

Shared Resources & Digital Content
Steering Committee

Agenda – Meeting 3

October 18, 2022

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Zoom: <https://csueb.zoom.us/j/83896633766>

1. Announcements
 - a. none
2. Task force/ad hoc committee for developing a “procedures” document to accompany the ECC Criteria document
 - a. Yes. Ann, Jodi – put a call out. Holly, Stacy. Ann will put out a call & spearhead.
3. Budget Planning
 - a. Develop a list of potential one time purchases in the case of excess budget – need a procedures. Ann will fold this into the procedures document.
 - i. Lee will email SRDC members after Ann has created a form/spreadsheet. The message will say:
 - ii. SDLC may have one-time funds this fiscal year. We won’t know how much until later. In the meantime, as discussed at the 10/5 SRDC meeting, we want to be prepared with potential items to purchase, if such funds are available. After a list is compiled SRDC will prioritize the products listed. Criteria for inclusion on this “wishlist” are:
 1. One-time cost
 2. Include a justification about why/how this product would support the curriculum at most CSU campuses.
 3. SDLC will get pricing
 4. The process will be faster for products from existing vendors, but that should not limit what you propose.
 - b. Annual budgeting for one-time purchases – The task force Ann is convening could include this, but it will be impossible to have this regularly in the budget. Currently, because SDLC’s budget was increased by \$1million (from \$5mil to \$6 mil), we have some left. But, this is to cover inflation for the next several years, where we do not expect any additional funding.
4. JSTOR EBA is ending - should we survey SRDC members to see if they want to continue? – Collections Analytics will look at it. This should be on the wishlist – not a separate survey.
5. Areas of collaboration between SDLC and SRDC (Holly) – Need the process of SRDC collecting requests, so that Ann doesn’t get individual requests about it.
6. Goals discussion:
 - a. [Brainstorming document \[tabled – should be discussed at the next meeting\]](#)
7. Suggestion from the meeting of the whole: Invite subcommittees to submit written reports prior to the meetings of the whole. Emailed on the Monday before the Whole and saved as an addenda to the minutes of the Whole.
8. Subcommittee membership composition – criteria for membership? How to mentor folks who don’t have the skills.

9. Liaisons to subcommittee's update
 - a. Collection Analytics (Tracy) (see above)
 - b. Collections Licensing & Negotiation (Holly) (ran out of time)
 - c. ECC/Opt-In Vendor Liaison (Emily) (did not attend)

Adjournment