

Minutes of the CCLINC Steering Committee Meeting
Taken by: Kathy Martin
April 11, 2001
1:00 pm via conference call

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- Cost Committee Recommendations Approved
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- WebCat Customization – Some of your questions answered
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Present: Bob Blackmun, Chris Meister, Dan Swartout, Debbie Luck, Gerry O'Neill, John Wood, Kathy Martin, Libby Stone, Marion Ramos, Pam Doyle, Raye Oldham, Renee Watson, Roxanne Davenport, Ruth Bryan, Stephen Hawkins, Susan Williams.

Absent: Gloria Sutton, Gretchen Bell, Luella Teuton, District III Representative, District IV Representative.

A special thanks to Linda Leighty for calling in for me and taking role.

Unicorn 2000

- The Unicorn 2000 upgrade will take place April 27, 28 & 29
- There are a lot of new beneficial features with Unicorn 2000
- Current location will be changeable.
- Standalone in 2000
- Unicorn 2000 wizards have to be set for each login

The Unicorn 2000 upgrade has been delayed two weeks due to the fact that the update command does not work. The upgrade will take place over April 27, 28 & 29. Be sure to contact your local System Administrator for your school if this is something that you have to do for upgrades. FTP instructions are being written to distribute to the local system administrator's. The Unicorn 2000 testers will test the instructions before they go out. The instructions will also include directions on how to transfer our toolbars with the upgrade. Keep these instructions should you get a new computer in the future and want to transfer your toolbar from machine to machine.

The Unicorn 2000 testers have been trying various functions in Thelma and things have been going smoothly. Most concerns have not been upgrade breakers and there a lot of new, really beneficial features that come with Unicorn 2000. It is definitely something to look forward too.

One of the changes in Unicorn 2000 is that you are not able to change the current location of an item. This is something that we are currently able to do with Unicorn 99.4. This is a global change. The Steering Committee discussed this issue and decided to make the global change so that the current location is changeable. John Wood will make this change after the upgrade.

How the standalone module will work with the upgrade is being investigated.

In order for people to have access to the new wizards in Unicorn 2000, John Wood has to go in to each user login individually and add the wizards. It will take up to a couple weeks for all of the logins to have their wizards activated. John is going to come up with a list of the new Unicorn 2000 wizards and Ruth is going to disseminate it to each director and system administrator, who will decide which logins at their schools need which wizards.

Cost Committee Recommendations

The Steering Committee unanimously approved the Cost Subcommittee's recommendations that:

1. Shared ongoing maintenance costs be based on FTE (See Addendum 1 for the Projected Shared costs worksheet)
2. The New Member cost will be based on the template (see Appendix 2 for the New Members Cost Template)
3. The Literacy Resource Center will be assessed a fee of \$100 annually to cover their portion of the maintenance fees

The 1999-2000 FTE should now be available.

South Piedmont Dataload

The Steering Committee approved the South Piedmont dataload. Pam Doyle is going to write Sirsi a letter giving them the official go-ahead.

WebCat Customization

There were several questions regarding the customization of WebCat. John Wood is still learning what is global when it comes to customizing WebCat and what is local. Basically, the way WebCat looks is global, and anything that is changed requires local customization, which only John can do.

Ruth Bryan sent out a survey last August about different local customization options and heard back from several schools. John is going to go through the list and double check to see what buttons and options are available. Ruth and John will then come up with a sheet of what can and cannot be changed, and Ruth will send the survey out to all the schools.

Several people have noticed that when using WebCat in Internet Explorer, the navigation buttons remain at the top of the screen even as you are scrolling through results. However, this does not happen when you are using Netscape. This is because the two browsers handle frames differently and Sirsi's WebCat is set up to handle them differently in the different browsers. Nevertheless, it can be changed so that the buttons also remain at the top of the screen in Netscape Navigator. Since it is a global decision and would affect everyone if we make the change, John Wood is going to find out what the lowest level of Netscape this will work with and the Steering Committee will decide where to go from there.

PINs

For those of you who attended the last CCLINC meeting, you know that PINs are a somewhat contentious issue. Every school that was there wanted them removed. Unfortunately, I didn't pass around a sheet to find out what schools were there. In the minutes for that meeting, I asked each school to reply to me by April 16, 2001, as to whether they wanted their PINs removed, did not want their PINs removed, or already had their PINs removed. Out of 43 colleges, I heard back from 15. Of those fifteen schools, 3 already have their PINs removed, 9 want their PINs removed, 2 do not want their PINs removed, and 1 said that they were willing to go with the group decision.

It would be wrong to make a decision for all 43 libraries based on 15 responses. So for the schools who do not want your PINs removed, do not do anything. For the schools that do want your PINs removed, contact John Wood, Sirsi System Administrator to have them removed. You will still see the PIN box on the registration screen when you are registering a patron; however, it will be left blank. And your patrons will still see a box for their PIN on the WebCat screen; they will have be educated that they do not need to use it.

Role of the Sirsi SA

Things to remember when you email the sirsi helpdesk:

- CC Ruth! CC Ruth! CC Ruth! It is **very important that you CC Ruth** because Ruth keeps track of all of the questions that come in to the helpdesk and tracks them. It is impossible for Ruth to track messages that she doesn't know exist, so it is extremely important that you CC her so that she can.

The Sirsi SA's job description is in process of being renegotiated. When it is finalized, LRS will make it available.

In the past there has been some confusion over what kind of questions are appropriate for the Sirsi SA. It is okay to ***ask the Sirsi helpdesk anything***. Allow me to repeat. It is alright to ***ask the Sirsi helpdesk anything***. If it is a question that will require one-on-one interaction or a substantial amount of time, if John has other issues he has to deal with, he will pass the question on to the appropriate subcommittee head. Subcommittees may have already come across similar questions or have a training aid or handout which will aid the questioner.

Next Meeting Date/Time

April 24, 2001 @ 3:00 pm via telephone. The main order of business is going to be the Cooperative Agreement. If you have anything else that you would like to be sure is on the agenda, please email me at kmartin@pcc.pitt.cc.nc.us.

Subcommittee Reports

Due to time restraints, we did not get to subcommittee reports at this meeting.

Questions? Comments? Suggestions? Feel free to contact me at kmartin@pcc.pitt.cc.nc.us or 252.321.4358.

Addendum 1 - Projected Shared Costs.

**NORTH CAROLINA
COMMUNITY COLLEGE
SYSTEM
SIRSI MAINTENANCE
COSTS SHARED AMONG
MEMBER COLLEGES
Based on Budget FTE
for FY98-99**

	TOTAL BUDGET FTE	AMOUNT
ALAMANCE CC	2,515	\$4,430
ASHEVILLE-BUNCOMBE TCC	0	0
BEAUFORT COUNTY CC	1,668	2,938
BLADEN CC	953	1,678
BLUE RIDGE CC	1,774	3,124
BRUNSWICK CC	1,034	1,821
CALDWELL CC & TI	0	0
CAPE FEAR CC	0	0
CARTERET CC	0	0
CATAWBA VALLEY CC	0	0
CENTRAL CAROLINA CC	4,028	7,094
CENTRAL PIEDMONT CC	0	0
CLEVELAND CC	1,880	3,311
COASTAL CAROLINA CC	3,956	6,968
COLLEGE OF ALBEMARLE	1,894	3,336
CRAVEN CC	2,155	3,796
DAVIDSON COUNTY CC	0	0
DURHAM TCC	3,635	6,402
EDGECOMBE CC	1,925	3,390
FAYETTEVILLE TCC	8,246	14,523
FORSYTH TCC	0	0
GASTON COLLEGE	3,379	5,951
GUILFORD TCC	0	0
HALIFAX CC	1,598	2,814
HAYWOOD CC	1,522	2,681
ISOTHERMAL CC	0	0
JAMES SPRUNT CC	1,180	2,078
JOHNSTON CC	2,849	5,018
LENOIR CC	2,411	4,246
MARTIN CC	947	1,668
MAYLAND CC	989	1,742
MCDOWELL TCC	1,082	1,906
MITCHELL CC	0	0
MONTGOMERY CC	0	0
NASH CC	1,869	3,292

PAMLICO CC	400	705
PIEDMONT CC	1,578	2,779
PITT CC	4,202	7,401
RANDOLPH CC	1,980	3,487
RICHMOND CC	1,774	3,124
ROANOKE CHOWAN CC	830	1,462
ROBESON CC	0	0
ROCKINGHAM CC	1,815	3,197
ROWAN-CABARRUS CC	3,314	5,837
SAMPSON CC	1,430	2,519
SANDHILLS CC	3,114	5,485
SOUTH PIEDMONT CC	1,420	2,501
SOUTHEASTERN CC	2,217	3,905
SOUTHWESTERN CC	1,899	3,345
STANLY CC	1,500	2,642
SURRY CC	0	0
TRI COUNTY CC	996	1,754
VANCE-GRANVILLE CC	3,309	5,828
WAKE TCC	7,710	13,579
WAYNE CC	3,079	5,423
WESTERN PIEDMONT CC	0	0
WILKES CC	2,119	3,732
WILSON TCC	1,616	2,846
TOTAL	99,791	\$175,758

\$175,758

Addendum 2- New Members Cost Template

Community College Libraries in North Carolina (CCLINC)

New Member Costs

ONE TIME:

New Members must pay the following basic costs for the Sirsi Academe Library System.

Base cost \$2,000

Project Management Fee (*Sirsi Delivery Dept. will work with the library in setting up library profile and policies. Many of the policy options have already been defined by the CCLINC Implementation Team.*)

4 hrs. for \$ 800

8 hrs. for \$1,600 _____

Migration of data Quote from Sirsi*

Training (Select 5 days. On site. Maximum 10 people.) \$6,125

1 day Cataloging

1 day Circulation

1 day Academic Reserves

2 days Serials

2 day Acquisitions

1 day Reports

Documentation (CD) \$ 100 each

System Support costs:

New members will be assessed a system support cost comparable to those paid by each CCLINC member college initially for Equipment & Software. This cost was approximately \$5.00 per Budget FTE.

_____ Budget FTE x \$5.00 each = _____

SUBTOTAL ONE-TIME COSTS: _____

ONGOING COSTS:

New members will share the ongoing maintenance costs based on Budget FTE.

Sirsi Unicorn Maintenance Cost for FY _____ _____

TOTAL ONE-TIME AND ONGOING COSTS: _____

*Dataloads are not currently allowed.