



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

**Agenda**

Tuesday, February 24, 2015 – 10:00 a.m. to 12:00 noon ET

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

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

<b>10:00</b>	<b>Call to Order</b>	Janice Henderson
<b>10:00 – 10:02</b>	<b>1. Approve January 9, 2015 Meeting Minutes</b>	Janice Henderson
<b>10:02 – 10:45</b>	<b>2. MCLS Processes and Procedures</b> <ul style="list-style-type: none"><li>A. Discuss Process for Upcoming Committee Appointments (i.e., Exec Comm, Standing Committees, Current Vacancies, Nominating Committee)</li><li>B. Proportional Representation</li></ul>	Janice Henderson
<b>10:45 – 11:00</b>	<b>3. Update from FLVC</b> <ul style="list-style-type: none"><li>A. Organizational Updates</li><li>B. MCLS Strategic Planning</li><li>C. Project Updates</li></ul>	Don Muccino Lucy Harrison
<b>11:00 – 11:15</b>	<b>4. Update from Members Council on Distance Learning and Student Services (MCDLSS)</b> <ul style="list-style-type: none"><li>A. Joint MCLS and MCDLSS Meeting (e.g., Location, Agenda)</li></ul>	Don Muccino Janice Henderson
<b>11:15 – 11:25</b>	<b>5. Executive Committee Meetings</b> <ul style="list-style-type: none"><li>A. Future Topics</li><li>B. Next Meeting Date</li></ul>	Janice Henderson
<b>11:25 – 11:35</b>	<b>6. New Business</b>	Janice Henderson
<b>11:35</b>	<b>Adjournment</b>	Janice Henderson

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

**Minutes**

February 24, 2015

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 10:00 AM ET pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (Northwest Florida State), Lori Driscoll (Gulf Coast State), Barry Baker (UCF), Patricia Profeta (Indian River State), Anne Prestamo (FIU), Barry Baker (UCF), Bob Dugan (UWF), and Julia Zimmerman (FSU). Also present: UWF staff: Pam Northrup; FLVC/CFPP (Complete Florida Plus Program) staff: Tammy Elliott, Lucy Harrison, Don Muccino, and Linda McCarthy, Brenda Ferris

Chair Henderson called the meeting to order at 10:00 AM and Patricia Profeta recorded the proceedings of the meeting.

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

**Approval of January 9, 2015 Minutes**

Having reviewed the draft minutes distributed prior to the meeting, the committee moved to approval for the January 9, 2015 minutes. Julia Zimmerman moved to accept the minutes with a minor edit to correct a misspelled name and Bob Dugan seconded. The minutes were unanimously approved by the voting members.

**MCLS Processes and Procedures**

*Discuss Process for Upcoming Committee Appointments*

Chair Henderson opted to begin the discussion with the Standing Committees. Chair Henderson reviewed the current process for committee appointments regarding vacancies with both new terms and vacancies requiring the completion of an appointment. In general, we send out a call, receive responses, review applications, and fill vacancies. If the immediate vacancy occurs shortly after the initial call, we generally review the pool to see if an alternate candidate can fill the vacancy. Vacancies occurring due to expiring terms are handled as per the standard process. With the new status with the CFPP, individuals on the MCLS can serve as either liaisons or as subject specialists. Chair Henderson said that during CCLA days, library administrators and their employees did not routinely sit on the same standing committees.

The primary question is to whom we wish to send the call. Do we want to fill the immediate vacancies now or do we want to fill the vacancies at the beginning of the fiscal year as we usually do? We can fill the vacancies now or we can wait until the new fiscal year. There are about 25 vacancies expected for the new fiscal year. Barry Baker suggested that if the current vacancies are not on critical committees, perhaps wait and do the appointments all at once. Resource Sharing and Technical Services both have vacancies now. To Chair Henderson's knowledge, standing committee chairs have not indicated problems without the member. Lucy Harrison believes that the standing committees want the positions filled.

Lucy Harrison reviewed the process for announcing the call. We could do the call now and fill the vacancies with the appropriate start times or do the call later in the spring to fill at the start of the new fiscal year. Chair Henderson asked for input from the ExCom. She supports putting the call out now and identifying people to fill immediate vacancies and scheduled vacancies. Barry Baker agreed. Chair Henderson said that it is also true that upcoming vacancies might be filled by existing members of the standing committees. In some cases, committee members could resubmit for continued participation. Chair Henderson indicated that with so many library employees across the state, it bodes well to change the members rather than keep the same members. Continuity is important. We are still early in the process of getting into these cycles. Barry Baker suggested that individuals who may not be active members might not opt to reapply. He suggested checking with the chair regarding members' participation. Chair Henderson indicated that there has not always been the appropriate level of participation for a variety of reasons.

Lucy Harrison said that borrowing from the Next-Gen ILS Task Force the committee chair could look at the existing members to see who might want to continue. The chairs could recommend individuals to maintain a member or release a member from service to a committee. Existing members would not have to reapply. The ExCom would have this information when filling vacancies. Pat Profeta said that she was concerned about perpetuating the same members with the committee chair recommendation. Chair Henderson said that the names can be included in the pool, but not automatically chosen. As per Lucy Harrison, the committee chair's recommendation does not have to be followed. Chair Henderson said that the application form is not formidable. Anne Prestamo suggested that we indicate that existing members are eligible.

When we put out the call, what will we say about individuals serving on the Members Council? Chair Henderson does not believe that there is a need for a liaison from each sector when we all serve on the MCLS as one body. We have a structure to ensure that our representation stays balanced. We alternate the chair position. We have at large members of the ExCom members from the two systems. Our standing committees are comprised of both SUS and FCS members. The liaison has a different role on the committee than the members. Barry Baker questioned why we would need two MCLS serving. Pat Profeta said it is also a burden of time on the administrators. Lucy Harrison and Julia Zimmerman both said that we can require one MCLS liaison, but other administrators can serve as a regular member of the committee. Barry Baker said that he supported this approach. Julia Zimmerman moved that the ExCom endorses this idea. Anne Prestamo seconded. The motion carried.

Brenda Ferris indicated that the vacant terms are due to end in July and would have been filled through the regular process anyway. Chair Henderson said that we could have a few of the new appointments begin their terms a few months earlier. She asked if the ExCom is alright with this approach. There was agreement. The call will be put out. Chair Henderson then asked if we want committee members who want to be reappointed to complete a new application. Anne Prestamo asked about following a two-step process. One, individuals can express interest in continuing on their committees. Two, FLVC can send out a general call for applicants. Chair Henderson does not want committee members to assume that if they want to continue, they will automatically. Julia Zimmerman believes that the completion of this short form is not an undue burden. Those individuals who are interested will complete the form and those that are not as invested in the process may not. Barry Baker concurred. Lucy Harrison liked the idea of asking the committee chairs for input because there have been occasions when the chairs have asked for assistance with non-active members. She said that we can always ask committee chairs about applicants after the submissions are received. Then, we are reviewing an entire group of applications at one time. The ExCom chair can solicit information from the committee chairs about an applicant's current level of participation. Chair Henderson is willing to call the committee chairs to learn more about existing members. As incoming chair, Anne Prestamo might also make the contact. Anne Prestamo agreed. Chair Henderson will begin the application process.

### *Nominating Committee*

Julia Zimmerman volunteered to participate on the nominating committee. Chair Henderson will work with Julia Zimmerman.

### *Proportional Representation*

At the last meeting, Chair Henderson discussed the fact that we had not had many roll call votes. In September, we discussed the four roll call votes that we had where only one vote was split between the colleges and the universities. There has been a request to discuss proportional voting or weighted voting based on the two systems. Pat Profeta indicated that Don Muccino's discussion of Alma may have been one of those split roll call votes. Chair Henderson reviewed the list in September 2014. Lucy Harrison said that Tammy Elliott placed a note at the bottom of the document which indicated that she did not count all of the majority consensus votes for the entire time period. She provided a year's worth of majority consensus votes and she called out all of the roll call votes between February 2013 and June 2014. Chair Henderson did not have a list of subsequent roll call votes since that time. This document was sent through the listserv. During those 18 months, the MCLS had only four roll call votes. Chair Henderson reviewed the votes amongst each of the distinct groups and then as an entire group. The presentation said that we were split. We were not split between the SUS and the FCS. The FCS was split in its vote. The SUS showed more of unanimity in its vote than the FCS. That meant that the vote showed a split. This information was shared with the board that there was not agreement, what the split was, and why. The vote that was more clearly defined in terms of a difference between the sectors was the database vote for LexisNexis and America's Newspapers. That vote, we voted more along with the respective systems. We have a situation where Chair Henderson would want any proportional voting plan that we considered to put through this kind of a filter and see what results. Do we end up with basically the same sort of a decision? Was it the right decision or the wrong decision in retrospect and whether that changes it? The whole purpose of Roberts' Rules of Order is for everyone to have a voice, but not for everyone to necessarily win. She also does not want people to feel disenfranchised, but at the same time, only on rare occasions have we voted as two separate systems. One of those votes was more split among the FCS than the SUS.

Julia Zimmerman indicated a philosophical problem with the weighted approach. She believes it is in the best interest of this consortium that we continue to work more as a single body moving forward than as perpetuating the notion of two distinct bodies. She has experience with both OhioLINK (all higher education institutions in the state) and GALILEO (public institutions of higher education). There did not appear the need in either of those situations to have this schism between universities and colleges. There may be some issues where we vote when it is appropriate for the SUS voices are heard and adhered in a way to resemble weighted voting, e.g., eResources voting. This eResource vote has a significant financial impact on the universities as they must replace what they lose. She thinks to say that the SUS should have more weight per vote than the FCS is an area with which she is not comfortable.

Bob Dugan said that the proportional voting could be limited to those types of votes that affect local institutional budgets. There needs to be some recognition that that may occur or has occurred in the past. It may be on a proportional vote, the SUS would still lose. When votes occur on a statewide basis that have a direct and measurable impact on a local institutional budget, there needs to be more considerations made in terms of those votes being applied.

Lori Driscoll said that this approach also impacts FCS budgets, especially larger colleges. How would we structure it? Julia Zimmerman suggested that we might weight it on FTE. Bob Dugan said that we have to be sure that FTE is a consistent and reliable number. Barry Baker said that the FCS and SUS determine their FTE differently. Bob Dugan said that we have to use a consistent and accepted measure. Perhaps, look at the BOG for this data not the individual institutions. It has to be reflective of a consensus and he is not sure that we have it.

Chair Henderson said that we might try discussing the issues and the impact on each institution/all institutions to arrive at a consensus. This approach occurred when the board reviewed the information. We are not going to cause the havoc that the 100% approach would have caused. They stopped the process for us. Bob Dugan does not think there is a parallel structure now. Chair Henderson thinks that we can look at each decision in this manner. We do better with consensus and discussion and we do not have that many roll call votes. The FCS traditionally protects the smaller institutions. Like Julia Zimmerman, Chair Henderson worries about a division by sector. Some FCS institutions might vote along with the SUS institutions. She also thinks it might be more about size and curricular offerings. Pat Profeta concurred with the curricular offerings affecting the votes. NWFSC feeds many of its students directly to UWF. Our communities are similar. NWFSC has less similarity with Valencia.

Bob Dugan does not believe that we can address the differing missions as easily as we believe. The missions, particularly when we begin to look at funding, differ significantly. When we look outside the common core, vast differences occur (e.g., research, master's level programs, state colleges, etc.). When he sees a chart impact in terms of decisions made or about to be made about databases and related resources, he does not know how we can make up for financial impact to the local institutional budgets. Some SUS do not have the financial leeway. This decision is being made on a statewide basis. He is not sure that it can be easily resolved or as easily resolved as the Chair proposes.

Lori Driscoll suggested that there may be other methods of arriving at consensus better than a majority vote. We need to identify what that method is. Anne Prestamo's impression is that the landscape has changed from what Chair Henderson described as watching out for one another's interests to the current situation where the Legislature is pitting us against one another. She referred back to the eResources vote where local needs are affected. We have unique institutional interests that we need to monitor. An FTE split gets messy. Is budget a better surrogate?

Chair Henderson suggested we put forth different ways or when we have a vote that affects budget.

Barry Baker does not know how we can arrive at a fair proportion. The SUS cannot afford to lose some of the eResources that are not easily affordable, e.g., engineering. How do we resolve something this major with all of the complexities we face?

Bob Dugan said that he is not looking to complicate the matter. He said that we also have to look at eResources as they impact accreditation, too. We have a State mandate to increase STEM graduates in fields requiring unique resources when our eResources are being reduced. These resources are not freely available on the Internet. Perhaps, we can set aside time on the June agenda for a discussion supporting a different approach. Chair Henderson believes that this discussion is the setup for the June meeting.

Bob Dugan said that we need a call to ask for options that we can raise related to proportional voting. We gave a variety of ways, e.g., local budget, FTE, programs, graduates. He suggested polling the membership and asking them. Chair Henderson said that the majority of things we do, we do by consensus. Even in roll calls, we are not split into sectors for the majority of issues. When would we utilize a vote in this manner? What kinds of votes would call this approach into play so we do not have to use this approach for all voting like approving the minutes? Bob Dugan suggested votes that impact local institutional budgets. We can use finances as one layer. There might be other layers. It does not have to be complicated to be effective. Chair Henderson said that we need a call to the membership to ask them for ways that we can accomplish proportional voting and when we would need to use it.

Julia Zimmerman suggested that we do something a little more structured like having a Task Force to come up with scenarios. The group agreed. Pat Profeta said that the MCLS needs to have the opportunity to make suggestions, too. Chair Henderson said that the Task Force would have a starting point and then ask for other ideas. She also asked who should be on the Task Force. Are we looking at ExCom and/or MCLS members? Julia Zimmerman would not mind serving, but suggested Bob Dugan serves, too. Lucy Harrison suggested Chair Henderson. Chair Henderson suggested Lori Driscoll, but Lori Driscoll thought their perspectives might be similar. Lori Driscoll suggested a representative from a larger college. Chair Henderson suggested Ruth Smith from Valencia College. This group will bring some ideas to the June meeting. Julie Zimmerman will convene the first meeting.

### **Update from FLVC**

Don Muccino provided an FLVC update.

- Administrative transfer is nearly in place.
- The new website will debut in July with branding enhancements from Mindpower, too. As part of this process, both MCs will be approached for suggestions in an ongoing manner.
- The FLVC audit for 2013-2014 is being finalized which is important as the transitions to UWF occur.
- The Tampa office is now operating virtually. The employees now have alternate work locations in their homes, but their email and phone numbers remain the same.
- FLVC is working on its annual planning process and how it will fit into the UWF planning process (UWF and the Innovation Institute). The IT strategic plan will kick off in March. FLVC is looking at a three year plan for IT as it moves forward. FLVC is looking at ways the libraries can contribute. Considerations include people, processes, organizations, and technology.

Lucy Harrison discussed some of the FLVC projects.

- A report from CSUL Technical Services Standing Committee regarding shared bibliographic quality was submitted to FLVC. The Technical Services Standing Committee has completed its review of it. They determined two separate lists of priorities. A formal response by FLVC to that report may come out this week.
- With regard to HathiTrust, UF and CSUL will confirm use cases and logic about links before FLVC does any further planning on how to implement these use cases. None of the colleges will have access to HathiTrust digital materials (except for those items that are in the public domain).
- FLVC had a request for a list of open tickets and status. As of week before last, that list is being shared with all SUS deans with discussion at an upcoming CSUL meeting about additional fields or information that the SUS deans like to see. Perhaps the colleges would like to see, too. It is a fair amount of work, but FLVC does not want to do for the FCS unless they want to see the report. Fairly soon, the deans can generate a report due to the capability of the software. The security is setup, but you cannot see all of your institution's requests. FSU and UF had the most open calls with 30+ calls still open with the other institutions having a dozen or so. Lucy Harrison said that the colleges will have fewer open calls. Chair Henderson said that the calls appear to be in process, but she did not know what the status meant. She knows that FLVC is reviewing what the status is. The majority of the open calls were within the last 3-4 months. We also need to determine what the colleges need.

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

- Don Muccino deferred to Chair Henderson who attended the meeting. Chair Henderson said that the MCDLSS meetings are different. They break into smaller work groups and work within those groups. She worked with its ExCom EC, issues, and situations. You will see information about the joint meeting shortly. We are meeting for half day together and one of the main topics is the open access textbooks and open educational resources, as well as the work of the task force. Then, other ideas for topics were shared, such as ways to work together and how to communicate with one

another. The planning basis is to work from this task force and then continue to work together other than a periodic face to face meeting. The task force shared a plotline for activities. We can suggest changes to it.

- Chair Henderson shared the MCLS actions with the MCDLSS along with comments about the ITN process.
- Don Muccino said that the second day involved work on the strategic plan. A set of questions were sent to the MCDLSS. The results of the survey were compiled. A discussion about the organization, its future and its purpose occurred. Pam Northrup discussed the next steps. She said that Russ Atkins, a retired AVP from Broward College, framed out a set of questions for moving forward with distance learning student services. Conceptually, the idea is for him to pull all of this information together to build a report which will be used for discussion in moving the MCDLSS forward. There is the notion that the Legislature is driving the activity as opposed to institution needs driving the activity. We have to find a balance. We have to do what we do relative to funding and direction. As an organization, we have to move ahead and make it work. Concurrently, we need to educate policy makers and legislative staffers as to why the things they are writing make a huge difference. Next step, Russ Atkins will write a report with a discussion at the June joint meeting. It will not frame the meeting, but it will be discussed.
- Chair Henderson asked about the website and its branding. It might be a good time to share with the ExCom. Pam Northrup said that we will have a new site and we will make modifications between now and July 1. We will be seeking input from each of the MC by way of a survey. Philosophically, the website was setup as a forward facing website to students, but behind it is the deep activity of the MC that we use on a daily basis. The goal is to build out the partners' portal as a microsite for each of the MCs. The caveat is that we build a forward facing site for the student to create a "student hub for innovative educational services." As CFPP works with Mindpower, they will assist with branding and marketing the new website. Another focus on the site will be careers. The focus of the site is a comprehensive "getting ready for college, once you are in college, and careers" site. We know that we are not allowed to call ourselves the FLVC indefinitely. The name CFPP does not have relevance to what we do, so we know as an organization we are calling ourselves CFPP. What we want to call the student facing component of the website, recommended by Mindpower, will be presented to the Board of Virtual Campus tomorrow. Once we see it, it will be a PPT or something that can be shared with ExComs and then shared with the larger group for input. They recommended is Florida Shines. We see a student hub and it is a playoff of State of Florida together being a shining example of excellence with taglines for Florida Shines. The name remains to be seen. The formal name of the organization and what logo is used will be determined soon. The library part of the organization has an official name. FLVC name will continue until July 1.

## **Executive Committee Meetings**

### *Future Topics*

- Proportional voting
- Mindpower and Florida Shines

### *Next Meeting Date*

Tammy Elliott will send out a Doodle Poll for March or early April depending on spring break dates.

## **New Business**

Committee had no new business.

## **Adjournment**

Chair Henderson asked for a motion to adjourn. Bob Dugan moved to adjourn and Anne Prestamo seconded. Chair Henderson adjourned the meeting at 11:44 AM ET.