Cooperative Purchasing Advisory Committee (CooPAC) Notes  
November 20, 2017, 2:00-3:00 pm  
by GoToMeeting

Attending: Andi, Jeff, Stef, Sara, Amy, Cathy, Cheryl, Cory, Diane, Jill, Joe, Julie, Katie, Noreen

Not attending: Dana, Melissa

1. The meeting was called to order at 2:01

2. Welcome and introductions

3. Review agenda

4. CooPAC member expectations review (including term length) - Jeff

   To help CooPAC members feel confident in their roles, we have prepared a list of expectations for your review and discussion.

   Additional documents: CooPAC member expectations

   Questions for discussion:
   a. What questions or concerns do you have about meeting these expectations?

   The group expressed that these expectations are reasonable and no further discussion was had. If anyone would like to share feedback at any time in the future, contact WiLS directly.

5. Review of strategic directions for upcoming year - Jeff

   We will discuss the 2018 strategic direction related to cooperative purchasing and share a plan for that initiative.

   It was shared that when WiLS became “new WiLS” in 2013, all other services were reexamined to make sure they would be a good fit going forward. The Cooperative Purchasing Service was not changed at that time and now, at the five-year mark with “new WiLS,” it is time to do that. It is one of the biggest and most complex services WiLS provides that involves a lot of time and staff so it’s important that the service is the best it can be. The plan was shared with the committee for how WiLS intends to gather information and identify impactful changes for the different member types that WiLS serves.

   A piece of information that would be useful for CooPAC to make these decisions would be a list of cooperative purchasing members by member type.

   It was explained that the focus group activities would provide the potential directions or options that would then be verified by the survey.

   The committee was advised to keep their eyes out for information about the beginning of this process.
6. Review of annual calendar - Jeff

*CooPAC will have three meetings this year. There are certain items that will be brought to each meeting, and additional topics will be added as needed.*

*Additional documents: Recurring items for CooPAC meetings 17-18*

There was a question about the Reseller Agreement Review and it was explained that the committee will review it each year to make needed tweaks. There was another question about the Quarterly Survey Review and about how we are going to let people know about the Coop Revamp Process. The survey is on hold until Summer. The revamp process has not been shared with members, yet. After guidance from CooPAC, WiLS will take the suggestions to the Board and then share the Revamp Process more broadly with members. It was noted that it might be most efficient to *send members a heads-up about changes to the cooperative purchasing service and the upcoming survey so they can think about their responses.*

7. Transitioning to Basecamp - Andi

*WiLS is using Basecamp for some of its consortium and for the WiLS Board. We would like to transition CooPAC to Basecamp. We’ll give a brief demo and talk about using it for the committee.*

Following the demonstration, the committee requested a testing period before the work is transitioned to Basecamp to make sure that the platform is operable with everyone’s firewalls and networks, given some feedback on potential issues. *WiLS will set up the team and invite the committee with a message to respond if the platform is working before officially transitioning into Basecamp.*

8. Future directions for cooperative purchasing service - Jeff

*Future directions for the cooperative purchasing service will be a standing agenda item. We would love to hear your ideas on how we can improve the service, which could include new vendors, new improvements to MyWiLS, new procedures, etc. etc.*

*Additional documents: Member Expectations*

*Questions for discussion:*

a. What ideas do you have for future directions for the cooperative purchasing service?

It was noted that some members are still in cut-back mode so are unable to purchase new products. It was requested that WiLS should investigate products that provide datasets like Data Planet as an addition to the service. C. Mitchell noted there are few other products that might be useful in the datasets area and will share those to J. Brunner and he will investigate. Another product requested was ProQuest Dissertations and Abstracts; J. Brunner will look into it and share as WiLS already does resell this product. Members discussed that they might like to have language from WiLS’ license negotiations with vendors, which WiLS will share in Basecamp. It was also mentioned that having the actual signed license agreements for vendors in MyWiLS would be useful. A question came up about what came of the website revamp that was discussed earlier this year that would provide information about products in a more useful way for members. WiLS is investigating CC Advisor, a database of databases, because it
might be too cost prohibitive for us to develop this in-house. It is important to WiLS that it’s a useful tool and that it’s tailored to WiLS members’ needs as much as possible. WiLS will be further investigating CC Advisor and share what is learned with the group. It was also suggested that the functionality to export MyWiLS subscriptions to Excel would be useful and WiLS will make sure that’s on the wishlist for MyWiLS development. Web of Science and Web of Knowledge are getting pricey and it was asked if WiLS has had any experience with the vendor, Thomson Reuters. WiLS has attempted to connect and find cost savings for members but with limited lasting success because vendors aren’t as interested as we would like to them to be in working with us. WiLS will try again to bring Thomson Reuters into the fold.