

VALE Executive Committee Meeting

Minutes

Friday, February 2, 2018, 12:35 p.m.

Middlesex County College, Edison, New Jersey

Present: L. Beninghove, E. Chapel, S. Chudnick, H. Craven, G. Fallon, A. Hoang, S. Muir, M. Nizolek, M. Ochoa, T. Pavlovsky, J. Toth, K. Wagner

Absent: M. Chute, J. Cohn

1. **Call to Order/Welcome**
2. **Approval of the minutes** of the December 8, 2017 VALE Executive Committee meeting held via telephone call (Toth)
3. **Program Manager search details** (Chapel)
 - a. One of the candidates cannot interview on February 13 and 14. We will save his interview for February 19.
 - b. We do not want the Program Manager position to be a PSA/union position. Ed Chapel says it is inside the Human Resources unit of NJIT and there has been no response despite follow-ups. It was agreed that the search committee should tell candidates that it is a non-union position. The position has both clerical and non-clerical responsibilities and the position does not technically supervise any employees.
 - c. The final three candidates will come in to meet with the Executive Committee for a final round interview. The Executive Committee (EC) will provide written feedback to the search committee. A survey will be circulated to the EC.
4. **Treasurer's report** (Pavlovsky)
 - a. One institution has not yet paid their VALE invoice. One institution paid the invoice but not the membership fee.
 - b. In the consultant line, Dave Hoover is paid up-to-date. Mark Sanford has been paid for automating spreadsheets a year ago.
 - c. VALE sponsored the Code4Lib conference (coming up in February in Washington, D.C.) for \$1,000 last year. Joe Toth will follow up, as we were usually asked to sponsor.
 - d. Judy Cohn has been reimbursed for VALE's retirement gift to Judy Avrin.
 - e. Payment will be reimbursed to Joe Toth for Program Manager position advertising.
 - f. Amanda Piekart will be paid for out of pocket expenses less than \$100 related to the VALE conference. Ed Chapel expressed regrets about a mix-up with name tags at the VALE conference; Amanda Piekart purchased the nametags using her own funds and conference attendees wrote their own names. Ed Chapel says we should ask him and Joe

Reardon to use their purchasing card to pay for miscellaneous expenses in the future. We are right where we thought we would be for paying for the VALE conference.

5. VALE/NJEDge Partnership (Toth / Chapel)

- a. Joe Toth reported about the NJEDge board meeting.
- b. Judy Cohn and Greg Fallon are working with Ed and Bridget to ensure the invoice process is running smoothly. They will need to convene sooner rather than later.
- c. Ed, Bridget, and Caitlin are working to understand VALE's business processes. Ed expressed regrets that he was spread so thin with the NJEDge conference; Bridget is helping now. Ed and Joe had a candid conversation and expressed their concerns. They are determined to keep open the lines of communication. They will call a partnership meeting and will keep in close contact. Taras has access to Judy Avrin's old files now.
- d. Taras says Greg and Judy will need to reach out to vendors soon. Greg says that next week they will meet with Richard Kearney and others in Piscataway to discuss reaching out to vendors, at which time they can get questions answered. Greg Fallon will provide a list of names of Purchasing and Licensing Committee members.
- e. Scott Muir inquired as to who should be on the partnership committee. It was discussed that three members are appointed: VALE chair, NJEDge CIO or designee, and three from each side. The committee will consist of the following members: Joe Toth, Scott Muir, Heather Craven, Taras Pavlovsky.

6. Outreach (Muir)

- a. Scott Muir reports that they are getting some feedback about the new VALE website. Some information needs to be corrected, which is typical with a site migration. It is a new design, but not new content. Dave Hoover will be shutting down the old site.
- b. Kurt Wagner had a phone conversation with Joe Samra from Ally; they will work with Ally further. The question of whether this will be billable was raised. Scott raised the question of at what point will it be determined when we pass from implementation to maintenance with Ally. Ed suggested that we should get an idea of what it will cost for ongoing care, feeding, maintenance of the website and it was agreed that we will need to define what we need, scope of work, division of labor. Ed will investigate this scope and present a figure to the EC. VALE will pay this fee separately to Edge in addition to its annual fees.
- c. Scott asked the group if the committee should be reinstated. Kurt stated that the new Program Manager will be responsible for website maintenance and contacting those who will execute updates.
- d. It was agreed that each member in the directory should have only one entry. Greg Fallon says that the webmaster at PCCC will be happy to be

part of the Outreach Committee because PCCC will be using Ally marketing for their new website.

- e. Taras stated that by the March 9 EC meeting, he will need cost estimates and a timeline. Kurt, Scott, Taras, and Ed will discuss this.
- f. Scott raised the issue of shutting down the VALE server and stated that it belongs to VALE but it's located at the Rutgers server farm. Kurt stated that the server will need to be deaccessioned/deinventoried properly. Permissions need to occur, data must be cleared, and it must be deleted from an inventory list.
- g. VALE should mention NJEDge more throughout our site, and we will probably feature our logos on each other's websites. Kurt just received editorial rights yesterday.

7. **Planning and Assessment** (Ochoa / Beninghove)

- a. Marilyn and Linda shared a document outlining steps and considerations that will form the strategic planning process, which should commence once the Program Manager is hired. The process will be a joint effort between the Planning and Assessment Committee, Program Manager, Executive Committee, and others.

8. **State Library Update** - Nothing further from The New Jersey State Library, as this report was provided as part of the Members' Council meeting earlier today.

9. **New Business:**

- a. **Lyrasis grant.** We discussed Pam Price's suggestion from the earlier MC meeting about applying for the Lyrasis grant. We agreed that next year VALE should have a proposal ready. Taras reminded us to add processing time because if we are applying for a grant it needs to go through the NJEDge and NJIT grant offices. It was agreed that the committee under which a grant application would fall would be based on the topic of the grant. Pam Price and Pat Tumulty raised the topics in the earlier MC meeting of Information Literacy and fighting fake news as a topic for grant application.
- b. **Open Textbook Network (OTN).** Steve Chudnick moved to have the OTN membership paid for by VALE for one year (\$15,000) as presented by Megan Dempsey earlier in the MC meeting. Kurt seconded. It was stated that OTN is similar to an advocacy group: they train the trainer and provide a forum for like-minded people, offering practical solutions. In following years the cost would be \$3,500 per year. This motion was tabled.
- c. **OER summit.** PCCC is planning on hosting a one-day summit to showcase OER and get the discussion going. Scott Muir suggested Sara Cohen as a speaker for the next VALE conference. Ann Hoang's OTN full-day workshop is scheduled for February 28; they will be meeting with the student senate at NJIT as well as the founder of OTN, deans, faculty, etc. The Open Pedagogy Discourse was discussed; Joe suggested that this may

not come from OTN but rather from others in the field like Robin DeRosa, but not from OTN. It was agreed that we need to charge a special task force to explore this topic; Megan Dempsey was suggested as a possible member for this task force. It was agreed that the Chair will appoint and charge a task force to look into joining OTN. Steve Chudnick has volunteered to be the EC liaison to the task force.

- i. It was discussed that students tend to express gratitude to the library for providing access to open textbooks because they feel the library is on their side due to high cost of textbooks. It was stated that a recent survey indicated that 2/3 of students said they didn't purchase required textbooks due to high costs. It was noted that a professor cannot give an open book exam if no one has the book. It was also noted that if a particular course section doesn't require a textbook, the students would prefer to enroll in that section.
- d. **Consortial purchase.** Taras posed the question, if there is a subset of VALE members that end up doing something that is a consortial purchase, shouldn't VALE be right in the middle as an organization? There are currently five libraries that are considering joining Ex Libris ILS. Like the VALID project had once aimed for, the API-driven Ex Libris ILS would encourage resource sharing among these five libraries. It was stated that the level of cooperation will outlive any software.