



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

Agenda

Wednesday, February 17, 2016 – 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 – 2:35	1. Approve Meeting Minutes A. October 21, 2015 B. December 16, 2015 C. January 20, 2016	Anne Prestamo
2:35 – 2:55	2. MCLS Meeting Debrief A. Follow-Up and Next Steps with Kate Nevins B. Membership and Charges for New Task Forces	Anne Prestamo
2:55 – 3:10	3. MCLS Processes and Procedures A. Review Process for Beginning the Call for Standing Committee Replacements B. Nominating Committee Membership	Anne Prestamo
3:10 – 3:25	4. Next-Gen ILS Update A. Next-Gen ILS Update B. Next-Gen ILS Working Groups C. Membership and Charge for New Ad Hoc Committee	Lucy Harrison, Janice Henderson, Anne Prestamo
3:25 – 3:40	5. Florida Academic Library Services Cooperative (FALSC) Strategic Planning A. Discuss Proposed Vision and Perspectives	Lucy Harrison
3:40 – 3:50	6. FALSC/FLVC Updates	Lucy Harrison
3:50 – 3:55	7. Executive Committee Meetings A. Future Topics B. Next Meeting Date (March 18 or 21, 2016, 2:30-4:00 p.m.)	Anne Prestamo
3:55 – 4:00	8. New Business	Anne Prestamo
4:00	Adjournment	Anne Prestamo

This page intentionally left blank.



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

Minutes

February 17, 2016

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 2:30 PM EDT pursuant to notice sent to all committee members.

The following committee members were present: Ray Calvert (Pasco-Hernando), Tracy Elliott (SCF Manatee-Sarasota), Lucy Harrison (FLVC), Janice Henderson (NWFSC), Kate Bernard (attending for Kathryn Miller) (Florida Polytechnic), Pam Northrup (UWF Innovation Institute), and Anne Prestamo, Chair (FIU). Bob Dugan and Kathryn Miller were unable to attend.

Approve Meeting Minutes

Minutes from October 21, 2015, December 16, 2015, and January 20, 2016, were approved.

MCLS Meeting Debrief

Follow-Up and Next Steps with Kate Nevins – FALSC Action Plan & Membership and Charges for New Task Forces:

Was there anything that needed to be added to the summary or needed greater emphasis. No comments were brought forward.

Prestamo would like to look at draft charges to working group language. Elliott commented on Communications group. Not many volunteers and there is no charge to the group. Three people cannot put together a communications plan.

Prestamo – communications needs will likely come out of the work of the working groups. Communications may be a result of the work of the working groups. Communications a follow on step, not beginning until June meeting when we have some feedback from the two other groups.

Instead of folding communications into e-resources and process and procedures workgroups, we may need a couple of people from the two working groups on the communications group.

Calvert pointed to report Page 3 – everything related to e-resources is oriented to communications. Working group plan will be how to get the message out. Northrup said Innovation Institute has a marketing group that can be part of writing, doing press release, infographics, etc., She suggested Bob Hartnett for the committee.

Based on info that comes out of the working groups, have them identify a couple of people from the two working groups that will work with Bob Hartnett to develop a communications plan.

Internal and external communications – how we package what we have to be concise and direct for Legislature to know what we are doing.

Operating Principles Working Group charge:

Develop a framework to set the context for MCLS decision-making and issue resolution. The framework should include principles that reflect the values and commitments of the FALSC membership to each other, constituents, and an effective organization. Further, this framework should be applied to known topics of decision-making (example: e-resource prioritization), while also providing context for future decisions as yet unidentified. Identify components of big picture and specific messages for communication with the specific communities to be addressed.

Prestamo said that when we distribute charges, make a statement that their recommendations will go to a communications group following their report to develop the messaging and the plan. Also designate a representative to serve on the communications group that will recommend/coordinate recommendations.

As we look at the volunteers, make sure names of workgroup volunteers are aligned with what is in the charges. The working groups will designate their own chair.

Action: Anne will work with Tammy and Lucy to get this finalized and distributed to members of the workgroups and the MCLS.

Add to the charge: designate a representative to serve on the communications workgroup that will recommend/coordinate recommendations..

Harrison suggested that Janice Gilley be asked to address both of the working groups. In cover letter say Gilley is available as a resource to meet with the committees and help them understand their relationship with the Legislature. Northrup said Gilley should be available after Session ends on March 16.

Clarification of the open questions – these “squishy questions” can be handled as the Executive Committee. Harrison suggested that at an upcoming Executive Committee meeting the group can discuss this further and identify if there are things or people you feel you would like to provide recommendations to. Let’s document that and take it to Northrup, maybe legal review. Document how you all would like for it to work better.

Elliott would like to take it to the FCS and get input on it. Would like to have time to go back and have more discussions with our own groups.

Prestamo said we may need to take more time individually to process before our March Executive Committee.

Henderson commented that her overload is in getting documents for the negotiation the day before or the day of the meeting – cannot read everything in time for the meetings.

Henderson commented that the MCLS is in the organizational chart vacuum and does not know how the Florida Virtual Campus fits with the broader organization and the University of West Florida. Henderson drew a chart at the LRSC of how she thinks FLVC relates to UWF/Complete FloridaPlus/Innovation Institute. There were a lot of people at LRSC that didn’t understand how FALSC was related. She forwarded a drawing (Org chart on how organizations are put together) to the Executive Committee. People don’t understand how the pieces fit together.

Northrup said that her team has been doing organizational charts for the FLVC (people, managers, who is doing what). Complete Florida existed and went to UWF years' ago – adult completion. Legislature like it and decided to call it all “Complete Florida Plus.” Legislature called the whole group “Complete Florida Plus” which confused everything.

Northrup has the FLVC org chart information now. Northrup said that the organizational charts will be shared with FLVC staff on March 8. She said that she will share the top level organizational chart with MCLS after that date.

Elliott commented that FCS is not included in the conversations. Northrup would like to know where the FCS is not being included in the discussions so she can make sure everyone is included in the conversations. There are no overt decisions to leave anyone out of any conversation that is occurring. Northrup said that the Communications group will play an important role to make sure that everyone feels that they have a voice. Communications needs to happen at different levels – with MCLS and provosts at institutions. Northrup wants to make sure all are engaged.

Prestamo said that further discussions about the organization and communications will be held at the March Executive Committee meeting.

Process for Call for Standing Committee Replacements

- We have a process in place. A deviation will be new additional representatives to the RSSC committee – they asked that we make the new slots available for our normal procedure.
- CMES requests that the member rotation cycle be adjusted from fiscal year to calendar year for this committee – new members join in January rather than June. 3 of 4 members scheduled to rotate off in June (Valerie Boulos, Rebecca Donalon, Shelly Schmucker) have agreed to remain on the committee until December. Rhonda Truman will rotate off in June as expected. We will request one new person join the committee for a 3 ½ year term.
- Prestamo said that the call for standing committees will go out now – four slots for CMESC, one term would begin in July 2016 and the remaining three terms would begin in January. In the future, we would have a separate timeline for call for applications for the CMESC.

Henderson moved, Calvert seconded, to move forward as stated above.

Nominating Committee Membership

Henderson volunteered to head up the nominating committee. There are three positions that need to be filled (chair-elect from SUS, SUS at large, secretary). Tracy Elliott volunteered to assist her. Henderson will talk with the three people she has in mind and will give the nominating committee recommendation to the Executive Committee in March. Henderson has talked with several people from CSUL about who to recommend.

Next Gen ILS Update

Harrison said that the negotiation team had a call this morning and are getting very close. Northrup said that ILS funding is still moving forward in the Legislature. It is important to the State of Florida and critical that we get funding for the ILS. Gilley may call on institutions in early March to put the word out. The House is supporting the ILS, but Senate has not committed.

Can we use the MCLS listserv to get a rally call out? Is there an issue of using state resources for lobbying resources? Northrup will check will Gilley.

Implementation Planning Framework

Lucy reported that she didn't get much additional feedback after the MCLS meeting. A few weeks ago there was a question on the MCLS listserv about the steering council meeting – once every other month. Judy Russell said missing was need to further acknowledge the “purpose of the implementation is to install a mission-critical enterprise software for the SUS and FCS libraries and that the back-office functions meet the needs of the library staff and the public facing functions meet the needs of our users.” Harrison said that this has come up before and we could strengthen this if need be.

Prestamo suggested that the language be strengthened and that the document be sent out after the negotiations.

Next-Gen ILS Working Groups

Participation announcement was reviewed. People interested in participating will need to see their dean or director for an application. The application was sent to the Executive Committee for review.

Discussion followed:

- It is critical to have proficiency in the areas. What validates that a person has what is needed for this project? The dean or director validates this.
- Suggestion to add statement: “special courses and prior ILS migration experience.” Tracy Elliott said that most people have not had recent migration experience – this might not be important.
- What kinds of skill sets are necessary and how do we know if they have those skill sets? We need people who can do the job and make this work.
- Maybe FLVC can get a list of credentials for being on each of the committees. Ex: experience with Q/A or software testing. Lucy said FLVC can do this.
- “Please explain your experience in:.....” -- Applicants need to provide complete information/specifics on their experience in an area.
- Updated document will be reviewed via email.
- Leave charges brief but spend more time on qualifications.

Membership and Charge for New Ad Hoc Committee

- List of volunteers is good.
- Timing – do we go ahead and convene the group or wait until conclusion of negotiations?
- Henderson said she does not intend to be very active about talking until negotiations are complete. Harrison said that would put Henderson in a tough spot and she would feel more comfortable if the group waits until negotiations are complete.
- First meeting will happen after the negotiations are complete.
- Harrison requested that as group is working, whatever criteria is developed by the group needs to be quantifiable. (ex: “there are too many duplicates” is not quantifiable)

FALSC Strategic Planning

Suggested changes to vision and perspectives. The latest version:

FALSC provides highly visible, innovative, and foundational statewide centralized automation, e-licensing support and help desk services to support all public state college and university libraries. With this support, all 40 libraries help students, faculty, and researchers succeed. FALSC's goal is to excel as a service organization by building relationships, implementing shared solutions, and demonstrating efficiencies through collaboration.

The group felt that the Vision statement sounds like a mission statement. Vision should be short and broad – not limited to three things that you do. Lucy suggested everyone think about it a little more. There are other ways to come up with a vision statement that might be more inspiring than just a who,

what, why statement. At the next meeting we could take another look. Elliott suggested that group look at book by Don Kottr, "8 steps to Change." Jim Collins also has information about vision statements that Harrison will send to the group.

FALSC/FLVC Updates

Harrison said there is nothing new to report since the MCLS meeting last week. Next-Gen Negotiations continue.

Executive Committee Meetings

Next Meeting date: March 21, 2016, 2:30-4:00 p.m.

New Business

None

Meeting adjourned at 4:03 p.m. ET.