CCLINC Steering Committee
Minutes from conference call
8/05/2008
2:00 – 2:55 p.m.

Attendees:

Facilitator:	Note taker:
Libby Stone, Chair	**Libby Stone**

NCCCLRA/CCLINC District Representatives	Subcommittee Chairs
Gerry O'Neill - present Wilson Technical Community College, District I	**Julia Mielish - present** Craven Community College, Cataloging
Roxanne Davenport - absent Pitt Community College, District II	**Deborah Foster - present** Fayetteville Technical Community College, Lending Services
Ernest Avery - present Piedmont Community College, District III	**Linda Leighty - present** Pitt Community College, Reports
Renee Dusenbury - absent Central Carolina Community College, District IV	**Allen Mosteller - present** Cleveland Community College, Serials
Karen MacMurray - present South Piedmont Community College, District V	**Inactive** Acquisitions, Media Booking
Linda Kressal - present Tri-County Community College, District VI	**Bill Randall, NCCCS LTS representative - absent**

Resource Persons:

NCCCS Director of Learning Services Technology **Ruth Bryan** - **present**
NCCCS Director of Learning Services **Colleen Turnage** - **present**
CCLINC System Administrator **John Wood – present**

----- Agenda Topic Summary -----

Overdue Notice Headers	Deborah Foster
Upgrade for Thelma	John Wood
Client Care	John Wood
Ad-Hoc Committee Report	Julia Mielish
Request from Cleveland CC	Allen Mosteller
DELETEME proposal	Roxanne Davenport
Training in Java	Ruth Bryan
Subcommittee Reports	

Overdue Notice Headers   Deborah Foster

The Lending Services committee, after surveying CCLINC colleges for input, approved the addition of several new overdue notice headers for WorkFlows. When presented to the Steering Committee, John noted that one of the headers was too lengthy and recommended that it be shortened. Deborah is working on the text of the notice and will submit all notices to the Steering Committee for final approval at the next meeting.

Upgrade for Thelma   John Wood

Thelma (Test Server) will be down Thursday, August 7th in order to upgrade the operating system to Solaris 10. **This will not affect any activity on our live server or in iLink.** There are several enhancements that the Steering Committee will need to vote on. John will send a list to the committee before the next meeting. After the upgrade, WorkFlows GL3.1 (Java Client) will become Symphony 3.2. For more information and to read the release notes, see SIRSI's client care website.

Client Care   John Wood

SIRSI has made changes to the Client Care website. All of the logins for the community colleges have had to be re-done. John sent out a memo to CCLINC directors and SAs in late June to ask for a contact name and valid e-mail address from one person at each school.

DELETEME Proposal   Roxanne Davenport

Roxanne had submitted a proposal for shortening the duration of time that we are unable to put things in DELETEME at fiscal year-end. John stated that it only takes him two to four days to run the purge of items that are in that location. The Steering Committee had made the decision early on after migrating to SIRSI in 2000 that we should give the colleges time (the full month of July) to run all of their reports before John could do the purge. Now that we have been on SIRSI for eight years, most colleges are more efficient with reports and do not need as much time. Because Roxanne was not present to participate in the discussion, Deborah Foster made the motion that this item be tabled until the next meeting; Allen Mosteller seconded, and all approved.

Training in Java Client   Ruth Bryan

Ruth sent out an assessment for training needs and has received good feedback from the colleges. Training in the Java client will be held at the System Office in September, October and early November for circulation, cataloging, reports, reserves and serials, if at least five people sign up.

Request from Cleveland CC   Allen Mosteller

Cleveland requested permission to have a mass edit of existing student records for returning students. Student email accounts have been established for the coming semester and to manually edit each returning record would be extremely labor intensive. Cleveland's IT department will populate their ID database and then the user ID will be the match point in WorkFlows. They will produce the file from the ID database and then will send it to John for him to run the report. This is only a one time request to get returning students. Allen Mosteller made the motion that Cleveland be allowed to produce the file and send to John for the mass edit. Deborah Foster seconded, and all approved.

SUBCOMMITTEE REPORTS

Ad-Hoc Subcommittee Report	**Julia Mielish**

Julia Mielish, Libby Stone, Allen Mosteller, Airen Little and Roxanne Davenport met on July 29th to discuss possible solutions for federated searching of NetLibrary titles, e-books, etc. Julia met with Ruth Bryan and John Wood regarding some "free" options using our current iLink system; the committee felt that these options would only be a temporary fix as the issue goes beyond NetLibrary. More and more libraries are purchasing their own e-book collections, electronic databases, and the trend will continue as more and more classes are offered online. The committee came up with several action items; Julia and Roxanne are looking into WorldCat Local, Allen is going to report back on Cleveland's experiences with Serials Solutions, and Libby is looking into funding options. The committee will meet again on Sept. 26.

Cataloging Subcommittee Report	**Julia Mielish**

The subcommittee has met by e-mail. Teresa Frohock has been working with more instructions for spine labels with Java; the committee just approved another spine label using Avery labels. Julia will send those instructions to Ruth to be added to the CCLINC documentation (Policies & Procedures) webpage at http://www.nccommunitycolleges.edu/Library_Resources/CCLINC.htm

Lending Services Subcommittee Report	**Deborah Foster**

Has not met, but Deborah just sent out an updated contacts list to the membership and has received notice of some changes. Will send out another updated list soon – please let her know if anyone needs to be added to the ILL contacts lists or e-group.

Reports Subcommittee Report	**Linda Leighty**

No report.

Serials Subcommittee Report	**Allen Mosteller**

Allen is working on documentation for the upcoming Java training classes – anyone on the committee or others are welcome to help with the training documents. He will teach the class at the System Office.

Next Meeting: September 30, 2008 at 3:00 p.m.