



CCLINC Steering Committee Minutes

5/19/2009

2:00 – ca. 3:00 p.m.

Attendees:

Chair:

Allen Mosteller

Note taker:

Roxanne Davenport

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

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** - absent

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

No Old Business

New Business:

Operating System Upgrade

Ruth Bryan

Ad-hoc and Subcommittee Reports

Old Business: None

New Business:

Operating System Upgrade

Ruth Bryan

Ruth advised that she will have to take the system down for at least part of a day to upgrade the live server's operating system to Solaris 10. The training server has already been upgraded. The scheduling of this downtime depends on the System Office IT people, but Ruth will attempt to schedule it for a Friday. Ruth will send out an email in advance of the shutdown.

The date and time of the next meeting will be set later.

Ad-hoc Committee Report

Roxanne Davenport

No report

Subcommittee Reports:

Acquisitions Subcommittee Report

Vacant

The Acquisitions Subcommittee is inactive until such time as renewed interest or concern is expressed by the CCLINC membership.

Cataloging Subcommittee Report

Julia Mielish

Julia brought 3 recommendations for approval. The first was for an equipment template for cataloging equipment records. Upon approval, Colleen will make single bib records for each type of equipment so that colleges can transfer their equipment holdings to these "approved" equipment bibs. A procedures document for this process will be distributed to all libraries and be placed on the docs web page. Deborah moved that this recommendation be approved, Roxanne seconded and the motion carried. The second recommendation was for an Item Type of ONLINE for web-based items such as the items in the NCLIVE video collection. Roxanne moved that this recommendation be approved, Deborah seconded and the motion carried. The last recommendation was a request that John run any reports possible to identify unused or little-used Item Types and Home locations so that these lists might be cleaned up. Julia made the motion for approval, Roxanne seconded and the motion carried.

Lending Services Subcommittee Report

Deborah Foster

No report.

Media Booking Subcommittee Report

Vacant

The Media Booking subcommittee is inactive until such time as renewed interest or concern is expressed by the CCLINC membership.

Reports Subcommittee Report

Linda Leighty

The summer project is to work on reorganizing the Reports online documentation so that it will be clearer and more useful to CCLINC members.

Serials Subcommittee Report

Vacant

The Serials Subcommittee is inactive until such time as renewed interest or concern is expressed by the CCLINC membership.