



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

Agenda

Wednesday, July 15, 2015 – 2:30 p.m. to 4:00 p.m. ET

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

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

2:30	Call to Order	Anne Prestamo
2:30 – 2:32	1. Approve June 19, 2015 Meeting Minutes	Anne Prestamo
2:32 – 3:15	2. Legislative Update A. Next-Gen ILS Funding Update B. E-Resources Funding Update C. LBRs for FY2016-17	Pam Northrup
3:15 – 3:25	3. Executive Advisory Committee Update	Anne Prestamo, Pam Northrup, Don Muccino
3:25 – 3:35	4. MCLS Processes and Procedures A. Update on Meeting with Standing Committee Liaisons B. User Interfaces Standing Committee Vacancy C. Update from Operating Procedures Committee	Anne Prestamo Janice Henderson Janice Henderson
3:35 – 3:45	5. Update from FLVC A. Organizational Updates B. Strategic IT Task Force C. FLVC.org Website Redesign D. Project Updates	Don Muccino
3:45 – 3:50	6. Update from Members Council on Distance Learning and Student Services (MCDLSS)	Don Muccino
3:50 – 3:55	7. Executive Committee Meetings A. Future Topics B. Next Meeting Date (August 19, 2015)	Anne Prestamo
3:55 – 4:00	8. New Business A. Discuss Agenda Topics for September 2-3 MCLS Meeting	Anne Prestamo
4:00	Adjournment	Anne Prestamo

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

Minutes

July 15, 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 2:33 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Janice Henderson (Northwest Florida State), Anne Prestamo (FIU), Bob Dugan (UWF), Kathryn Miller (FPU), Tracy Elliott (State College of Florida, Manatee-Sarasota). Also present: UWF staff: Pam Northrup; FLVC/CFPP (Complete Florida Plus Program) staff: Tammy Elliott, Don Muccino, Linda McCarthy, and Lauren Sproull.

Chair Anne Prestamo called the meeting to order at 2:33 PM EDT and Kathryn Miller recorded the proceedings of the meeting.

June 19 minutes were approved with the incorporation of Lucy Harrison's comments. Tracy Elliott motioned for approval. Dugan seconded. Minutes approved.

Roll was called.

Legislative Update

Next-Gen ILS Funding Update

Pam Northrup Presenting:

- \$5 million restored to the budget for FY 2015-2015. This is good news. What did not happen this year was get additional funding through LBRs submitted last year. This means we will be able to continue with normal operation and also have some money for a new ILS.
- Year 1 Strategy. We will start with negotiations for a new ILS and plan on beginning with a lean implementation because we will have to fund this ourselves. We want to initiate a very solid implementation plan for the ILS itself. This means having consultants in and meeting with lots of people about that implementation itself. The breadth of the ILS implementation project was noted by Pam indicating the time-consuming and thorough process needed with policies and workflow.

In 2015-2016 FLVC will continue working on the bib clean up. FLVC would like to find a way to kick off the discovery tool as well.

Other next steps:

- We have Angie Jones and Janice Gilley talking about the negotiation from a procurement angle. There was a tentative team for negotiations proposed last fall, and a role-based matrix matrix was also put together. This negotiation team will be relooked at. We will start internally with the amount of money we have available.
- A LBR has been submitted through UWF BOT for \$1.5 million (approved June 2015) that would allow us to run an old and new ILS systems simultaneously. FLVC is ready to hit the go button on the Next-Gen ILS, but implement it more slowly.

- The Next-Gen ILS is on the agenda to for the next SUS Board of Governor’s meeting and Pam Northrup will work with Lisa Cook to get similar support with the State College System. Obtaining strong desire for the ILS implementation at all levels is desired.
- Negotiation team for ILS is being finalized with timeline, steps and people assigned. Anne requested that when this is sent out to the Executive Committee to include a date certain for feedback. Negotiation team needs representation from procurement and content experts.

E-Resources Funding Update

Council of Academic Vice Presidents (CAVP) (SUS) and the Chancellor’s Office have agreed to submit a LBR on behalf of the BOG for the 2016 legislative session for enhanced STEM Resources/Services.

Judy Russell has reviewed the pricing submitted by FLVC last year and has enhanced the document. Last year we requested \$2.25 million for enhanced STEM Services. Judy recommended \$2.93 million for statewide FCS and SUS resources and \$1.8 million for additional graduate resources, bringing the total request to \$4,805,302. Judy was asked to finish the LBR and get it to the Council of Academic Vice Presidents for their review by tomorrow (7/16/15). The \$2.93 million would go to FLVC to license SUS and FCS resources, and the additional money would go to the SUS for graduate resources.

ACTION ITEM: As soon as Judy is finished writing the LBR today, Pam will send out to the MCLS Executive Committee. CAVP appears to be very supportive of the STEM and Graduate resources that is something that is beneficial to the institutions in the state university system.

Anne Prestamo: The Collections Committee has taken their job in earnest and is working to have a package ready for the Members Council meeting in September.

Question: With the restoration of the 5 million in the budget to support resources for 2016 the figure they have been given does not include a supplement of 250K The 250K was added to the budget last year with non- recurring funding. Pam is looking to see if this can be done again this year. Pam will be ready to answer this question by the end of the week.

LBRs for FY2016-17

Anne Prestamo: How do we tell our story? Beyond the 12% that is purchased for everyone by the state, there is a lot of content that we share. Should we create a white paper to describe this additional shared content? This issue came up at the Collections Meeting. Is this something the Collections Committee should work on? Who should develop a white paper? What would the timeline be?

Pam Northrup: If we can get our message right, If we were to get another (e.g.) 4.8 million, we would have a different level of resource sharing. We have the state-wide intent to share systems and resources across the universities when we can. If we could pull this together for the legislator early then we could bring this to necessary parties earlier.

Pam: Yes, we need to forge ahead. If we could put together 1) what we are all sharing (details) and 2) get to bill language to see what we need to modify. Our story is bigger and we are in the right spirit of trying to share—this is the spirit that the state is looking for. Maybe there is more opportunities to share.

Don Muccino: We used to do an annual report on the resources that we share. We also need to add Florida Electronic Library and the group licensing process administered by FLVC. And then fourth component of what libraries buy themselves.

Anne: There has been much work done already in developing the doomsday scenario showed which showed information on what is currently being paid for by libraries individually. Valerie Boulos also showed a 2011 report that could provide good foundational information.

Don: We want to go beyond the resources and look at things like the ejournals where 16 million is spent in the SUS. We need to broaden our net as far as sharing opportunities beyond just the e-resource package to describe the scope of our sharing.

Pam: How do we do it? Who will pull together the information? Do we pull together a subcommittee?

Anne: Timing. We would need to have this November/December so it would be ready to go when the legislature convenes in January.

Pam: We would need to determine who on FLVC staff can take on the role of supporting the working group and then who can be on this working group.

Don: Charts and graphs desired. Informal information gathering stage now at FLVC. Don will work with staff to make this a more formal process.

ACTION ITEM: The committee agreed that Anne can consult with the CMESC for their recommendations from colleagues who could be on this committee.

Executive Advisory Committee Update

Executive Advisory Committee met last week in Orlando. Don updated the group on the meeting last week. Topics addressed at the meeting included:

- What makes FLVC Meaningful?
- How do you measure success/meaningfulness?
- Student lifecycle and how FLVC is/should be involved in it.

Pam Northrup shared that the expanded Executive Advisory Council incorporates representatives from Dept of Economic Opportunity, Career Source and K-12, and a CIO. This additional representation reflects the additional responsibility and dollars that are flowing to the Virtual Campus per legislation.

Announced: Kate Nevins will come to help us strategize and plan to bring libraries forward. Kate just retired from Lyrisis.

MCLS Processes and Procedures

A call was held to see who wants to continue serving as a liaison and as part of the liaison role to be the ones delivering their committees report at the Members Council meetings.

ACTION ITEM: Tammy will send contact information on the liaisons to Anne for follow up with those who did not come to that meeting.

Janice Henderson is working on the bylaws to reflect this new change of how we are interacting.

Operating Procedures Committee: This is in draft format and Janice is working on completing the procedures for the September FLVC meeting. A draft that will go to Pat, Ray, and Judy.

User interfaces Standing Committee: At the end of June two things happened: 1. Newly appointed member of the collection management and e-resources committee took a job in a different state.

Needed someone who was at a research university. Asked Barry if UCF could fill that role until next year. The one year appointment was to help the staggering of appointments. 2. Same thing happened with the UISC. Janice felt this needed to come to the Executive Committee before decision could be made.

ACTION ITEM: Janice motioned for Tammy and Anne to look at the list of applicants and consider if there is someone on that list who could fill the role for one year. Kathryn Miller seconded the motion. Anne called for further discussion (none ensued). Motion approved.

Update from FLVC

Strategic IT task force: This is the foundation piece that supports our services. Don mentioned discussed on FLVC's approach to cloud computing. Strategies for our services will be laid out with milestones and specific actions. Don expects a plan/document to be ready within the next few weeks.

Website redesign: Initial design of Floridashines.org was distributed this week. The web design is in the second round of QA testing. FLVC will make the go/no decisions to release next week. Floridashines.org is the Student Hub for Student Innovative Services and will include a career planning tool that FLVC has a contract for. FloridaShines also has a staff web resources site.

Project Updates: Islandora—12 items that need to be fixed before the migration is complete. FLVC is also Pulling up PALMM content in Islandora. Database quality improvement projects are ongoing. FLVC Continues to measure help desk response time.

Anne: What will happen with legacy PALM collections that are not migrating to institutional Islandora sites. Don shared that it is still under discussion.

Update on MCDLSS

Working on updating operating procedures.

Distance Learning and Student Services Members Council. Much of what happens with distance learning happens on campus not in a Members Council so the Members Council has decided to continue to address areas of legislative mandates and to go in tandem with the work that is going on with the work of the BOG. A Strategic plan for distance learning is being developed.

MCLS Executive Committee Meetings

Tracy Elliott: One future topic is to include information on OER (Open Educational Resources).

ACTION ITEM: Tracy will bring an OER update to the update for the August MCLS meeting.

Anne Prestamo asked for the committee to think about topics for September Members Council meeting.

ACTION ITEM: Tammy will put out a call for agenda items. Potential agenda items shared.

- Next Gen ILS
- E-Resources
- Pam will want time to continue the planning process

ACTION ITEM: Pam will inquire if Kate Nevins can be on site for that September meeting. Kate could serve as the kickoff for more regional meetings that would focus on strategic meetings.

- Tour of Tallahassee governance.
- Janice Gilley Introduction

- Pam and FLVC will consider if there are people in Tallahassee we should invite to the meeting or to a lunch.

Meeting adjourned at 3:57 Dugan motioned to adjourn. Tracy seconded.

Next meeting will be August 19, 2015 at 2:30.

Summary of meeting Action Items

- ACTION ITEM: Pam will send out the LBR for STEM e-resources to the MCLS Executive Committee.
- ACTION ITEM: Tammy will send contact information on the liaisons to Anne for follow up with those who did not come to that meeting.
- ACTION ITEM: Tracy will bring an OER update to the update for the August MCLS meeting.
- ACTION ITEM: Pam will inquire if Kate Nevins can be on site for that September meeting. Kate could serve as the kickoff for more regional meetings that would focus on strategic meetings.
- ACTION ITEM: Anne will consult with the CMESC for their recommendations from colleagues who could be on this committee.
- ACTION ITEM: Tammy and Anne will look at the list of earlier applicants for UISC and consider if there is someone on that list who could fill the vacancy that has occurred. The appointment will be for one year.