



# CCLINC Steering Committee Minutes

1/27/2009

2:00 – ca. 2:40 p.m.

**Attendees:**

**Facilitator:**

**Libby Stone, Chair**

**Note taker:**

**Roxanne Davenport**

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

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

**Old Business:**

Overdue notice headers	John Wood
Upgrade for Thelma	John Wood
Training Update	Ruth Bryan

**New Business:**

Review of Cooperative Agreement	Libby Stone
Review CCLINC procedures	Libby Stone
Election of New SC Chair	Libby Stone

**Ad-hoc and Subcommittee Reports**

**Old Business:****Overdue notice headers****John Wood**

All the new notices are on the live server. To use them, report runners must edit existing reports or create new reports that reference the new notices. Libby noted that the plan is to put a list of all existing notice headers on the CCLINC website – Ruth said she would work on the list. Deborah noted that the overdue reports were created by the original system administrator when we first went online with Sirsi, and that report runners aren't necessarily familiar with the settings. Deborah and John will work to resolve questions.

**Upgrade for Louise****John Wood**

It was voted to schedule the upgrade of the live server for Jan. 29<sup>th</sup>. CCLINC members are reminded that each PC running a client must be upgraded separately, and that both the C and the Java clients must be updated. John will send out an email with instructions for upgrading the clients once the server upgrade is complete.

CLIENT REMINDERS (these will appear perpetually until problems cease to arise):

- it is possible to have both the C and the Java clients loaded and active on the same PC;
- Java client users have to request wizard authorizations from John for EACH wizard needed (don't just say "all!");
- wizard properties have to be set in the Java client, they do not carry over from the C client;
- both clients work with the same database (assuming one is logged in to the same server with both clients);
- it is possible to log both clients in at the same time on the same computer with the same user name and password

**Training update****Ruth Bryan**

Ruth noted that no new site training is planned due to the restrictions on travel. Colleen is still doing some one-on-one training, and has put 2 cataloging powerpoints on the CCLINC website.

**New Business:****Review of Cooperative Agreement****Libby Stone**

A memo asking the CCLINC directors to review the Cooperative Agreement was sent out, and to this date, no requests have been received for changes, additions or deletions.

**Review of CCLINC procedures****Libby Stone**

Subcommittee chairs should review online procedure documents by end of March to see if updating or editing is required.

**Election of new SC chair****Libby Stone**

Libby noted that normally the new SC chair would be selected at the annual NCCCLRA conference, but there will be no conference this year. Allen Mosteller has indicated that he would be willing to take on the SC chairmanship. Libby will send a letter to this effect to all the CCLINC libraries.

**The next meeting will be March 24th at 2:00 pm.**

**Ad-hoc Committee Report**

**Roxanne Davenport**

Roxanne has not called on the Subcommittee chairs yet. She has received copies of all the Steering Committee minutes from the beginning and will be going through those in order to compile a draft Orientation Checklist to work from. This will be submitted to the Subcommittee chairs for their input, and then to the Steering Committee.

**Subcommittee Reports:**

**Acquisitions Subcommittee Report**

**Vacant**

No report. The Acquisitions Subcommittee is inactive until such time as renewed interest is expressed by the CCLINC membership.

**Cataloging Subcommittee Report**

**Julia Mielish**

No report. The subcommittee will be meeting sometime next month.

**Lending Services Subcommittee Report**

**Deborah Foster**

Deborah is still trying to fully update the list of current ILL contacts and hopes to have it out in the next few days.

**Media Booking Subcommittee Report**

**Vacant**

The Media Booking subcommittee is inactive until such time as interest or concern arises from the CCLINC membership.

**Reports Subcommittee Report**

**Linda Leighty**

No report.

**Serials Subcommittee Report**

**Allen Mosteller**

No report.