Minutes
CCLINC Steering/Implementation Team Meeting
February 13, 2001
3:00 p.m.

Present: Gretchen Bell, Ruth Bryan, Roxanne Davenport, Pam Doyle, Debbie Luck, Kathy Martin, Angela Sox, Linda Stone, Dan Swartout, Luella Teuton, Susan Williams, John Wood

Absent: Bob Blackmun, Chris Meister, Raye Oldham, Gloria Sutton, Renee Watson

CCLINC costs for 2001-2002 were discussed. Several colleges have requested information about the Sirsi costs for next fiscal year. The Business and Finance Division plans to withhold the monies from the colleges' budget before it is distributed to the colleges next fiscal year. This is the same way other statewide projects are handled. The amount of money that each college owes has not yet been determined. A CCLINC Cost Committee appointed by Luella Teuton will be studying possible ways for sharing costs and making some recommendation to the CCLINC Steering Committee in the near future. One method for sharing cost is to base it on FTE. Library FTE, which is used to calculate the Instructional Resources budget, uses Budget FTE and adds a weighted value for the different areas. College transfer and general education have a weighted value of 2. Technical and vocational have a weighted value of 1. Basic skills and occupational have a weighted value of .25. The weights were recommended several years ago by an NCCCLRA committee that was appointed to work with the Business and Finance Division looking at changing the books budget formula. Budget FTE is another option that would not use the weighted values.

The CCLINC Cost Subcommittee will meet on March 2 to discuss the above. Subcommittee members include Lisa Driver, Pam Doyle, Linda Stone, and Luella Teuton. If you have any cost concerns or questions, please contact one of the subcommittee members prior to the meeting on March 2.

The Literacy Resource Center, a small library that was added to the System Office from the Governor's Office several years ago, would like to add their literacy materials to the CCLINC union catalog and share them with the colleges. The Literacy Resource Center will be using the circulation function also. Though not a community college, this library is associated with the Basic Skills Division and it is located in the Caswell Building. The collection contains approximately 500 titles and includes videos, ESL materials, and basic skills resources. These beneficial resources would be available for ILL. Pam will provide background information about the Literacy Resource Center to Luella, who will then in turn forward the information to CCLINC members for consideration. Each consortium member will have one vote to be cast by the director.

If the Literacy Resource Center is allowed to join the consortium, the CCLINC Cost Subcommittee will have determine a method for assessing ongoing shared costs, as the Literacy Resource Center does not earn FTEs. As with other new consortium members, the Literacy Resource Center will also pay the $2000 to be added to the Unicorn System and other costs associated with training and documentation.

The Steering Committee discussed the consultant/self-study of library services statewide. Because of our severe budget cuts at the System Office, a consultant cannot be employed until after July 1and we know more about the fiscal situation. However, we could proceed with the self-study which should provide information to be used by the consultant. The proposed study will update the information contained in the Library Services Task Force report and take into consideration the role of libraries in distance learning, electronic resources, and other changes that have occurred since that report. The study will look at the groups that are currently providing services to libraries, including Library Resources, CCLINC, NCCCLRA, and CCCLA. There was some question as to the intent of the consultant and self-study, so the Steering Committee felt that we need to clarify needs and objectives. They also suggested that Bob Blackmun take this issue to CCCLA to facilitate the project so the study will be all inclusive of colleges and areas of interest.

Ruth discussed the upgrade to Unicorn 2000. She emailed directors a questionnaire concerning hours of operation during the Easter break. None of the libraries are open on Saturday, April 14, and only 6 libraries will be open on Friday, April 13. The Easter weekend seems like the best time to schedule the upgrade.

Before the upgrade is performed, Unicorn 2000 software will be loaded on the test server and a group of "testers" will be reviewing the upgrade and testing procedures. During the test period, the test server/Thelma will not be available to anyone other than the testers.   The Unicorn 2000 requires a different Workflows client software, so the Workflows client being used with the current software cannot be used. Tentative dates for testing Unicorn 2000 are March 26 – April 13.

IF THERE ARE ANY PROBLEMS WITH THE TEST, THE UPGRADE WILL BE DELAYED.

Unicorn 2000 adds a level of security for our patrons' records, has enhancements needed by the Acquisitions Committee to define the acquisitions functions, addresses the issue of shadowed items appearing in WebCat, and more.   There are release notes and a multimedia tour Unicorn 2000 that you can download from the Sirsi support page. Bear in mind that this is the generic version of Unicorn 2000 and it might vary slightly in appearance once the software is installed in our consortial environment.

<u>Subcommittee reports:</u>
Acquisitions – The subcommittee is preparing for SureStart on February 22. The agenda is agreed upon and procedures are being finalized. If there are any concerns, please pass them on to Linda Stone, subcommittee chair.

Bridges manual – No report.

Cataloging – No report.

Circulation – There was no formal report. Dan Swartout noted occasional questions concerning circ. Melanie, temporary SA, is preparing a template we can all use for statistics. A questions remains concerning expiration date of privileges and Ruth will follow-up with Melanie. The bouncing emails are identified at the UNIX level and are being studied.

Interlibrary Loan – No report.

Media Booking – No report.

Serials – No report.

Training – Gretchen emailed a survey to identify the people needing SmartPort training to complete their training requirements to get access to SmartPort. Roxanne's LRA preconference session does not substitute for her Roadshow training session. It will be a demo/discussion of SmartPort.

We have identified the need for additional training for reports. Ruth contacted Sirsi to schedule sessions for report runners and subcommittee chairs. She will contact us when dates are set. In the interim, we need to compile a survey to identify the reports we all need.

The next meeting will be held on 02/27/01 at 3:00 p.m.