Minutes of CCLINC Steering Committee Meeting
Conference Call 2:00 p.m.
Wednesday, August 23, 2006

Facilitator: Dr. Harry Cooke, Chair, Gaston College

Attendees:

X	Deana Guido	**District I Representative, Edgecombe Community College**
X	Roxanne Davenport	**District II Representative, Pitt CC**
X	Ernest Avery	**District III Representative, Piedmont Community College**
	Denise Bosselman	**District IV Representative, Sandhills Community College**
X	Lynn Gambon	**District V Representative, So. Piedmont Community College**
X	Charles Wiggins	**District VI Representative, Blue Ridge Community College**
	Tonya Robinson	**Acquisitions Subcommittee Chair, Brunswick CC**
X	Emily King	**Cataloging Subcommittee Chair, Cleveland CC**
X	Deborah Foster	**Lending Services Subcommittee Chair, Fayetteville Tech CC**
	(Suspended)	**Media Booking Subcommittee**
X	Libby Stone	**Reports Subcommittee Chair, Gaston College**
X	Sharon Day-Lowe	**Serials Subcommittee Chair, Gaston College**
X	Dr. Bill Randall	**VP, Learning Technology Services, & IIPS Representative**
X	John Wood	**CCLINC/Sirsi System Administrator**
X	Ruth Bryan	**Director of Learning Services Technologies, NCCCS**
X	Colleen Turnage	**Director of Learning Services, NCCCS**

X = PRESENT

 **Dr. Cooke opened the meeting at 2:00 p.m. and explained that he would
need to leave in a few minutes for an important Gaston College Academic
Council meeting, which had just been scheduled. He asked Libby Stone to
facilitate the remainder of today's meeting.**

Old Business: Workflows upgrade.   Upgrades (Unicorn 3.1/Test server)

DISCUSSION: John Wood asked who had looked at the Upgrade on Thelma.
One thing to check is the cataloging settings.   The test server is now set up with
cataloging changes limited to being able to edit just your school's records. There
are 4 levels of locking access to bib changes, title, call number, copy, and mark
holdings.   Locking is per library, cannot do per login.

Charles asked if we have any particular changes and options listed.   John said
the best thing to do is go through the Unicorn 3.0 Key Enhancements which was
sent out to CCLINC, report runners, SACCLINC on July 25th.

Ruth stated that each subcommittee should check over the upgrade from their perspective before the Steering Committee makes decisions. In *Tonya Robinson's absence, Emily King agreed to take to the Acquisitions Subcommittee. Questions should be sent to John.

*Tonya Robinson has been out on medical leave and is looking for someone to replace her as the Acquisitions Subcommittee Chair.

Roxanne moved that the subcommittees make suggestions regarding the upgrade prior to next month's Steering Committee meeting. Charles seconded. Motion carried.

ACTION: Subcommittees will look at John's document (condensed from a much larger document of release notes) and try out the upgrade on Thelma (test server).

Old Business: Charles Wiggins brought up another question of whether we should run the Java client on Thelma and C client on Louise at same time.

DISCUSSION: Although you can run them simultaneously, John says that as a safe guard it is best <u>not</u> to do this.

ACTION: None

Old Business: Deborah Foster asked about the Datatel numbers that must be used for new student/faculty ID's, which can no longer be SSNs.   There are privacy issues, since the previous ID cannot be stripped out.

DISCUSSION: John says the system retains two (2) previous ID's, which can show up on reports.   Bob Blackmun came into Bill's office and joined us: he reported that David Sullivan, from the NCCCS Legal Affairs office, says that it is sufficient for us to change the "public" view, even though SSN is still imbedded. Someone asked if we could print reports with only last 4 SSNs (Reports will print out all of a data field that it is asked for, not just part of the data.).   Community patrons can use driver license ID#.

ACTION: We will double check with David Sullivan, when he returns from leave.

Roxanne brought up an "old" issue regarding the federated search engine from Serial Solutions. Ruth has been checking on pricing for federated search engine products. Each school can purchase on their own but the price is not feasible either individually or consortium wide at this point. Ruth will continue to gather information and seek funding for this project.

New Business: Curriculum Code for Early College requested by McDowell

DISCUSSION: This came up earlier in the year by another college, and it was decided that DUAL or ECHS (early college high school) would be used in user Cat 2.

ACTION: Ruth will e-mail McDowell and let them know what is currently being used by other colleges in CCLINC.

New Business: Uploading original cataloging to WorldCat/OCLC

DISCUSSION: Emily King stated that one of the schools in CCLINC wanted to upload original records directly to WorldCat/OCLC. The conclusion was that this was not a good idea; therefore, a policy statement was needed. Emily King, Cataloging Subcommittee Chair, introduced and read the policy statement, which evolved via e-mails exchanged between Emily, Roxanne Davenport, Harry Cooke, Charles Wiggins, and Colleen Turnage. Emily asked for Steering Committee's approval, whereupon, it was voted on and approved. Roxanne suggested that one additional sentence be added at the end ("Any changes to holdings must be done through LTS.").

Deborah made motion that the statement read by Emily be accepted as CCLINC policy. The motion was seconded by Roxanne and it passed.

ACTION: Emily King is e-mailing the policy statement to Steering Committee and cataloging contacts:
"CCLINC members' ability to access WorldCat/OCLC is a privilege provided to the membership by LTS, who acts as an agent for the CCLINC membership and foots the bill for access. Hence, CCLINC members agree to:

· Create or add bibliographic records to the CCLINC database using only Workflows and SmartPort, respectively

· NOT add or upload original records directly to WorldCat/OCLC via Connexion or CatExpress
· NOT update or delete holdings directly on WorldCat/OCLC via Connexion or CatExpress. Any changes to holdings must be done through LTS."

Roxanne requested that "policies" be taken out from password protection on NCCCS web page.   Ruth will start working towards moving policy data to the area on the webpage called "Policies".

Subcommittee Updates:

Acquisitions: No update at this time.

Cataloging: plans to meet the middle of September

Lending Services: No update at this time.

Serials: Will meet on August 31st

Reports: No update at this time.

Note FYI from Roxanne Davenport: wireless connection with laptop works well for inventory scanning.

Next month's meeting will be Wednesday, September, 27th, 2006 @2:00 p.m.

Libby Stone adjourned the meeting at 3:09 p.m.

Respectfully submitted,
Martha A. Robinson, Gaston College