an RFI that allows for open source responses.

Q: What type of support will be needed from the local institution's administration, e.g., CIO, in order to integrate a new library system with the existing campus infrastructure? What would be different in the support needs of an open source community library system as opposed to a commercial vendor library system?

As is the case with Ex Libris ALEPH and other Library Management Systems, OLE needs to be able to communicate with financial, academic (registrar) and other enterprise systems in order to effectively automate the back office operations and to produce workflow efficiencies for the libraries. Implementing any next generation Library Management System will require integration support from each institution's administration and infrastructure teams, however there are advantages to the integration support needs of an open source system, such as Kuali OLE, over a proprietary library system.

For example, Kuali OLE has been designed as a service-oriented architecture (SOA). This means that the modules in OLE are designed as services with the purpose to inter-operate with other enterprise systems. OLE is open to connect to systems through its Kuali Service Bus (KSB), a module that organizes and maintains all the OLE services.

Another advantage of OLE is the efficiencies realized from the community contributions. Once a service module is developed by a community member, such as the PeopleSoft API module mentioned earlier, that effort is contributed back into the Kuali OLE codebase. The OLE open-source repository allows for contribution to be rapidly available for use by other institutions, unlike proprietary systems in which upgrading to a new release is typically required.

Q: What are the benefits of an open source product in regards to local analysis and evaluation prior to an extensive commitment to implement?

We have a good understanding that migrating to the new generation library system will be a major process. There is benefit in the ability to evaluate Kuali OLE prior to making a committed decision of a full implementation. Our partnership in an open-source project allows us to be engaged in how it is developed, which we have been doing, and also grants the ability to “kick the tires” in a way that is hard to do with a commercial product. We will be able to set up the system in parallel to Ex Libris ALEPH that will help us to understand how migration will be accomplished and evaluate the features and functions of Kuali OLE.

Q: In what ways are other Kuali OLE partners taking into account implementation in a consortium?

With the Maryland and Florida partners involved in the development of Kuali OLE, the needs of consortia have been championed within every OLE module since the beginning of the project. The Maryland consortia is planning to limit initial implementation to four or five of their campuses rather than beginning with implementation for all of the institutions. Maryland is already using other Kuali resources on the main campus; they have implemented components of Kuali Financial System and are currently implementing Kuali Student. By the Kuali OLE implementation date of 2016, Maryland will have experienced resources to assist the libraries with the move to Kuali OLE.

Q: What impact does GOKb (Global Open Knowledge base), the joint project between Kuali OLE and JISC, have on the Kuali OLE project?

The project brings OLE to a global level of collaboration. Global Open Knowledgebase (GOKb) is funded in part by a \$499,000 grant from the Mellon Foundation. The GOKb cloud service will provide electronic resource management data for “subscribed resources” from a higher education perspective. It will include data such as publication information, related organizations, and model licenses, and will be accessible across all US and UK academic libraries.

OLE was able to take existing pieces of its technical architecture (OLE Docstore) and use it as a prototype for the KB+, which is the analogous JISC project that already benefits from 3 years of research and development. The outcome was a shared understanding of the data model design and the joint development project GOKb.

Q: How does a Course Management System (CMS) fit into the Kuali OLE Roadmap?

OLE's service oriented architecture (SOA) approach will allow it to integrate with the parent institution's broader technical infrastructure, including interactions with course and learning management systems. OLE's core modules are being developed as services for use by application integration technologies to provide the connections between OLE and the institutional systems.

Q: What is the sustainability model for Kuali OLE? Maintenance charges, membership dues, community contributions, commercial affiliates, support service levels?

The Kuali Foundation allows for flexibility in each project's sustainability model to provide options that fit the community model. The partners in the Kuali OLE community will have the opportunity to shape the mix of services provided by the Kuali OLE partnership. The community model upon which several Kuali projects are based has support services distributed between partner institutions, while hosting and implementation services are provided by commercial affiliates.