

Time: 2pm Meeting via WebEx.

Attendees

1 George Strawley present Steering Committee Chair	9 Amy Gustavson , present District 4 Representative
2 Tim Hunter absent Reports Subcommittee Chair	10 Vacant District 5 Representative
3 Emily Von Phaffl Cataloging/Serials Subcommittee Chair	11 Rachel McLean present District 6 Representative
4 David Wright present Lending Services Subcommittee Chair	12 Ali Norvell absent Reference Services Representative
5 Julia Mielish present Training Subcommittee	13 Colleen Turnage present Director of Library Services
6 Melanie Gnau present District 1 Representative	14 John Wood* present System Administrator
7 Mark King absent District 2 Representative	15 Wanda Barker* present Exec. Director of eLearning and Learning Technology Systems
8 Ernest Avery present District 3 Representative	In attendance: Helen Colevins, NCCCS technical services librarian. <i>*Non-voting member</i>

I. Old Business

- a. SaaS Migration Update The contract is sitting in IT procurement and has not been sent back. The contract needs to come back from ITS and then go to the Vendor before final approval. Potentially, the migration will happen in July if there are no issues.
- b. Cooperative Agreement 2014-15
 - i. Update There was a 90% approval for the cooperative agreement with 80% of libraries responding.
 - ii. Comments?
 - iii. Late/Unresolved Issues
 - 1. FERPA non-compliance

The system office has some concerns about noncompliance of FERPA. Stephen Reaves will be presenting at the Director's Institute about this and the directors and presidents will receive a letter from Dr. Williams advising them to attend. This is a required training so it must be made up if directors do not attend the Institute.

2. Implementing COSUGI provision: three options

- a. Wanda offered to see if there is something in financial rules that would prohibit the system office paying the \$100 for the COSUGI membership. George is going to double check that it is only \$100 for the entire consortium.
- b. There have been some suggestions for how to fund travel to COSUGI conference. Wanda will speak to finance about how this could work.

iv. Next steps

1. George will send the member-approved version of the agreement to Colleen and Wanda. They will forward it to NCCCS legal for review. They will also ask relevant administrators for comments on the unresolved logistical issues.

c. Batch Loading of NC LIVE ebook records

The team looked at the test version of the ebook records in Thelma and made some suggestions. Committee members commented that they would like the ebook link in the search results list to display something more user-friendly than just "URL." Members discussed alternatives like "Click here to display ebook" and others. John indicated that there is still some work to be done and that he will look at options for displaying the URL in the basic results. George will send an email around to committee members to start discussion on what the best phrase should be.

d. 856 Fields

On a related issue, David discussed changing use of the 856 field to mark where to link to ebooks once the user has gone beyond the initial results list and is looking at the bibliographic record. He showed some examples from his Credo collection of how we could modify the public note to read, "click URL to view ebook." There was discussion about other options and wording. David also suggested the language "Click Electronic Access to view ebook."

- e. Cataloging subcommittee and other vacancies: Emily Von Pfahl volunteered at NCCCLRA to chair the cataloging committee. George will contact her.

II. New Business

- a. Request for two new home locations (See attachment): There was a discussion about Roanoke-Chowan's request to create locations for its Small Business Resource Library and its Graphic Novels collection. Melanie filled the committee in on the history and reasoning for these requests. George observed that the small-business location proposal focuses on one college's needs while the graphic novels request could be used by the entire system. David moved to approve the graphic novel location and table the Small Business Center location request. Colleen seconded, all voted in favor. George will talk with Roanoke-Chowan's director, explain the decision and suggest a way of using the notes field in the item record to accomplish the same goal for the small business resource library.

III. Subcommittee and District Reports

- a. Lending Services - David Wright: No report
- b. Cataloging/Serials – Vacant: No report
- c. Reports - Tim Hunter: No report
- d. Training – Julia Mielish: No report
- e. NCCCS Library Services Advisory Council – Julia Mielish:
2014 Directors Institute will take place July 31st at Wake Tech's Northern Campus. Directors will receive more information in the upcoming weeks.

IV. Other News

Meeting adjourned at 3:39 p.m.

Attachments

Attachment 1: Request for Two New Home Locations

Hi George,

My responses are below. Please let me know if you need any other information. Have a great rest of the week and weekend!

-- the name of the new home location

- Small Business Resource Library
- Graphic Novels

-- what type of items it would contain and a rough guess of how many

- Books
 - SBRL – We currently have **21 titles** in this area. However, we will be increasing the collection since the SBC has been mandated to have a resource center on campus.
 - Graphic Novels – **190 titles and growing**

-- what circulation rule it would require

- SBRL – This would vary. Some items will be in-house use only and some would fall under the 2-week circulation rule.
- Graphic Novels – 2-week circulation rule

-- any needs you have regarding how it displays in the web catalog

- The record should display as it normally would in the web catalog with the statements included below
 - # available in Small Business Resource Library
 - # available in Graphic Novels

-- why you need it

- We do not currently have a location that meets the need to inform library users that we have these special collections and where to find them in our library.

-- why none of the current home locations fulfill your need

- The Small Business Center home location (SM-BUS-CTR) is misleading to our library users. They may assume that the resource is located in the Small Business Center, which is across campus and not in the library. Additionally, (BUS-IND-RM and BUSINESSREF)locations are also misleading because we do not have a Business Industry Room on campus. The BUSINESSREF location would be more relevant to our Business program resources and not the Small Business Center resources.
- We want to create a special collection of Graphic Novels for our library users. We have an Anime Club on campus and an Early College High School. We have a Young Adult Collection and our adult traditional students do not necessarily want to have to search through the Young Adult Collection for Graphic Novels. Additionally, if you conduct a word, phrase, or subject search for Graphic Novels, it will only retrieve 40 titles and not the entire collection of 190 titles.

Thank you for your consideration.

Regards,

Monique

Monique Mitchell, MLS, Ed.S
Dean, Learning Resources Center/Information Systems & Asst. Dean of Curriculum Programs
Roanoke-Chowan Community College
Ahoskie, NC 27910
[252-862-1250](tel:252-862-1250)
[252-862-1358](tel:252-862-1358) (fax)
memitchell6938@roanokechowan.edu
www.roanokechowan.edu

Attachment 2: Jennifer Haygood Email on How CCLINC Funding Works

[Excerpt from Colleen's forward...]

Dr. Williams suggested that I contact Jennifer Haygood via email in our departmental meeting, and copy her and Wanda to the message. I contacted Jennifer Haygood via email on 4/8/14. Jennifer responded on 4/11/14, where she addressed and clarified where the money comes from to pay for our ILS. There was some confusion about that, if you'll recall, and that is what I was instructed to ask Jennifer about.

....

Colleen,

Let's see if I can shed some light...

For many years, including FY 2013-14, the General Assembly has appropriated \$3,000,000 for Instructional Resources. Of that amount, \$500,000 is used to pay for the NC LIVE subscription for the entire System. Both CCLINC and non-CCLINC benefit from these funds that a "taken off the top" of the Instructional Resources appropriation. The remaining \$2.5 million is allocated among all 58 colleges using the Instructional Resources allocation formula. Again, all the money appropriated to the Instructional Resources line in our State Budget is used to support all 58 colleges.

Now, separate and apart from the Instructional Resources appropriation, OSBM has granted the System Office approval to use \$1.5 million "off the top" of our formula funding appropriations to support systemwide projects. Multiple appropriations constitute our "formula funding", including the curriculum instruction, continuing education instruction, basic skill instruction, and institutional/academic support. While we have the flexibility to transfer funds from any of these lines to support systemwide projects, practically speaking, we typically use funds from the curriculum instruction line item, since it is the largest.

Systemwide projects are expenditures for a variety of items that benefit either all the colleges or a large majority of colleges and cost less if procured on a systemwide basis. The SirsiDynix contract is the single largest systemwide project expenditure. The next largest expenditure is contract the System Office enters into with Blue Ridge Community College to provide environmental, health, and safety services for all 58 colleges. Other examples of systemwide projects include: a master employee dishonesty insurance policy, licensure agreement with ACT for WorkKeys, Windstar contract (this is a service that assist colleges with foreign national tax compliance), etc.

In summary, the funds used to support CCLINC are funds that are "taken off the top", but not off the top of the Instructional Resources appropriation. We do not have another source of funds from which we could afford to pay for the SirsiDynix contract on behalf of colleges. If we did, and therefore did not have to use our "systemwide project" money for that purpose, one of two things would be possible: 1) we would allocate around \$1 or \$2 more per FTE in "formula funding" to colleges or 2) we would utilize these funds

for other systemwide projects. Regardless, it would not change the amount allocated to colleges for Instructional Resources.

Does that help?

Thanks,
Jennifer

I believe Wanda still wants to meet with Jennifer Haygood at some point. Finding a date/time when everyone is available that **needs** to participate in that meeting is the challenge. This is a very busy time of year for system office staff.

I hope this addresses all **your** questions and concerns.

Colleen Turnage, MLIS
Director of Library Services
Learning Technology Systems
North Carolina Community College System
MSC-5006 (#56-50-00)
200 W. Jones St.
Raleigh, NC 27603
E-mail: turnagec@nccommunitycolleges.edu
Phone: [919-807-7066](tel:919-807-7066)
Fax: [919-807-7168](tel:919-807-7168)
Office hours: M-F, 7:30am-4:00pm EST

+++++