DRAFT MINUTES
ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES
COMMUNITY AND JUNIOR COLLEGE LIBRARIES SECTION
ALA Midwinter Conference – San Antonio
Executive Committee Meeting I
Saturday, January 21, 2006 – 8:00-10:00 a.m.
Mariott Rivercenter, Conference Room #16

ATTENDANCE
Nancy Allen (ACRL Board Liaison), Elizabeth Burns (Chair, Membership Comm), Mary Carr (Past Chair) Raeann Dossett (guest), Christine Godin (Chair), Alice Lubrecht (Chair, Awards Comm), Susan Maltese (Chair, Planning and Procedures Comm), Lora Mirza (Newsletter Editor), Kenley Neufeld (Webmaster), Ann Riley (Past Secretary), Rebecca Schreiner (Incoming Chair of Program Planning, 2007), Mary Ann Sheble (Secretary), Linda Slusar (Chair, Teaching and Learning Comm), Cary Sowell (Chair, NCLR), Cynthia Steinhoff (Chair, Nominating Comm), Ellen Sutton (Vice Chair-Chair Elect), Anna Maria Watkin (guest)

CALL TO ORDER
The meeting was called to order at 8:14 a.m. by CJCLS Chair, C. Godin.

APPROVAL OF AGENDA
A report by ACRL Board liaison, Nancy Allen, and a discussion of posting minutes to the CJCLS website were added to agenda.
ACTION: Agenda approved with additions

APPROVAL OF MINUTES FROM ANNUAL CONFERENCE MEETINGS IN CHICAGO
A. Riley distributed CJCLS Executive Committee minutes from the Chicago conference and noted that she had to construct some of the minutes from memory. She asked Executive Committee members to review the minutes carefully. Several suggestions were made and will be incorporated. The minutes will be presented for approval during the second Executive Committee meeting on 1/23/06.

UNFINISHED BUSINESS
Posting Minutes
Motion by K. Neufeld: Webmaster will post unapproved minutes (clearly identified as unapproved) on CJCLS website. Executive Board will review minutes before they are posted.
ACTION: Motion approved

OFFICER REPORTS
Vice Chair/Chair Elect
E. Sutton reported on the difficulty of getting section members to serve on committees. To date, she has just 15 volunteers. K. Neufeld noted that applications submitted via the

CJCLS website and the ALA website are routed directly to the Vice Chair/Chair Elect, so all applications are being received. E. Sutton asked current Executive Board members to let her know during the meeting if they would be willing to serve on a CJCLS committee.

The Committee discussed the possibility of using the ALA Online Community software for virtual meetings. Some of the possible benefits the section might hope to realize were identified:

- May increase the number of volunteers for committees because some commitments can be handled virtually.
- May make face-to-face meetings during ALA conferences more productive because details can be handled virtually, leaving major issues for conference meetings.
- May reduce "fear of deadlines" because meaningful virtual chat/meetings can be used to fill the gaps between meetings and move projects along .

The application is available now for the Executive Committee to test.

C. Godin noted that reconfiguring the committees and consolidating committee functions should make the committees more productive and may encourage broader participation.

M. Carr suggested placing a "call for volunteers" on the CJCLS listserv. M. Carr noted the need to increase community college involvement in ACRL in other areas. She noted the proposed consolidated/streamlined CJCLS committee structure fits well with ACRL strategic directions.

Chair
C. Godin provided a summary of the program for the Annual Conference (New Orleans, 2006). The program will be on hybrid libraries. She noted that S. Bennett-Manross, co-chair of the Program Planning Committee, needs to be consulted about progress on the program. C. Godin will provide a more comprehensive report during the second Executive Committee meeting on 1/23/06.

Secretary
No report

COMMITTEE REPORTS
Bylaws (Planning and Procedures)
S. Maltese (Committee Chair) reported on the status of the CJCLS Bylaws revision. She will be asking for approval from the ACRL Bylaws Committee for the proposed changes during the conference and reporting back during the second CJCLS Executive Committee meeting. With the exception of Article VIII, Sec. 4, all proposed changes have been approved previously by the Executive Committee. She asked for approval for the recommendation from the Planning and Procedures Committee to have Article VIII, Sec 4 read:

All changes, once approved, shall be changed in the committee/position name/title and function sections in the established documentation of the Section, and in all other sources as appropriate.
ACTION: Recommendation approved

S. Maltese asked the Executive Board to approve the flexibility to adapt minor suggestions from the ACRL Bylaws Committee that do not change the substance of the proposed changes. A motion was made by C. Godin to grant this flexibility.
ACTION: Motion approved

C. Godin commended S. Maltese for her work on the bylaws revisions.

Through consensus, the Executive Committee agreed there is a need for the CJCLS Handbook to be updated. This is a separate effort from the bylaws, although the handbook has been handled by the Planning and Procedures Committee.

Library Technical Assistant Education
L. Slusar (Committee Chair) reports that the Committee is active and viable. The survey of Library Technician Programs and discussion of the possibility of seeking ALA accreditation for these programs has generated interest in the Committee. L. Slusar will send information about the survey to L. Mirza for the CJCLS Newsletter.

Linda Smith (U of Illinois Champaign-Urbana, School of Library and Information Science) asked L. Slusar to establish a liaison with ALISE. This is viewed as an encouraging sign of recognition for two-year library tech programs.

Nominating
C. Steinhoff (Committee Chair) noted the following section members were asked to be candidates for office:

ACRL Board: M. Carr, M. Rough
CJCLS Chair-Elect: L. Mirza, K. Neufeld
CJCLS Secretary: S. Bennett-Manross, E. Burns

New officers will become active following the Annual Conference (2006) in New Orleans. C. Steinhoff recognized and commended members of her Committee for their work: S. Maltese, J. Feagin

Membership
E. Burns (Committee Chair) noted that ACRL sends membership lists of people who drop their section membership and new members. She expressed concern about the lists because the status designation and timeliness is not always clear. She has been sending letters, welcoming new people, but has not been sending letters asking why people have dropped because many times, the "dropped" list includes people who are late in renewing, have changed jobs or the ALA renewal notice did not reach them. By consensus, the Executive Committee agreed this was a practical approach.

The Committee discussed the need to get people involved in the CJCLS listserv. This may serve as a platform to promote more activity in the section. L. Mirza volunteered to include a section on the listserv with testimonials in the next CJCLS Newsletter.

ACRL BOARD LIAISON
N. Allen (ACRL Board Liaison) summarized the role of the ACRL Board in establishing liaisons with ACRL sections. Each Board member is assigned as a liaison with a single section and this section is not one to which the Board member belongs.

During the ACRL Board meeting on Thursday, topics of discussion included:

- Strategic Planning efforts for the Division that will consolidate and streamline committees.
- There is a need to promote better communication between ACRL committees and between committees and the ACRL Board to promote coordinated projects and programs.
- Professional development is a primary concern of the division and the Web seminars have been well received by ACRL membership.
- Sections should not feel pressured to pull together programs for the Annual Conferences. Sections can be viable in other areas, such as setting Best Practices and publications.
- There is a need to adopt a review process for Annual Conference programs similar to that used in the National ACRL Conference planning process.
- There is a need to begin conversations about Best Practices in a variety of areas for academic libraries. These conversations will begin in spring, 2006 and are anticipated to be handled by a task force.
- Nominations for ACRL Board members are handled differently by the various sections. By 2008, nominations should be handled consistently across all ACRL sections.

M. Carr encouraged ACRL to promote more communication among sections to avoid scheduling conflicts. N. Allen noted that issue is on the list for the ACRL Board to review.

N. Allen encouraged the Executive Committee to test the ALA Online Community software. The ACRL office is not staffed to support 300 plus ACRL committee trials of the application, so sections need to do their own testing and troubleshooting.

C. Godin expressed concern about the vacancies in the ACRL office and the impact of these vacancies on support for members.

AJOURNMENT
Meeting adjourned: 10:09 a.m.

Submitted by: M. Sheble, CJCLS Secretary (1/29/06)