

# Steering Committee Minutes ~ 16 May | 2017

Time: 2:00pm

Meeting by conference call at 919-854-2244

## **Attendees**

|   |   |
|---|---|
| 1 <b>David Wright (Surry)</b><br>Steering Committee Chair   | 9 <b>Stephen Brooks (Durham Tech)</b><br>District 3 Representative                |
| 2 <b>Libby Stone (Gaston)</b><br>Vice-Chair   | 10 <b>Nora Burmeister (Central Carolina CC)</b><br>District 4 Representative      |
| 3 <b>Cathy Campbell (Craven)</b><br>Lending Services Subcommittee Chair                               | 11 <b>Grant LeFoe (Southern Piedmont CC)</b><br>District 5 Representative         |
| 4 <b>Mary Ann Caudle (Martin)</b><br>Cataloging/Serials Subcommittee                                  | 12 <b>Staci Wilson (Catawba Valley CC)</b><br>District 6 Representative           |
| 5 <b>Tim Hunter (Rowan-Cabarrus)</b><br>Reports Subcommittee Chair                                    | 13 <b>Ali Norvell (Blue Ridge CC)</b><br>Reference Services Representative        |
| 6 <b>Julia Mielish (Wake Tech)</b><br>Past Chair <span style="background-color: green;">Absent</span> | 14 <b>Colleen Turnage</b><br>Director of Library Services                         |
| 7. <b>Patricia Peterson(COA)</b><br>District 1 Representative   | 15 <b>John Wood*</b><br>System Administrator                                      |
| 8 <b>Elizabeth Baker (Carteret)</b><br>District 2 Representative                                      | 16. <b>Helen Colevins</b><br>NCCCSO Library Services<br><i>*Non-voting member</i> |

**I. Old Business**

## a. RFP Update

Committee members are:

Elizabeth Baker, Carteret CC

Tim Hunter, Rowan-Cabarrus CC

Julia Mielish, Wake Tech

Libby Stone, Gaston College

Staci Wilson, Catawba Valley CC

David Wright, Surry CC

RFP is at Department of Information Technology (State of NC) for review. It is supposed to be reviewed this week and then questions, edits, etc. go back to NCCCSO for answers, clarifications, etc. Then back to DIT for final approval. Then back to NCCCSO for posting. No timeline for posting as of this date.

**II. New Business**

## a. Steering Committee procedures document (draft appended) –see attachment

Discussion of document, revision of last page, addition of Reference Services to Subcommittees. Approved by SC. Will be posted on NCCCS website.

## b. Subcommittees – newly revised Procedures Document outlines responsibilities of Subcommittees/Chairs.

Note: Tim Hunter notified SC Chair 5/16/17 that he is resigning as Chair of the Reports Subcommittee. We will need a volunteer for this position.

**III. Subcommittee and District Reports**

## a. Lending Services – Cathy Campbell –no formal report.

## b. Cataloging/Serials – Mary Ann Caudle –see attachment

“Best Practices for Dealing with Missing items” document was discussed. The Cataloging/Serials subcommittee is also working on a “Best Practices” document for Lost items. The document was approved by the SC, with special thanks to Mary Ann and her committee, especially Emily Von Pfahl at Cleveland CC. District reps were encourage to distribute this document to all the CCLINC libraries in their districts with encouragement for each college to review the document and make any suggestions/additions for the document. Send any suggestions to Mary Ann Caudle at Martin CC. The document will be posted on the NCCCS website after there is opportunity for input(before next CCLINC Steering Committee meeting).

The Cataloging Subcommittee will poll CCLINC libraries for additional categories that could be added to the Cat. 4 designation. Cat 3 has been added for Program names.

- c. Reports - Tim Hunter –no report

IV. ***Other News***

- a. New Directors & Directors Institute @ Wake Tech North Campus  
July 26-27