



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

Agenda

Wednesday, November 19, 2014 – 10:00 a.m. to 12:00 noon EST

Dial-in Number: **1-888-670-3525**

Participant Passcode: **575 614 9391** followed by the # key

10:00	Call to Order	Janice Henderson
10:00 – 10:02	1. Public Comment	
10:02 – 10:05	2. Approve October 28, 2014 Meeting Minutes	Janice Henderson
10:05 – 11:05	3. Next-Gen ILS	
	A. Task Force Update	Jean Phillips, Anne Prestamo
	B. Select Applicants for Evaluation/Selection Team	Janice Henderson
11:05 – 11:20	4. E-Textbook Task Force Discussion	Janice Henderson, John Opper
11:20 – 11:25	5. Update from Members Council on Distance Learning and Student Services (MCDLSS)	Don Muccino
	A. Joint MCLS and MCDLSS Meeting	Janice Henderson
11:25 – 11:35	6. MCLS Processes and Procedures	Janice Henderson
	A. Finalize December Meeting Agenda	
	B. MCLS Role Moving Forward	
	C. Draft Statement to Board of Governors (BOG)	
11:35 – 11:50	7. Update from FLVC	
	A. Transition Update	Don Muccino
	B. Organizational Updates	
	C. Project Updates	Lucy Harrison
	D. Shared Guidelines for Review	Linda McCarthy
11:50 – 11:55	8. Executive Committee Meetings	Janice Henderson
	A. Future Topics	
	B. Next Meeting Date	
11:55 – 12:00	9. New Business	Janice Henderson
12:00	Adjournment	Janice Henderson

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

Minutes

November 19, 2014

A meeting of the Florida Virtual Campus (FLVC) Executive Committee (ExCom) of the Members Council on Library Services to discuss regular business was called to order at 10:01 AM EDT pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (Northwest Florida State), Lori Driscoll (Gulf Coast State), Bill Foege (Polk State), Patricia Profeta (Indian River State), Bob Dugan (UWF), and Julia Zimmerman (FSU). The following FLVC staff was also present: Tammy Elliott, Don Muccino, Lucy Harrison, Lauren Sproull, Dave Whisenant, Ellen Bishop, and Linda McCarthy. Other guests present: Jean Phillips.

Chair Henderson called the meeting to order at 10:01 AM and Patricia Profeta recorded the proceedings of the meeting.

Roll was called and the number of voting members present determined.

Public Comment

Chair Henderson called for public comment. No public comment was forthcoming.

Approval of October 28, 2014 Minutes

Having reviewed the draft minutes distributed prior to the meeting, the committee moved to approval for the October 28, 2014 minutes. Bob Dugan moved to accept the minutes and Julia Zimmerman seconded. The minutes were unanimously approved by the voting members.

Next-Gen ILS Requirements Task Force Process (NGIRTF)

Task Force Update

Jean Phillips said the Next Gen ILS Task Force is holding a face to face meeting today. The survey results were received and the members are working in subgroups to update the requirements document. The task force has also been working on a separate document to draft criteria statements based on what it believes the consortium is seeking, as well as information on how to judge responses from the vendors. This section will go to the evaluation team giving them an opportunity to revise. The documentation will be finalized today. The task force is also working on other sections of the ITN. FLVC staff contributed documentation to describe the current environment. The evaluation process was discussed during the October 28 ExCom MCLS conference call. The wiki will show all of the work produced to date which will be helpful to the evaluation team. Then, the work of this task force is complete. FLVC will work with UWF on the ITN. Chair Henderson participated on a November 18 call between UWF and FLVC regarding the ITN process, the timeline, information from the Legislature regarding process and plans, evaluation team process, and review team. The ITN continues to be more tightly timed based on requirements from UWF and the Legislature. This group also discussed the evaluators' guide that UWF will provide to the ITN evaluators so that they know the rules and steps in the process. The evaluators and reviewers each have specific duties, responsibilities, and procurement-type rules that affect them. From Chair Henderson's perspective, the main difference is that the evaluators rate the vendors and they must be

present for all meetings whether in-person or virtual. The reviewers do not rate or score and they are not required to be present at every meeting. She asked that Lucy Harrison send the definitions from UWF regarding the role of evaluators and reviewers to the ExCom.

From Angie Jones of UWF's procurement office:

- I strongly recommend you form an Evaluation Team of not more than 10 – normally 5-7 works good. I understand your concern but you can have many reviewers. It needs to stay manageable as far as calendars and availability.
- The Evaluators must attend both the team evaluation and the presentations in order to score.
- The Reviewers can be present at both meetings and can review the proposals and give advice but not score. During the presentations, they can't address the vendors directly.
- We will only get hard copies for the evaluators and a link for the reviewers to look at.
- Both groups will have to sign a non-disclosure form. There will be too many people with access to the proposals and therefore, more opportunity for information to get out before decisions are made.
- The evaluators can't talk amongst themselves until the team meeting; however, they can talk with the reviewers.
- The evaluators can ask other staff questions if they need advice but hopefully your reviewers will have the expertise needed to address any issues.

Chair Henderson also said that this approach is different from the one for which she thought we were selecting today. She thought the group would have a larger number of evaluators. Now we will have a smaller group for scoring and rating, but a larger group of reviewers. The rules are similar, but it is only the evaluators who score and have obligatory attendance. Reviewers are an optional presence. Lucy Harrison said that the timeline provides slightly more than a week for review so the smaller group works best for that approach. Pat Profeta said that although the evaluators' team is smaller than expected, the option for the reviewers still provides more input than we thought we would have. Chair Henderson said that the evaluators cannot speak to one another unless they are meeting together; however, they can speak to reviewers. Chair Henderson said that the process using evaluators and reviewers changes how we will approach the evaluation selection team. Dugan said that the evaluation team needs to have expertise and a commitment of time. While the nature of the process changes, the direction of the process does not change.

Select Applicants for Evaluation/Selection Team

At this point, the ExCom discussed the makeup of the evaluation team based on the expertise Chair Henderson requested in her email. A question arose regarding the need to have alternates if one of the primary members cannot make the time commitment. Lori Driscoll and Chair Henderson said that the size of the reviewer group is also an important aspect to making this process a successful one. Individuals with expertise in specific areas can serve as reviewers. A question was raised about FLVC serving on this committee. The FLVC member will remain on this list as it moves to the MCLS for its final vote. Chair Henderson asked if the group indicated satisfaction with the current list. The group was in agreement.

E-Textbook Task Force Discussion

Don Muccino said that E-Textbooks were discussed at last week's Members Council on Distance Learning and Student Services ExCom meeting. The group was enthusiastic about it and wants to have this item added to a future agenda in conjunction with the MCLS. Potential progress may be shared at the December MCLS.

Chairs Henderson discussed the MCLS meeting set for Monday afternoon on June 8 and Tuesday morning June 9 at Florida SouthWestern State College. This meeting will be followed by a joint meeting with the MCDLSS on Tuesday afternoon. The LRSC then meets on June 10 with CIA meetings on June 10 and June 11. The CSUL meeting is June 4 and June 5 at UWF. The proposed joint meeting will be the first since the MCs were formed.

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

Don Muccino said the group heard a Q&A presentation from Steven Sheeley of SACSCOC. Don Muccino will see if a video of that discussion is available to share with the MCLS. There was a vendor presentation on academic integrity about how their products will help with proctoring (ProctorU). There were some brief discussions about upcoming changes and how they will approach them. Their committees are all members of the Members Council. They were beginning to discuss a model similar to the MCLS with broader participation. Sunshine Law was raised. This group has a lot less voting than the MCLS does. Change is less impactful for them in terms of the Sunshine Law.

MCLS Processes and Procedures

Chair Henderson finalized the December's MCLS meeting agenda.

- Add MCLS Processes and Procedures
- Add Don Muccino and Pam Northrup (comments and questions from Pam Northrup)
- Add MCLS Role as it moves forward based on the message from UWF President
- Add draft statement regarding eResources to Board of Governors (BOG) re: Florida Poly

Update from FLVC

Transition Update

Don Muccino provided a transition update. The day to day details are being addressed one by one. The message to UWF about taking care of the staff has been taken to heart on a case by case basis. FLVC is positioned to move on January 1, 2015. Benefits discussions are taking place. Staff seem to be getting their needs met. Leave liability is the most critical concern. Letters went out on the governance structure which generated questions. This step moves us out of the Sunshine Law. Legislative staff remains active and questions regarding the LBR. FLVC is getting feedback from MindPower, the company that is helping them with branding and changes to the website. Some of these changes are due in January 2015. These changes would also involve the distance learning and student services functions. FLVC is FLVC until they are not. The objective is not to confuse the marketplace. They are still looking at branding services. UWF processed 110 hires in one day.

Project Updates

Lucy Harrison provided the project updates. FLVC has been working with UWF procurement on eResources, specifically to get the contracts and POs processed for individual and statewide group licenses. Collection Management and eResources Standing Committee is working toward a date of November 21 for the 2016 proposal. Claire Dygert and Scott Schmucker should have impact statements to go along with the proposal for the December MCLS. There is a Primo upgrade scheduled for November 20. The file sent to HathiTrust in August has not yet been processed. FLVC is adding patron photos to their file loads. Once the kinks get worked out, the option will be available for other features. Accounts that have not been used in six months or more will be blocked. The website redesign was mentioned again with efforts being made for a combined site. Islandora will be part of the December agenda, as will be the decommissioning of DigiTool. ProQuest resources are now in Primo Central.

Shared Guidelines for Review

CCLA had several policies in place for its members. There are three policies that still need to be reviewed for revision or archival status.

The Information Gathering document can be updated with committee names. The Teleconference or Web Conference Best Practices can be revised by eliminating behavior and updating the equipment details. The Responsible Use of LINCC is still utilized by the FCS, so it can be updated and include information on the next generation system, too.

Executive Committee Meetings

This topic has been deferred until the December MCLS.

New Business

None.

Adjournment

Chair Henderson asked for a motion to adjourn. Dugan moved to adjourn Chair Henderson adjourned the meeting at 12:02 PM.