

**Minutes of CCLINC Steering Committee Meeting
Conference Call
Wednesday, July 20, 2005**

Facilitator: Roxanne Davenport, Chair, Pitt CC

Attendees:

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| | Peggy Quinn | District I Representative, Wake Tech CC |
| X | Susan Basnight | District II Representative, Pitt CC |
| X | Fannie Dillard | District III Representative, Rowan-Cabarrus CC |
| X | Renee Dusenbury | District IV Representative, Central Carolina CC |
| JIP | Harry Cooke | District V Representative, Gaston College |
| | Mamie Carpenter | District VI Representative, Mayland CC |
| | Tonya Robinson | Acquisitions Subcommittee Chair, Brunswick CC |
| X | Charles Wiggins | Cataloging Subcommittee Chair, Blue Ridge CC |
| X | Deborah Foster | Lending Services Subcommittee Chair, Fayetteville Tech CC |
| X | Peter Kracunas | Media Booking Subcommittee Chair, Alamance CC |
| JIP | Libby Stone | Reports Subcommittee Chair, Gaston College |
| X | Linda Kressal | Serials Subcommittee Chair, Tri-County CC |
| X | Dr. Bill Randall | VP, Learning Technology Services, & IIPS Representative |
| X | John Wood | CCLINC/Sirsi System Administrator |
| X | Ruth Bryan | Director of Learning Services Technologies |
| X | Colleen Turnage | Director of Learning Services |

Roxanne called the meeting to order at 2:10 and greeted members. Ernest Avery also attended as chair of the ad hoc group which is researching portals. Sharon Day-Lowe attended for Dr. Harry Cooke. Harry and Libby Stone joined the meeting in-progress.

◆ Old Business: Explore benefits of CCLINC contracting directly with the CCLINC System Administrator

DISCUSSION: Bill Randall advised that the State ITS (Information Technology Services) Office now has authority over the contracting process for all IT (Information Technology) contracts, so the process of contracting with SIRSI is now subject to their approval and must be done under their terms. He said that the State ITS would not permit contracts with consultants, and that our SIRSI contracts had to be worded very carefully to refer only to products and services. Ruth Bryan added that the contract has to be approved by both the SBCC (State Board of Community Colleges) and ITS. The SBCC only approves the contract after it has been approved by ITS. The technology related contracts are no longer approved by State Purchase and Contract but by the State ITS Office. Currently ITS has all control over how the contracts are written. We are in the 1st year of the new SIRSI contract, which has a 3-year term with option to renew. Bill advised not rocking the boat.

Note: After the meeting, Bill supplied additional information to clarify the contract procedure. His information is appended at the end of the minutes

ACTION: Deborah Foster moved that the Steering Committee table this exploration given the new information. Susan Basnight seconded. The motion carried.

◆ **Old Business: Ad hoc group to explore federated searching and/or information portal software**

DISCUSSION: Ernest Avery has agreed to chair this ad hoc group and has sent out a call for volunteers. Barbara McKibbon and Lynn Gambon have volunteered, as has Michael Edwards of Craven. Charles Wiggins volunteered during discussion. Some discussion centered on what type of portal was desired. Roxanne and Charles reiterated the Cataloging Subcommittee's initial stance, which desired "one-stop searching" – for example, one search box that would allow the patron to enter one search to search both CCLINC and NetLibrary and return hits.

ACTION: Ernest will continue to put his group together and pursue information on portals for federated/one-stop searching.

◆ **Old Business: Software upgrades**

DISCUSSION: Ruth has reported that she has upgraded Thelma to Solaris 9 in preparation for future Unicorn upgrades, and she has sent a survey letter to the library directors to find out what version of Windows they are running on staff machines. There are several libraries that are still running Win95/98 on staff machines. John reported that as of this month, Unicorn G.L. 3 is out of beta, and the first subrelease (which usually contains bug fixes) is projected for December 2005.

ACTION: No action at this time. There was general agreement that we should (at some point soon) set a cut off date by which all libraries should have upgraded their staff machines to Win2000 or XP. To upgrade Louise to Solaris will require 2 to 4 days of down-time, so this might possibly be done during the December break. Once the actual date for the Unicorn 3.1 subrelease is confirmed, Thelma is ready to be upgraded anytime thereafter.

◆ **Old Business: Subcommittee meeting frequency**

DISCUSSION: Sharon Day-Lowe has asked that the Steering Committee consider requiring the Subcommittees to meet at least twice per year. Roxanne volunteered to draft a set of guidelines for Subcommittee chairs. Much discussion ensued, culminating in the following motion by Colleen, seconded by Sharon, amended by Charles and voted into effect:

ACTION: The Steering Committee requests that all Subcommittee Chairs poll their subcommittee members at the beginning of the year to determine how often and in what manner (face to face, email or phone) they should meet; amended to define "beginning of the year" to mean within the first month following the annual Users' Group meeting.

◆ Old Business: Reaffirmation letter

DISCUSSION: The Reaffirmation letter was sent out by the System Office as a numbered memo on August 15, 2005. It was signed by Dr. Williams and was sent to CC Presidents, CC Library Deans/Directors, as well as Martin Lancaster and Kennon Briggs.

◆ New Business: Code requests

DISCUSSION: Wayne CC requests that a user cat1 code be created for “Emergency Preparedness.” McDowell CC requests that 2 schools be added to user cat2: Appalachian State University (ASU) and Mars Hill College. Charles Wiggins also made a request for a new Home location of REMOTE, which would accommodate materials in storage or collections at remote sites.

ACTION: The Steering Committee agreed to add the 2 schools to user cat2. John has added ASU (Appalachian State student) and Mars Hill (Mars Hill student) to the cat2 list. Since we did not know if “Emergency Preparedness” has a program number from the Common Course Library, Deborah agreed to follow up with Jim Ruwaldt and John Wood on Wayne’s request. The Steering Committee approved the request for a Home location of REMOTE, which is NOT shadowed and is Holdable.

◆ New Business: Scheduling of Training

DISCUSSION: Ruth Bryan reported that she was still accumulating the requests for the training needed by the schools. She will develop the training schedule based on the requests. She is awaiting further word on the state’s travel situation since continued travel restrictions would affect people’s ability to attend.

Subcommittee Updates:

Acquisitions: No report.

Cataloging: Has not yet met.

Lending Services: Deborah is still assembling her subcommittee – no meeting scheduled as of yet.

Roxanne noted at this point that there has been widespread staff turnover amongst the CC libraries this summer, due to retirements and resignations, and Ruth added that more were to come. Bill said this was true throughout all areas of the colleges, and noted that the State Board was even studying the problem due to the amount of turnover in leadership positions. Roxanne advised the subcommittee chairs to check their mailing lists for bounces, because the colleges are notoriously lax in updating their local lists.

Media Booking: Has not yet met. Peter is thinking of polling the colleges which use Media Booking and asking them to provide a representative to the subcommittee.

Reports: The reports subcommittee has a meeting scheduled for October 5 at 2:00 pm. They'll be talking about adding a few more procedures to the "manual". They will also take a look at getting parts of the manual added to the different areas (i.e. circulation, cataloging, etc.) on the CCLINC website.

Serials: Has not yet met.

Next Meeting: The next meeting will be on Tuesday, October 25th at 2 pm.

Roxanne adjourned the meeting at 3:30 p.m.
Minutes submitted by Roxanne Davenport

Clarification to first Agenda Item, supplied by Dr. Bill Randall:

CCLINC Steering Committee,

I would like to modify the minutes to more accurately reflect the new contract approval process imposed by ITS. This is a very new and significant change in the way IT related contracts are processed and, yes, controlled by ITS. This is the most substantive change in procedure we have encountered in the past two years.

As of January 2005, all contracts containing significant IT components generated by NC state agencies are to be approved by ITS. This supersedes the former protocol administrated by P&C in the past. New contracts must be preceded by completion of SB991 forms which initiate an ITS pre-approval process. Existing (continuing) contracts must be rewritten to conform to a very different language that excludes the mention of services of individuals (contractors) critical to contracts. This situation is the result of P&C no longer handling the people component of contracts. Therefore, ITS must approve both IT and people related contract components. While in the past, two contracts were appropriate, in today's protocol, only one contract is permissible. Thus, people (contractors) are reduced to services and functions. In simple terms: If we want a person to physically work with Thelma and Louise, we have to go through this procedure. At this time, we see NO way to fund that person any other way. We are in the first year of a three year contract that must be approved by the State Board of Community Colleges each spring prior to the start of the next fiscal year.

Roles and Responsibilities for the SBCC and LTS Department regarding contracts are covered in the NCCCS A Library Cooperative Agreement. The complete agreement is found online at:

http://www.ncccommunitycolleges.edu/Library_Resources/Cooperative_Agreement.htm

The following is taken from that document:

"State Board of Community Colleges

The State Board of Community Colleges (SBCC) approves the contract with the vendor and therefore has responsibility for ensuring compliance with all terms and conditions of the contract. The SBCC must approve any changes in the contract between SBCC and the vendor. The SBCC assigns responsibility for administration of the contract and implementations of the project to the NCCCS president.

North Carolina Community College System Office and LTS

The North Carolina Community College System Office (NCCCSO) ensures that the CCLINC project is implemented in accordance with the contract between the SBCC and the vendor and makes progress reports to the SBCC upon request. The Associate Vice President for Learning Technology directs and supervises the vendor-provided consultant who is responsible for system administration and advice. Learning Technology Systems' staff assists the participating colleges with implementing the library system software.

The NCCCSO LTS section assigns staff to coordinate cataloging and training functions and to serve on and work with the various CCLINC subcommittees. LTS provides cataloging services upon request and assumes the greater burden for database quality functions, so as to free college library staff for public service."

In summary, the LTS AVP is responsible for:

- Bringing contracts before the SBCC for approval
- Administration of such contracts and implementation of related projects and
- Reporting status (progress reports) related to contract administration and implementation to the SBCC

Personal note: I did recommend we not "rock the boat". Let me explain. My inclination is to "first do no harm" regarding contracts, funding, and maintenance of successful support systems to our colleges. Basically, what has been accomplished since March has been an update of the SIRS contract framed within a radically new procurement protocol imposed by ITS. Our goal was to continue the level of services established in the original CCLINC agreement. That goal has been realized. I will not impose risk to the consortium by suggesting any changes that may jeopardize services, funding, or support for CCLINC. Thus, my "do not rock the boat" statement refers to maintaining the integrity of the Consortium through good stewardship and a low risk approach that could result in harming CCLINC.

Thank you for your hard work and dedication,

Bill

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