



**Executive Committee of the
Members Council on Library Services
Conference Call**

Agenda

Thursday, February 14, 2013 – 1:00-3:00 p.m. ET

1:00	Call to Order	Lori Driscoll
	1. Update on Members Council on Library Services Liaison to Distance Learning and Student Services	
	2. Prioritization Schema Discussion	
	3. Appoint Discovery Tool Task Force	
	4. Produce Proposed Committee Language to Send via List Prior to Members Council Meeting	
	5. Annual Meeting Dates	
	6. LBR Recommendation	
	7. Communications from Lucy Harrison to the Executive Committee and Members Council	
	8. Regional Meetings Discussion	
	9. Executive Committee Meetings	
	• Future Topics	
	10. New Business	
3:00	Adjournment	Lori Driscoll



Regular Meeting of the Executive Committee of the Members Council on Library Services

Minutes

February 14, 2013

A regular meeting of the Florida Virtual Campus (FLVC) Executive Committee of the Members Council on Library Services was called to order at 1:00 p.m. EST. pursuant to the notice sent to all committee members.

The following committee members were present: Lori Driscoll (Gulf Coast), Bill Garrison (USF), Shirley Hallblade (UNF), Brian Kelley (Palm Beach), Julia Zimmerman (FSU), and Debbie Robinson (Tallahassee). Also present were the following FLVC staff: Tammy Elliott, Brenda Ferris, Lucy Harrison, and Don Muccino. Others present were Ruth Ann Balla from Miami Dade College.

Committee Chair, Lori Driscoll, called the meeting to order, and Tammy Elliott recorded the proceedings of the meeting.

The agenda was changed to discuss a report on the status of the Parthenon Report to be given by Balla.

1. Update from Members Council on Distance Learning and Student Services (MCDLSS) Liaison

Balla reported that she will be the liaison from the MCDLSS to the Members Council on Library Services (MCLS). The MCDLSS decided that their Past Chair would be the liaison to the MCLS. Balla is currently the Chair, but will become Past Chair in July. Robinson is the MCLS liaison to the MCDLSS. The committee agreed that the liaisons' role would be to report out and/or give updates between the councils. Driscoll stated that FLVC will send Balla the agenda for the February 28, 2013 MCLS meeting.

Muccino stated that he is currently working across both members councils on behalf of FLVC in a coordination and communications role so as to help economize on efforts and look for ways to help streamline processes throughout FLVC. The form for appointing alternates for members councils has been created. He is advocating that both members councils go about selecting alternates in the same way so that there is consistency in their approaches. The request for appointment letters will be sent from the Chancellors to the Presidents.

2. Prioritization Schema Discussion

Muccino discussed a handout, *Project Ranking Criteria*, in his update to the committee regarding organizational planning at FLVC. After FLVC merged officially in July 2012, the organization went through an initial planning process in August, and came up with a list of about 120 projects that were either legacy projects from the four organizations, legislatively mandated, new projects, or "stealth" projects (work is being done, but with no approved project plan). All projects were prioritized and then ranked and ran against the availability of FLVC resources. This gave FLVC an initial list of projects to begin focusing on. Internal strategic initiative teams, with representation throughout the organization, were created to help manage those projects. Muccino noted that FLVC also does environmental scans to gather information on other external factors like legislative, education, and budgetary concerns that might also affect the project prioritization.

3. Appoint Discovery Tool Task Force

The committee discussed the remaining membership positions needed for the Discovery Tool Task Force. The original Task Force on Task Forces recommended that the Discovery Tool Task Force be made up of three SUS research institutions, two SUS non-research institutions, two large FCS institutions, two medium FCS institutions, and one small FCS institution. The committee decided to move forward with this approach and work towards filling out the additional membership. Current members that were originally appointed include: Ray Calvert, Pat DeSalvo, and Lori Driscoll (FCS), and Bill Garrison, Judy Russell, and Laura Probst (SUS). With the exception of Laura Probst and Lori Driscoll, who will both need to be replaced, those current members will remain. Discussion followed.

The committee decided to send a call for nominations or volunteers for membership out to the MCLS. The email will include an explanation of the criteria, the committee charge, and the areas of representation needed. Membership will be open to all library staff, not just staff at the dean and director level. Original members will not need to reapply.

Decision(s)/Action(s)

- The committee agreed to meet on February 28, 2013 in Tallahassee prior to the MCLS meeting to discuss the applications and make final selections for the remaining members.
- Driscoll and Harrison will work together to send the email out to the Members Council this afternoon. The applications will be due on February 26.

4. Produce Proposed Committee Language to Send via List Prior to Members Council Meeting

Driscoll opened the floor for any ideas or suggestions on how best to produce and submit any proposed language before the February 28 MCLS meeting. The intent was to have a couple of models or at least a couple of lists that we could send out as some were not sure that they liked the terminology that was included on the committee organization chart. Discussion followed, and the committee decided it was best to leave the current descriptions as they are as anyone can always refer back to those descriptions, especially if this is not a generally shared concern or issue. If a recommendation comes forward for a change, then the committee will address it at that time.

5. Annual Meeting Dates

Driscoll stated that it would be good to schedule the MCLS meetings as far in advance in possible. The committee discussed scheduling the meetings in conjunction with the CSUL and CIA meetings. Robinson noted that the Learning Resources Standing Committee is also held in conjunction with the CIA meetings. Many libraries have limited travel budgets and staff to man the libraries. Discussion followed and committee members agreed that scheduling the meetings together may be of benefit to both groups. Meeting dates and locations will be discussed at the full Members Council meeting on February 28. Robinson commented that the LRSC will be meeting on May 28-31, 2013 at St. Petersburg College, Clearwater Campus.

6. LBR Recommendation

Driscoll reported that the FLVC LBR (Legislative Budget Request) was taken as an information item to the FLVC Board of Directors meeting on January 28. It asked for \$2 million specifically for eResources for distance learners, which was in addition to the \$4 million that had already been requested. Due to legislative date constraints and the timing of the additional requests, this request was not able to be put forth as an actual amendment to the budget. However after some thought, FLVC decided to take another approach and would like to see if they could get funding for licensing core resources for the SUS and FCS. Harrison noted that FLVC staff, Scott Schmucker and Claire Dygert, are working on an annual report on eResources and cost avoidance. This could be a starting point for future LBRs and would speak to legislation that established FLVC and ways that the colleges and universities should collaborate on resources. Discussion followed. Harrison stated a draft of the report would be completed next month.

7. Communications from Lucy Harrison to the Executive Committee and Members Council

Harrison asked the committee for feedback on the updates she recently sent to the Members Council on FLVC activities. She reported that FLVC is working on putting up a shared listserv for all FCS and SUS library staff. FLVC is also working to combine listservs from the four legacy organizations so that in the future these could also be used as a mechanism to send updates.

The committee felt the information sent out was informative and that the format worked well. In terms of frequency, they would like for the updates to be sent out no less than once per month. However, if something comes up that needs to be communicated outside of the normal update, Harrison will provide the information.

8. Regional Meetings Discussion

Harrison gave the committee an overview of the legacy CCLA regional meetings. They were considered a service to the FCS and were an opportunity for library staff to talk to each other, learn about new products and services, provide feedback, and discuss local issues and topics of regional importance.

Last year, the invitation was extended to the universities and some deans and directors were able to attend. FLVC realizes the process needs to be reevaluated and could be considered exclusionary to the larger population of SUS staff. Discussion followed. Harrison suggested getting feedback from the regional meeting attendees on this topic. This feedback could help determine how better to structure the meetings in the future or if we need to have them at all.

Decision(s)/Action(s)

The committee agreed to extend the invitation to all SUS library staff. Attendance will be at the discretion of the library administrators.

9. Executive Committee Meetings

The committee decided to have preliminary discussion on the nominating committee and the election processes. Their February 28 MCLS meeting discussion will focus on how to go about getting volunteers and what the next steps might be.

Driscoll stated that she intends to work with Tammy Elliott on a Doodle Poll to set up March and April meetings. A draft of the Members Council meeting agenda will be sent to the committee for feedback prior to sending it out to the Members Council at large.

10. New Business

Balla reported that the Board of Governors Strategic Planning Committee recently made a recommendation based on their discussion of the Parthenon Report, that the Legislature should fund a “preeminent university” to create a world-class online arm of the university. This recommendation will go to the Chancellors and Legislature for approval.

Balla reported that the MCDLSS will be meeting on February 27, 2013, in Orlando to start developing a document on the future of distance learning in Florida.

Adjournment

Driscoll adjourned the meeting at 2:56 p.m.