

**Direction & Oversight Committee (DOC)
Meeting Agenda & Minutes**

September 14, 2018, 2:00 – 3:00 pm

Attendees: Sarah Troy (Chair, UCSC), Felicia Poe (CDL), Rice Majors (UCD), Josh Hutchinson (LAUC-UCI), Donald Barclay (UCM), Todd Grappone (UCLA), Catherine Friedman (UCSD), Stephen Kiyoi (UCSF), Michael Kim (UCSB), Steven Mandeville-Gamble (CoUL-UCR)

Recorder: Danielle Westbrook

Regrets: Beth Dupuis (UCB), Alison Regan (UCI), Ann Frenkel (UCR)

Guest(s): N/A

Zoom: <https://ucsc.zoom.us/j/143724272>

Next meeting: September 28, 2018 (2:00 – 3:00 pm), guest Rachael Samberg

Time	Lead	Notes, Decisions	Actions
10 min	ST	<p>DOC Housekeeping</p> <p>The in-person DOC meeting (Oct 18, 10am-4pm) will be at the CDL offices in Oakland.</p> <p>Rachael Samberg (UCB) will present on the Pathways to OA report at the Sept. 28 meeting. DOC members attending the “Choosing Pathways to OA” forum will brief fellow committee members at the in-person meeting (how it went, how it ties to priorities, etc.).</p> <p>Ivy Anderson has agreed to speak with DOC about the major negotiations – that is still being scheduled.</p>	
5 min	SMG	<p>CoUL update</p> <p>CoUL’s next meeting is on Sept. 20 and 21 in Oakland. The focus will be on major negotiations and planning for the Feb. 2019 meeting with President Napolitano.</p>	
10 min	DB	<p>SILS update</p> <p>The kickoff meeting took place on Sept. 10th at UCSD. The day was a success – a big thank you to UCSD for hosting. The SILS cohort came prepared and the group covered team building,</p>	

		<p>workflow, and procurement processes. A member of the OP procurement team (Bala Balakumar) also attended.</p> <p>At the DOC Oct. 18th meeting, Lena Zentall and Sarah Houghton will attend to talk about SILS; this is an opportunity to discuss how DOC as a committee can participate in SILS (at the individual level, DOC members will support their campus liaisons and ensure the campus groups are staffed and well supported).</p> <p>Several members noted that each DOC member can bring their local view of the SILS project back to DOC. Members also commented on the robust structure designed around the SILS project, and that DOC should be thoughtful about how it, as a committee, participates.</p>	
10 min	CF	<p>ILL Courier Shared Service Team update on switch from Tricor to Unity</p> <ol style="list-style-type: none"> a. In early August, Tricor sent a notice to UCOP Procurement saying that Unity was acquiring the UC Libraries system-wide courier services as of October 1. b. The ILL Courier SST learned of this on August 21, from a campus library that contracts for additional courier services. Some of the campuses, such as Davis, have a side agreement with Tricor for additional courier services and pay for these by a separate invoice. In with the latest invoice was the Tricor notice about the courier services acquisition by Unity. c. The SST, including the DOC liaison, immediately after hearing about this switch began communicating and having conference calls with CDL and UCOP Procurement staff to determine the next steps to take. d. After several discussions between the SST, CDL, and Procurement, the following strategy was developed: <ul style="list-style-type: none"> • Procurement will create a new 1-year agreement between Unity and UC with an option to renew. This will be largely based on the current agreement with Tricor. By September 25, the SST and CDL will identify reasonable service-related changes for UCOP to include in the new agreement. • Procurement will do what they need to do to finalize the one-year agreement. • Procurement will receive a transition timeline from Unity and Tricor by no later than September 24. 	<p>Action: Poe will consult with Sarah Houghton, CDL Discovery and Delivery Director, re: who should sit on the project team for CDL.</p> <p>Action: Friedman will consult with the ILL/Courier SST, re: which member(s) should serve on the project team.</p> <p>Action: Troy and Friedman will determine the remaining roster, timeline, and work plan for the project team.</p> <p>Action: Troy and Mandeville-Gamble will update CoUL.</p>

		<ul style="list-style-type: none"> • The SST will work with Unity to test the tracking and other systems needed to run the service. • The service will continue in the event contract terms are not finalized by October 1. • UC is starting to plan for a wide-ranging transportation services RFP to be put out to bid in Spring 2019. The ILL courier services will be added to that. Companies can bid on specific components of the RFP, such as for courier services, and both Unity and Tricor will be invited to bid. Generally, the contracts that come out of this RFP process will last 3 to 5 years. <p>Decision: DOC will charge a project team to develop RFP requirements for ILL, JACS, and special collections courier services, to be included in the UC-wide transportation services RFP. The services will be listed in the RFP as distinct components so that a single vendor may bid on one/some/all through the RFP process. The project team roster will need to include DOC, CDL, ILL/courier SST, RLF, and HOSC representatives.</p> <p>Decision: Troy and Friedman will serve as the DOC representatives to the courier services RFP project team.</p> <p>A DOC member noted that the project team should review the most recent library courier service RFP, as well as the existing contracts, as starting points for the new RFP requirements.</p>	
5 Min	Poe	<p>Digital Preservation Activities – Update</p> <p>UC3/CDL updates</p> <ul style="list-style-type: none"> • Steven Abrams, UC3 associate director, will be leaving CDL after 10 years to return to Harvard University as head of its newly established digital preservation program. Stephen’s contribution to the UC Libraries, CDL and UC3 has been significant and CDL will conduct open recruitment to fill the position. • Merritt repository and Dash data publishing platform have rec’d CoreTrustSeal (CTS) certification. See: https://www.cdlib.org/cdliinfo/2018/08/30/coretrustseal/ • UCOP has requested CDL conduct a review and cost/benefit analysis of all its organizational memberships. The evaluation has led to CDL’s decision not to renew its DPN (Digital Preservation Network) membership for 2018. For further background about the role of DPN in UC Libraries, see “Final report of the DPN 	

		<p>Allocation Project Team” at: https://ucop.app.box.com/file/238566850844</p> <ul style="list-style-type: none"> • The UC3 staff is looking forward to the launch of the Digital Preservation Working Group and anticipates both drawing upon the expertise of the working group and contributing to its work. <ul style="list-style-type: none"> ○ Edson Smith (UCLA) is the chair. Smith and Majors are planning for and organizing the working group’s first meeting. A scheduling poll will go out soon to working group members. 	
20 min	ST	<p>DOC Plans & Priorities (draft)</p> <p>The DOC Plans & Priorities will be discussed and finalized at the Oct. 18th in-person meeting. The goal is to keep the document lightweight and achievable.</p> <p>Several DOC members noted that the SILS will bring about a culture change that will likely impact other kinds of services and how the UC libraries think about systemwide and local initiatives.</p>	