Minutes of CCLINC Steering Committee Meeting
Conference Call
Wednesday, February 16, 2005

Facilitator: Ernest Avery, Chair, Piedmont CC

Attendees:

	Monique Mitchell	**District I Representative, Roanoke-Chowan CC**
	Susan Basnight	**District II Representative, Pitt CC**
☑	Debbie Luck	**District III Representative, Randolph CC**
	Renee Watson Dusenbury	**District IV Representative, Central Carolina CC**
☑	Harry Cooke	**District V Representative, Gaston College**
	Charles Wiggins	**District VI Representative, Blue Ridge CC**
☑	Tonya Robinson	**Acquisitions Subcommittee Chair, Brunswick CC**
☑	Roxanne Davenport	**Cataloging Subcommittee Chair, Pitt CC**
	Stephanie Carter	**Lending Services Subcommittee Chair, Vance-Granville CC**
☑	Peter Kracunas	**Media Booking Subcommittee Chair, Alamance CC**
☑	Libby Stone	**Reports Subcommittee Chair, Gaston College**
☑	Linda Kressal	**Serials Subcommittee Chair, Tri-County CC**
	Dr. Bill Randall	**Learning Technology Services & IIPS Representative**
☑	John Wood	**CCLINC/Sirsi System Administrator**
☑	Ruth Bryan	**Coordinator of Learning Services Technologies**
☑	Colleen Turnage	**Coordinator of Learning Services**

Ernest called the meeting to order at 2:05 and greeted members.

♦**Old Business: Procedures for adding serials holdings**

DISCUSSION: Linda reiterated the results of a June 2004 survey that indicated only 4 CCLINC libraries were using the Serials module. She and the Serials Subcommittee have compiled procedures to allow libraries to add and display their serials holdings in Workflows and WebCat without using serials check-in or serials control.

CONCLUSION: The addition of serials holdings to Workflows will permit access to more resources and will allow more campuses to publicize their holdings. Colleen and Roxanne emphasized that libraries should not attempt original cataloging of serials and should not download serial records from OCLC

ACTION: The Committee voted unanimously to approve the new Serials Procedures. After minor changes are made, the Procedures will be sent to CCLINC libraries and will be posted on the System Office web site.

♦ **Old Business: Cooperative Agreement Review**

DISCUSSION: Ernest said he had received no proposed changes to the Cooperative Agreement, and, because several original signers are no longer with the NCCCS, he proposed that the Agreement be re-signed by current Consortium members. Ruth pointed out that colleges whose presidents and library directors signed the original Agreement are still contractually bound to comply with the terms of the Agreement even though the original signers have resigned, retired, or been replaced.

ACTION: The Committee agreed that re-signing the Agreement is unnecessary at present. A "reaffirmation of compliance" letter, to be sent to current campus presidents and library directors, will be composed and presented for approval by the CCLINC Users' Group at the annual LRA conference.

♦ **Old Business: Participation in CCLINC ILL**

DISCUSSION: Ernest announced that Montgomery CC and Richmond CC now participate in filling CCLINC holds. Lenoir CC will begin filling holds next semester.

♦ **New Business: Updates to User Categories**

ACTION: Discussion of this item was tabled until the next meeting.

♦ **New Business: Miscellaneous Items**

DISCUSSION: Peter mentioned ongoing patron concerns with the use of Social Security numbers in the Circulation module. Ruth added a reminder that GroupWise will be down on Tuesday, Feb. 22nd and that communication with the System Office will be limited to fax or phone. An expected influx of system reports on Friday, Mar. 4th will postpone the iLink installation until Friday, Mar. 11th. Harry reminded the Committee of the upcoming LRA conference and said that workshop presenters are still needed.

♦ **Next Scheduled Meeting:** March 16th, 2005, 2 p.m.
Ernest adjourned the meeting at 2:55 p.m.
Minutes submitted by Ernest Avery

SUBCOMMITTEE UPDATES

♦ **Acquisitions Subcommittee** – No report
♦ **Cataloging Subcommittee** – No report
♦ **Lending Services Subcommittee** – No report
♦ **Media Booking Subcommittee** – No report
♦ **Reports Subcommittee** – Libby reported that the subcommittee met on Feb. 9. The Subcommittee is planning to compile a reports manual, a reports contact list, and possibly a handbook of reports templates. John suggested that no-longer-used reports templates be removed from the reports module.

♦ **Serials Subcommittee** – See first agenda item