FL VC FLORIDA VIRTUAL CAMPUS

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

Thursday, March 28, 2013 – 1:00-3:00 p.m. EDT

Dial-in Number: 1-888-670-3525
Participant Passcode: 2368036738 followed by the # key

1:00	**Call to Order**	Lori Driscoll
1:05	**1. Task Force Updates**	
	• Shared Bib	Lori Driscoll
	• Collection/eResources	Brian Kelley
	• Resource Sharing/ILL	Julia Zimmerman
	• Discovery Tool Task Force	Bill Garrison
1:20	**2. Update from Members Council on Distance Learning and Student Services**	Ruth Ann Balla Debbie Robinson
1:30	**3. Annual Meeting Cycle Update**	Debbie Robinson Julia Zimmerman
1:40	**4. Changes to Operating Procedures**	Brian Kelley
1:50	**5. Process for Getting Action Items on Members Council and Executive Committee Agendas**	Lori Driscoll
2:00	**6. Committee Processes and Updates**	
	• Nominating Committee Membership (SUS Representative)	Brian Kelley
	• DISC Committee—Charge, Liaison, FCS Representative	Lori Driscoll
	• Task Force/Committee Survey Process	Lori Driscoll
	• FLVC Committee Process—Charges, Applications, Timeline	Lori Driscoll
2:50	**7. Executive Committee Meetings**	Lori Driscoll
	• Future Topics	
	o FLVC Planning Timeline for FY2013	
	• Next Meeting Date	
2:55	**8. New Business**	Lori Driscoll
3:00	**Adjournment**	Lori Driscoll

FLVC 3/27/13

Regular Meeting of the Executive Committee
of the Members Council on Library Services (MCLS)

Minutes

March 28, 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. EDT, 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), Debbie Robinson (Tallahassee), and Julia Zimmerman (FSU). Also present were the following FLVC staff: Tammy Elliott, Brenda Ferris, Lucy Harrison, Don Muccino, and Lauren Sproull.

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

The agenda was amended to include a discussion on the newly elected chair-elect of the Executive Committee attending the June 12, 2013, FLVC Board of Directors meeting and retreat.

1. Task Force Updates
Shared Bib
Driscoll reported that the task force is prioritizing projects and priorities relating to batch loading, Mango, authority control, and FLARE. A new task force was formed to work with the RDA Task Force. An interim report was submitted with recommendations for revised fields for bibliographic records, RDA implementation in Aleph, OPAC displays in Aleph and Mango, and soliciting feedback through other listservs and committees. The finished report will be discussed at the June 3, 2013 MCLS meeting.

Collections/E-Resource Licensing
Kelley reported that the task force has received favorable responses to the update sent to the MCLS clarifying their charge. They continue to work to identify common e-resources. Members of the task force are willing to continue on as the task force transitions to an FLVC standing committee.

Resource Sharing/ILL
Zimmerman reported that she is in the process of trying to schedule a meeting with the chair of this task force and will have an update on their activities at the next Executive Committee meeting. She will also ask the members of this task force if they are willing to continue their work as they are transitioned to a full FLVC standing committee.

Discovery Tool
Garrison reported this task force has had its first meeting and will meet weekly as needed. A Wiki will also be created. A set of criteria will be developed for the discovery tool and presented via email, first to the Executive Committee and then to the MCLS with a request for feedback. The timeline they are

developing is fairly aggressive. The task force also has a desire to notice any vendor or system demos that are done so that they are open to the MCLS, member libraries, and anyone who wants to see them.

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

Robinson noted that the committee will need to give some thought to who will be the liaison to the MCDLSS since she will no longer be past-chair beginning July 1, 2013. Ruth Ann Balla, liaison from the MCDLSS, fills that role as past chair of that council. Muccino reported that the MCDLSS is working on a strategic white paper that they may consider forwarding to the Board.

3. Annual Meeting Cycle Update

Zimmerman and Robinson presented their proposal to establish an annual meeting schedule for the MCLS. The bylaws call for no less than 2 meetings per year. However, during the initial "start-up" period of the MCLS, the proposal calls for 4 meetings per year—two aligned with CSUL and two with the LRSC. They wanted to minimize the need for extra travel and solicit locations that have robust telecommunications capabilities for better virtual participation. Kelley noted he could work with his media services department to develop specs that help define adequate audio visual set ups.

The committee would like for Robinson and Zimmerman to send the proposal to the MCLS for feedback, along with the information drafted by Kelley and his staff. They would also like to discuss this further at their next meeting and will aim to have a discussion with the full council at the June 3, 2013 meeting.

4. Changes to Operating Procedures

The committee reviewed changes to the operating procedures that were approved at the February 28 MCLS meeting. Institutional representatives will now be appointed by the president instead of the institutions' provost or chief academic officer, as originally recommended. The other change involved now having the Members Council provide a liaison to the committees, as opposed to having a committee liaison provided to the MCLS. The document has been updated by FLVC staff and is on the Board agenda for approval at their June 12, 2013 meeting.

5. Process for Getting Action Items on Members Council and Executive Committee Agendas

The committee discussed the need for a process to get items on an MCLS agenda specifically where an action may need to be taken. Use of a form similar to the one used by the Board was discussed and the committee liked this approach. Muccino noted that FLVC has internal forms that could be tailored to fit this need. If an item will require an action or a vote, the form would be submitted ahead of the meeting so that members have ample time to review it. Having the form submitted could also help with developing the agenda, as sufficient time can be allotted on the agenda for discussion. It may also ensure that Sunshine Laws are considered as well. However, use of the form would not be intended to stifle conversation or prevent new informational items from being shared at the meetings. FLVC staff will send a draft form to the committee for their review and discussion at their next meeting.

6. Committee Processes and Updates

Nominating Committee Membership (SUS Representative)
Kelley reported that the committee is looking for a representative from the SUS. They are discussing their processes and next steps for soliciting candidates for upcoming Executive Committee vacancies. The Nominating Committee will announce in advance that potential candidates for chair-elect will be expected to attend the June 12, 2013 Board retreat and meeting at UCF (at the expense of FLVC).

DISC Committee—Charge, Liaison, FCS Representatives
Prior to the meeting, Garrison distributed the charge for DISC under CSUL. The committee reviewed the charge and made minor modifications. The scope was broadened to include the FCS institutions, since

this will soon become an FLVC standing committee. The committee agreed to keep the name as it was under CSUL (Digital Initiative Standing Committee) and Driscoll volunteered to be their Executive Committee liaison for the remainder of the current fiscal year. Garrison also reported that there are individuals on the task force who want to be able to transition to the new standing committee. The committee decided that three FCS representatives should be added to the full standing committee and that both new and current members will need to submit an application for membership.

Harrison and Driscoll will work together to get the call for applications out. The applications will need to be submitted in time for the committee to discuss them and select members at their next meeting on April 15, 2013.

Task Force/Committee Survey Process
The committee discussed the process task forces and committees should follow if they want to send out surveys. They would like to ensure that the surveys are done correctly in that the right questions are asked and would like to ensure that the same groups are not surveyed over and over. The committee decided that they would like for task forces and standing committees to notify them of surveys so they can approve them. Surveys that have been approved will be forwarded on to FLVC staff for further development and formatted for consistency and the same look and feel.

FLVC Committee Process—Charges, Applications, Timeline
Driscoll reviewed the committee timeline. The committee will work to develop charges for the User Interface and Technical Services standing committees. Muccino recommended Janice Henderson (NWFSC) as a point of contact for assistance with developing the charge for Technical Services. Driscoll will work with Harrison and Hallblade to develop the charge for User Interface. The committee will discuss the draft charges at their April 15, 2013 meeting.

7. Executive Committee Meetings
Future Topics
Muccino reported that FLVC continues to work on the timeline for FY 2013-14 and the LBR process. Input has been received by most stakeholders including the Chancellors, Joe Glover, DOE, and the Board of Governors. The organization would also like to get input from both of its executive committees and members councils on annual goals, FLVC projects, and what elements to be emphasized in the LBR.

Upcoming Meetings
The committee will meet next on Monday, April 15, 2013, from 10:00 a.m.-12:00 noon and Thursday, May 16, 2013, from 1:00-3:00 p.m. The meetings will be noticed on the FLVC website.

New Business
The committee would like to institute a process for replacing Executive Committee members who may not retain that role during the next fiscal year but that are liaisons to a task force or committee. The committee agreed to discuss this at their upcoming meetings and recognized that this may require notification to the full MCLS and a change to the bylaws which would then require Board approval.

The meeting adjourned at 3:04.