

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

Facilitator: Ernest Avery, Chair, Piedmont CC

Attendees:

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

Ernest called the meeting to order at 2:10 and greeted members. Deborah Foster, incoming Chair, Lending Services Subcommittee, also attended.

◆ Old Business: Reports Manual

DISCUSSION: Prior to today's meeting, Libby Stone, Reports Subcommittee Chair, requested an expedited vote on the Reports Manual in order to have the Manual printed in time for the LRA Conference

ACTION: The Committee voted by e-mail on July 18, 2005 to approve the Reports Manual.

◆ Old Business: Reaffirmation of Compliance Letter

DISCUSSION: Prior to today's meeting, Committee members reviewed a draft of the Reaffirmation of Compliance Letter, to be sent to all CCLINC campus presidents and library directors/deans. Members noted that the Letter is appropriate and necessary.

ACTION: After a minor revision, the Committee voted to approve the Letter. Ruth will determine whose signature(s) will be required. The Letter will be presented for approval at the CCLINC Users' Group meeting on July 28th.

◆ **Old Business: Isothermal update**

DISCUSSION: Ruth noted that recent security issues at the System Office may result in reduced access to certain IP addresses. As Isothermal CC is not a CCLINC member, sharing the catalog with their campus may not be possible.

ACTION: The Committee agreed to table this item until security issues have been resolved.

◆ **New Business: LRA Conference**

DISCUSSION: Ernest requested that subcommittees submit their year-end reports to him; he will compile a handout to be distributed at the LRA Conference.

Subcommittee Updates:

Acquisitions: No report

Cataloging: Roxanne has distributed minutes of the 7/19 meeting. Subcommittee action items for the Steering Committee include the following:

1. Non-catalogers are creating unnecessary, duplicate title records.

ACTION: The Subcommittee will draft a set of procedures for training non-catalogers/paraprofessionals. This training could be done by the local cataloger or by Colleen in one-on-one training.

2. The test server should be upgraded within six months after a new Unicorn release.

DISCUSSION: John noted that CCLINC is now using the current Unicorn release. Ruth pointed out that some campuses have not yet upgraded their local Windows OS.

3. Patrons need a “one-stop” searching mechanism. The subcommittee requests that the Steering Committee assign a person or ad hoc group to research and report on possible solutions for searching across databases, including such possibilities as the Knowledge Portal in iLink, toolbar software, or third-party products.

ACTION: Ruth will investigate available SIRSI products and costs. Ernest will request volunteers to investigate possible portals that may be used.

Lending Services: Stephanie Carter has accepted a high-school teaching position in Virginia; Deborah Foster of Fayetteville Tech CC has agreed to chair the Lending Services Subcommittee.

Media Booking: Peter Kracunas will continue as Chair.

Reports: The Reports Manual will be supplied to workshop participants at the LRA Conference. Libby Stone will continue as Chair.

Serials: Linda Kressal will continue as Chair.

Next Meeting: July 28th, 2005, 11:30 a.m., LRA Annual Conference

Ernest adjourned the meeting at 3:00 p.m.
Minutes submitted by Ernest Avery