2012-04-27 SOPAG Minutes

SOPAG Minutes
April 27, 2012, Conference Call, 1pm-3pm

Present: Bernie Hurley (UCB, Recorder), Felicia Poe (CDL), Gail Yokote (UCD), Vicki Grahame (UCI), Susan Parker (UCLA), Emily Lin (UCM), Diane Bisom (UCR, chair), Luc Declerck (UCSD), Julia Kochi (UCSF), Elizabeth Cowell (UCSC), Bob Heyer-Gray (UCD, LAUC)

Absent: Gary Johnson (UCSB), **Guest**: Martha Hruska/NGTSMT

1. Agenda Review/Suggested time allocations

2. Minutes to review/approve:

- **Action**: Send edits on the April 13, 2012 draft SOPAG minutes to Diane by COB next Monday.

3. Planning for May 1, 2012 F2F meeting in Oakland

- Agenda: 1) CoUL Advisory Structure; 2) NGTS "check-in"
- Guests: Martha Hruska, Joan Starr (for NGTS portion)
- Note Taker: Bob Heyer-Gray

4. NGTS Management Team (NGTS/MT)

Action: SOPAG members will review scenarios & deliverables for discussion at the May 1st meeting.

Next steps with POT 3 Lighting Team (LT) 1: Final Report and Recommendations for the Archivists' Toolkit (AT)
POT3 and NGTS/MTS have endorsed these recommendations. HOSC was surveyed but, has not seen the report.
Action: SOPAG officially endorses the report and the NGTS/MT will send it to CDC and HOSC with a short turn-around asking if they have implementation suggestions or concerns. It will then be sent to the ULs to approve costs (mostly local) and be disseminated via the NGTS/MT communications process. SOPAG will then charge CDC to have HOSC implement these recommendations via HOSC.
Action: NGTS/MT will write up a generic process for implementing LT and POT recommendations based on this discussion for the May 1st SOPAG meeting.

Next steps with POT 4 Interim Report - Simplify the recharge process
MT has endorsed and recommends SOPAG accept recommendations which means putting POT 4 on hiatus, but still charged to: monitor the schedule of CDL monthly reports; follow-up survey on Deposit Accounts at end of 12/13; and work with campuses to adopt Library Financial Data Best Practices (Appendix 1)
Action: NGTS/MT will ask POT4 to vet the best practices draft with library business officers.
Action: Based on POT4's work to date, SOPAG endorses stopping the investigation of a secure website to view and track CDL payment recharge. Diane will alert the CoULs.
Action: NGTS/MT will ask POT4 to reword the deposit account terminology in the report and will ensure the POT4 monitors that CDL Acquisitions is submitting monthly reports promptly in a consistent, timely manner.

5. Online Education: Update
This discussion was deferred.

6. Advisory Structure Discussions
Emily walked SOPAG through her spreadsheet with questions on CoUL Advisory structure functions that she prepared to help facilitate this discussion. A conversation followed and will be continued in the May 1st meeting.
Action: Emily's spreadsheet and all other documents related to this topic will be posted on the wiki page. SOPAG members will fill out Emily's spreadsheet, as they have time.

7. CDL Update

This update was deferred.

8. ACG Updates
This update was deferred.

9. CoUL Steering Committee -- Update
This update was deferred.