

**Minutes
CCL Board Meeting
Monday, July 25, 2022 | 9:00 am – 12:00 pm
Orange Coast College, Ballroom C, Costa Mesa, Calif.**

ATTENDANCE - Board Members:

Eric Hanson, John Taylor, Evelyn Lord, Alison Gurganus, Parisa Samaie, Glorian Sipman, Tina Inzerilla, Carina Love, Elnora Tayag, Mary-Catherine Oxford, Darryl Swarm, Mai Soua Lee, Treisa Cassens

ATTENDANCE – Ex-Officio, Non-Voting Members:

Amy Beadle, Dan Crump, Cynthia Orozco

ABSENT – Board Members:

Derek Monypeny, Will Breitbach,

ABSENT -- Ex-Officio, Non-Voting Members:

Gregg, Atkins, Nancy Golz

CALL TO ORDER

The meeting was called to order at 9:05 am.

APPROVALS

1) Agenda

Agenda APPROVED (Oxford/Taylor)

2) Minutes

**May 13, 2022 Board Meeting Minutes APPROVED (Inzerilla/
Gurganus)**

3) Board Appointments

- **Mai Soua Lee, College of the Sequoias (East Central Region Rep.)**
- **Carina Love, Cuesta College (West Central) second term**
- **Elnora Tayag, College of San Mateo (Southwest Bay) second term**

- Darryl Swarm, Feather River College (Northeast)
 - Alison Gurganus, San Diego Mesa College (San Diego-Imperial)
 - Derek Moneypeny, Copper Mountain College (Desert)
- MOTION: Board Appointments (Taylor/ Samaie) APPROVED**

4) Board Appointments Needed:

- **Current Interests Committee Chair to replace Will is needed (this was approved post meeting by the Board, Mary-Catherine Oxford was appointed)**
- **There is a new At-Large vacancy since John Taylor was elected incoming President. However, this doesn't need to be filled with urgency.**

DISCUSSION

1. Review the Deans and Directors evaluations, feedback committees, and concerns (Cynthia and Eric)

Cynthia presented the evaluations from the Deans & Directors virtual meeting. There were just 8 evaluations. Responses were generally positive, but the sample size was small. The Board discussed ways to increase the response rate on future evaluations. One suggestion is to gather evaluations online at the event

2. LSP Work (CCLC Contract approval, job description for CCL employee, approve budget for the FY 22-23)

The Board reviewed the CCL budget which is healthy and includes income from memberships, CCLC Consortium, and LSP.

MOTION: Approve 2022-2023 Budget (Inzerilla/Samaie) APPROVED

The Board reviewed a job description for a new position: CCL LSP Program Manager for CCCCO & CCLC Agreements.

MOTION: Approve Job Description (Oxford/Love) APPROVED

The Board reviewed contract language for the 2022-23 LSP agreement with CCL and CCLC.

MOTION: Approve draft contract language for 2022-23 LSP agreement with CCL and CCLC (Oxford/Taylor) **APPROVED**

3. CCL-EAR DEI Statement (Nancy Golz or CCL-EAR representative)

CCL-EAR Chair Nancy Golz was unable to attend today's meeting. This item will be tabled.

4. Annual Library Data Survey, notes from meeting with CCCCCO (John, Eric, Gregg)

The Annual Data Survey came up for discussion at LLRPAC. The Chancellor's Office questions its usefulness, but library representatives were able to advocate for its importance. With help from CCL, the survey will continue with the imprimatur of the Chancellor's Office.

5. Future Board Meetings, modality, duration, dates (Eric)

The Sacramento hotel has agreed to extend CCL's deposit from 2020 for another year. The Board considered two dates, the only availability for the hotel. The Board confirmed the spring Deans & Directors meeting date:

- **Fall Board Meeting (With Zoom Option), Friday (October 7, 2022), Sacramento**
- **January Board Meeting (With Zoom Option), Friday (January 27, 2023), Glendale Community College**
- **Deans & Directors, Thursday-Friday (March 23-24, 2023), Sacramento**

REPORTS

- 1) CCL Budget & Membership Update (Eric, for Gregg)

The budget was discussed under Item 2 above. [Annual Budget Report appended to minutes.]

- 2) LSP Update (Amy Beadle)

CCL took over as the LSP liaison with the Chancellor's Office.

Due to changes at the Chancellor's Office, there has been a loss of institutional memory. The LSP Governance Committee, whose charter was approved by a previous Vice-Chancellor, is not currently included in the state-wide CCC governance structure. The Chancellor's Office is interested in using LLRPAC, instead of the LSP Governance Committee, as the governance body of the LSP. However, LLRPAC does not have the capacity

(or representation) to handle this. LLRPAC is the Library & Learning Resources Program Advisory Committee and focuses on broad issues in both library and learning resource/tutoring services.

The LSP Governance Committee has recommended the purchase of OCLC services to support the LSP. OCLC was slow to respond to requests for a quote. Although OCLC finally responded with a price offer for a possible statewide purchase, it was too late to get approval from the Chancellor's Office to be included in this year's budget.

There are six colleges that have not joined the consortium. The Chancellor's Office is pushing for all colleges to join the LSP. For some colleges, it is not feasible to join the LSP since they are part of regional consortia.

There is now an active Alma-Digital cohort. Alma-Digital supports controlled digital lending.

The LSP Program hosted thirty Wednesday webinars in 2021-22.

3) Consortium Director's Report (Amy Beadle)

CCLC Consortium purchases have increased significantly over the past few years. In 2020-21, spending totaled more than \$15 million.

Consortium Manager has a new tool designed to generate input from vendors.

Although the Consortium has looked into other tools, so far Consortium manager is the best option. The Consortium upgraded Consortium Manager to a higher-end product (one that SCELG uses) and that has helped. Marissa Jackson is providing support for billing. Unfortunately, due to limitations in Consortium Manager, CCLC is still unable to change invoices.

The \$1 million proposal for federal funding for DEI content failed at the Appropriations Committee. However, Senator Padilla has taken it up again for the next budget.

4) CCL Communication Manager Report (Cynthia Orozco)

In June, Cynthia circulated an online form requesting updates from colleges.

5) LLRPAC Update (John Taylor)

LLRPAC only meets a couple times a year. Currently the committee is focused on some practical matters such as compiling a statewide list of learning resource staff.

6) ASCCC Update (Dan Crump)

Dan attended the ASCCC Executive Committee in May. Rising Scholars (serving incarcerated and formerly incarcerated) is a new focus of the Chancellor's Office and may provide an opportunity for library involvement. Libraries can also engage with statewide DEI and transfer initiatives. Dan will provide a report from CCL at the next ASCCC meeting.

CCL Committee Reports / Updates

Board committees will meet during the retreat and provide updates at that time.

1) CCL-EAR (Nancy Golz)

No report.

2) Advocacy Committee (Leslie Tirapelle or Gregg Atkins)

No report.

3) Current Interests Committee (Will Breitbach)

No report.

4) Leadership & Professional Development Committee (Alison Gurganus)

No report.

ANNOUNCEMENTS

Next Board Meeting: October 7, 2022 in Sacramento.

John Taylor will provide a tour of the Orange Coast College Library immediately after lunch, and before the start of the retreat.

ADJOURNMENT

The meeting adjourned at 12 noon, and was followed by the annual retreat at 1:30 pm.

BUDGET REPORT

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- GRANTS INCOME AND EXPENDITURE REPORT 2021-22 / JUNE 2022**

INCOME	Annual Budget	Current Month	Year-To-Date
Leadership Grant (CCCCO)	125,000.00		
LSP Reimbursement			
Interest	250.00	5.15	62.65
Miscellaneous			
TOTAL	125,250.00	5.15	62.65

EXPENDITURES	Annual Budget	Current Month	Year-To-Date
EBSCO Support	3,500.00		
<i>CCL-EAR Meetings/Grants</i>	3,500.00	759.14	759.14
Professional Development & Training	104,450.00		
<i>D & D Mtg</i>	52,000.00		4,070.00
<i>Workshops</i>	40,000.00		
<i>Area Meetings</i>	3,450.00		
<i>Special Leadership Project</i>	9,000.00		
Policy Development	35,000.00		
<i>Board Retreat</i>	20,000.00		
<i>Board Meetings</i>	15,000.00		
External CCC Group Collaboration	7,000.00		
<i>President's Travel</i>	7,000.00		2,553.44
Operational Support for Leadership Activities	100,200.00		
<i>Exec Director Salary</i>	25,000.00	2,087.00	25,000.00
<i>Communication Mgr Salary</i>	7,500.00	625.00	8,125.00
<i>Website & Outlook</i>	3,500.00		975.00
<i>Supplies & Operations</i>	2,000.00		
<i>Databases</i>	9,500.00		12,166.50
<i>Tax Prep</i>	850.00		630.00
<i>Data Survey Analysis</i>	6,000.00		6,000.00
<i>Insurance</i>	2,000.00		2,143.00
<i>Miscellaneous</i>	2,000.00	408.00	898.46
<i>Special Projects</i>	41,850.00		33,000.00
TOTAL	250,150.00	3,879.14	96,320.54

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **GENERAL OPERATING BUDGET / INCOME AND EXPENDITURE REPORT 2021-22**

STATEMENT FOR JUNE, 2022

INCOME	Annual Budget	Current Month	Year-To-Date
Memberships	12,000.00	750.00	14,250.00
Consortium	117,000.00		99,058.63
Miscellaneous	0		
TOTAL	129,000.00	750.00	113,308.63

EXPENDITURES	Annual Budget
(None)	0
TOTAL	0

COUNCIL OF CHIEF LIBRARIANS, CCC INC.

- **CHASE ACCOUNTS / TRANSACTION REPORT 2021-22**

STATEMENT FOR JUNE, 2022

SAVINGS	
Beginning Balance	317,794.33
Income	5.15
Transfer from Checking	0
Transfer to Checking	0
Reserve	3,000.00
Unrestricted Amount	314,799.48
<i>Savings Ending Balance</i>	<i>317,799.48</i>
CHECKING	
Beginning Balance	230,837.58
Income (GENERAL FUND)	750.00
Income (GRANTS)	0
Transfer to Savings	0
Transfer from Savings	0
Expenditures	3,879.14
<i>Ending Balance</i>	<i>227,708.44</i>
ACCOUNT TOTAL	545,507.92

