

**Minutes of the CCLINC Steering Committee Meeting
August 14, 2002 at 9:00 a.m.**

Present:

Dan Swartout, Chair
Libby Stone, Acquisitions Subcommittee Chair
Bob Blackmun, NCCS IS and IIPS Representative
Ellen Williams, Serials Subcommittee Chair
Terry Holston, District I Representative
Linda Leighty, Lending Services Subcommittee Chair and District II Representative
Renee Watson, Media Booking Subcommittee Chair and District III Representative
Vickie Kolomechuk, District VI Representative
Pamela Doyle, Director of Library Resources
Roxanne Davenport, Coordinator of Bibliographic Information
Ruth Bryan, Coordinator of Library Technologies
John Wood, CCLINC/Sirsi System Administrator
Gloria Sutton, Bridges II Manual Editor

Absent:

Teresa Frohock, Cataloging Subcommittee Chair
Ernest Avery, District III Representative
Chris Meister, District V Representative

The telephone meeting of the CCLINC Steering Committee was called to order at 9:00 a.m. by the Chair, Dan Swartout.

The following corrections were made to the July 24, 2002 minutes.

Page 1. Par. 1. Line 3. "and" was changed to "an."

Page 2. Bullet 1 was changed to read " All colleges use the same patron profiles and change the way they currently operate.

Page 2. Par. 4. Sentence 3 was changed to read " A motion was made to do a circulation re-map that will give each college all the patron types as options.

Old Business:

The mission statement was discussed. It was decided that the Cooperative Agreement supersedes the earlier mission statement. There was discussion also about whether there was a need to do bylaws. The Cooperative Agreement was developed in response to a SACS requirement, not as a charter-type document. Therefore, any "bylaws" or administrative procedures for CCLINC or the Steering Committee should be in a separate document so they can be updated periodically. Linda Leighty moved that the administrative procedures be updated and included in the Bridges Manual. Roxanne Davenport seconded the motion. The motion was approved.

The changes to the Cooperative Agreement have been accepted by a majority vote of the CCLINC colleges and will be incorporated into the agreement when a total revision is done. An addendum of the approved changes will be placed on the Library Resources web site with the CCLINC Cooperative Agreement. Libby Stone and Linda Leighty will be working on procedures to be included in the Bridges Manual.

If a college does not sign the Cooperative Agreement for any reason, the Chair of the Steering Committee should talk with the Director. If the college declines because they do not wish to

cooperate with other consortium colleges as outlined in the Cooperative Agreement, then the Steering Committee will take action. If a college has a valid reason for not fulfilling the terms of the Cooperative Agreement, the Steering Committee will work with the college. Each incident will be considered individually. After further discussion about the possibility of a college not fulfilling the terms of the Cooperative Agreement without a valid reason, the decision was made to table the discussion until the next revision of the agreement are done. There is language in it that gives the Steering Committee the authority to limit access if a college is not fulfilling the terms of the agreement.

Renee Watson reported that the Media Booking Subcommittee is recommending adding a booking policy of ROOM-GROUP. John Wood can set this up very quickly. John will load it on the test server so it can be tested before moving it to the live server. The Steering Committee approved the recommendation. He needs to know the required items to associate with the booking policy of ROOM-GROUP. Renee will get more information from the colleges wanting to use this location and let John know.

Subcommittee Chairs were reminded that they have the ability to request that John set up things on the test server for them to conduct tests before bringing the final recommendations to the Steering Committee for approval.

Gloria Sutton reported that the administrative section of the Bridges Manual is complete and will be distributed to the Steering Committee this date. She will also be distributing a logo that she is recommending the Steering Committee consider for use. The Chair asked that the Steering Committee send comments about any changes needed to Gloria by August 16, so she may give the final copy to Robert James for printing and distribution. Dan also wants an electronic copy to be sent to the colleges by August 30. Gloria will send Linda Leighty and Ruth Bryan an electronic copy by next Wednesday, August 21. Ruth will convert the electronic file to PDF format and add it to the CCLINC information on the Library Resources web site.

Upgrade 2001 will be loaded on the test server by the end of August. Cleveland CC, Pitt CC, Rockingham CC, and Central Carolina CC have agreed to serve as testers for the upgrade features. Testers may download the multi-media tour from Sirsi's web site. The Steering Committee should also look at the multi-media tour. After testing begins, John and Ruth will recommend to the Steering Committee a date for uploading Upgrade 2001 to the live server. The Subcommittee Chairs need to send their checklist of features to test to Ruth Bryan by August 26.

New Business:

There is a Sirsi forum about/for consortiums. Linda Leighty asked how community college library personnel could access and contribute to it. If anyone would like to have access, please let John Wood know and he will change your access.

The circulation re-map has been completed and is working fine.

Libby Stone reported that the Acquisitions Subcommittee has three new members. A meeting is being planned for the near future.

Teresa Frohock reported that Stacy Rideout has resigned from the Cataloging Subcommittee.

Linda Leighty submitted an electronic report from the Lending Services Subcommittee. Dan Swartout will forward it to the Steering Committee.

Ellen Williams reported that the Serials Subcommittee now has nine members. They will be sending out procedures soon and will probably schedule some training later. They are also working on claiming procedures.

Rather than undertake a review of all implementation decisions made in 2000 when the Sirsi system was installed, those decisions will be reviewed as issues and concerns are addressed by each of the subcommittees and the Steering Committee.

UUGI (Unicorn Users Group International) will be discussed at the next meeting.

The next Steering Committee meeting will be on September 12 at 9:00 a.m. The Chair will send the telephone number later.

With no further business, the meeting was adjourned at 10:10 a.m.

Respectfully submitted,

Pamela B. Doyle
Recording Secretary