

**Minutes of CCLINC Steering Committee Meeting
Conference Call
Wednesday, October 25, 2005**

Facilitator: Roxanne Davenport, Chair, Pitt CC

Attendees:

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| X | 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 |
| | Renee Dusenbury | District IV Representative, Central Carolina CC |
| X | Harry Cooke | District V Representative, Gaston College |
| X | 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 |
| X | Libby Stone | Reports Subcommittee Chair, Gaston College |
| | Linda Kressal | Serials Subcommittee Chair, Tri-County CC |
| X | 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.

◆ Old Business: Discuss draft of Steering Committee member responsibilities

DISCUSSION: Some minor adjustments were made to the draft. Mamie moved, and Susan seconded, that the document be approved and placed on the CCLINC website. The motion carried. Further discussion ensued about the need to maintain earlier versions of this type of document for continuity and informational purposes. Peter moved to accept the information that Roxanne had appended to the draft as historical documentation, and that it and other pertinent historical documentation be archived on the CCLINC website. Peggy seconded, and the motion carried. Peter asked if there existed an accumulation of all the Steering Committee minutes. Ruth advised the Steering Committee that she had the previous minutes either in hard copy and/or stored in electronic form on a System Office file server.

ACTION: The Steering Committee Member Responsibilities document and the accompanying historical information are appended to the minutes. Ruth will add them to the CCLINC website as specified above.

AMENDED DISCUSSION: During the email review of the minutes draft, Libby pointed out that she had recommended combining the information in the new “responsibilities” document with the “procedures” document that is currently on the CCLINC website. The content remains approved as indicated above, but since some re-writing will be necessary to blend the two documents, the resultant blend should be reviewed by the Steering Committee before posting to the website.

AMENDED ACTION: Roxanne will draft a document which blends the information on the current “Steering Committee Procedures” web link and the new “Steering Committee Member Responsibilities” document. The result will be reviewed by email to the Steering Committee members, and upon approval, will be forwarded to Ruth for posting to the CCLINC website to replace the current Procedures link.

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

DISCUSSION: Ernest Avery has had to resign from heading this group. Roxanne will be trying to find another chairperson for this ad hoc group.

ACTION: None

◆ **Old Business: Software upgrades**

DISCUSSION: Ruth reported that she and the System Office IT staff were looking at the possibility of upgrading Louise to Solaris during the week of Dec. 12th. John reported that SIRSI has not yet confirmed the date for the release of the Unicorn 3.1 upgrade. (The “.1” release usually contains fixes for any bugs found in the “.0” general release.) Early indications are that it may be in December 2005. Once that date is confirmed, we will schedule the upgrade to Thelma as soon as possible thereafter. We would then look to upgrade Louise after testing of the upgrade is completed on Thelma, so optimally the upgrade to Louise would occur in late spring. Roxanne mentioned that the colleges should be planning to upgrade their PC hardware (if necessary) in time for this upgrade. She also noted that Windows Vista is nearing release, so even a move to XP will still soon have us one Windows release behind. With a motion from Harry, seconded by Peter, and approved, the Steering Committee issues the following action item to the CCLINC colleges:

ACTION: Colleges should have staff and public PCs which meet the standards for the new Unicorn upgrade in place by April 1, 2006. These standards can be obtained from Ruth Bryan or John Wood.

◆ **Old Business: Scheduling of Training**

DISCUSSION: Ruth has done the scheduling for this fall. The dates are:

Circulation - Nov. 3rd

Reserves - Nov. 10th

Cataloging - Nov. 18th (Basement/Training Ctr)

Serials - Nov 18th (2nd Floor/Training Center)
Basic Reports - Dec. 2nd
Acquisitions - Dec. 9th

Harry asked about the possible development of remote training opportunities. Bill discussed the possibility of using Illuminate, a webinar program, to facilitate remote learning. Also mentioned was the possibility of archiving training sessions so that people could view them “on-demand” if they could not attend the live session. Roxanne reminded the committee that there was a link on the CCLINC website to procedures documents which currently exist, and the Steering Committee urges trainers to give powerpoints or other presentation documents to Ruth to post there. CCLINC members are urged to view or review these documents at any time, and can contact Ruth for the ID and password necessary to view.

ACTION: Bill will develop further information on the webinar program.

◆ **New Business: What to use as substitute for SSN?**

DISCUSSION: from Fannie: Fay Byrd [fay-byrd@wilkescc.edu] from Wilkes sent me this question. How we plan to handle the lack of Social Sec. no. – substitute for them. Deborah said that she had begun a dialogue with the ILL contacts, and that they were discussing this issue. A straw poll among the steering committee showed that most people were using or planned to use the Colleague/Datatel ID numbers as the alt IDs for students, faculty and staff.

ACTION: This will be handled by discussion within the Lending Services group.

Subcommittee Updates:

Acquisitions: Tonya was not in attendance. Roxanne mentioned that Tonya was planning a joint meeting between the acquisitions and cataloging subcommittees. Charles added that he had sent Tonya 4 names as the cataloging delegation to the joint meeting, and that Tonya would be forthcoming with the meeting details.

Cataloging: Charles reports that the subcommittee met on Oct. 6th and discussed several issues, mostly relating to database cleanup. They identified communications as a problem, especially as the integrated system means that changes in one area can impact other areas, and also discussed procedures for cleaning up dead weblinks (856 fields) in the database. Lastly, substandard cataloging still causes problems in the database, so the subcommittee is attempting to define ways to support Colleen as she finds problems.

Lending Services: Deborah is still soliciting members for the subcommittee. She has opened a dialogue with the ILL people about alternatives to using the SSN in the alt ID field, as well as some other issues.

Media Booking: Peter is surveying the CCLINC membership to find out who is using MB, and how they have implemented it. He hopes to get volunteers for his subcommittee from the colleges who respond.

Reports: Libby noted that the reports subcommittee met on Oct. 5, and is working on a few procedures.

Serials: Linda was not in attendance, but sent in the following: The Serials Subcommittee is scheduled to conduct a Serials Training session at the System office on Nov. 18, 2005. 5 persons have registered. The Serials Subcommittee will meet via conference call on Wed. Nov 2 at 2:00pm.

Next Meeting: The next meeting will be on December 6, 2005 at 2 p.m.

Roxanne adjourned the meeting at 3:15 pm.

Minutes submitted by Roxanne Davenport with attachments

CCLINC Steering Committee Member Responsibilities [APPROVED 10/25/2005]

Officers: The only officer is the Steering Committee (SC) Chairperson. There is no “vice-chair” or secretary position, although the chairperson can request that another SC member take minutes of meetings. A District Representative is elected annually by the CCLINC constituency of each NCCCLRA district. Subcommittee Chairs are selected from the existing Subcommittee. If the Subcommittee cannot produce a chairperson, one will be sought and appointed by the SC Chairperson. Current standing Subcommittees are: Acquisitions, Cataloging, Lending Services, Media Booking, Reports and Serials. Limited-duration *ad hoc* groups can be formed by the SC Chairperson with SC approval for specific purposes. Such groups are dissolved upon presentation of a final report to the SC. Currently, the only such *ad hoc* group is appointed to research portal software.

Subcommittee Chairs

- If it is necessary to acquire new subcommittee members, poll the constituency as soon as possible after the annual CCLINC Users’ Group meeting to solicit volunteers or nominees
- Within a month after the annual Users’ Group meeting, poll the Subcommittee members to ascertain the method and periodicity for meetings. Subcommittees should meet at least twice during the year
- Report and bring any action items to the SC following Subcommittee meetings
- Communicate policy decisions and needed information to the constituency
- Create any procedures and training materials needed to ensure smooth operation of CCLINC functions and correct content of CCLINC database

District Representatives

- Contact district’s CCLINC constituency prior to SC telephone meetings for agenda items and issues to bring before CCLINC
- Relay those items and issues to SC Chairperson for possible inclusion on the agenda.
- Be prepared to lead the discussion of any agenda items from the district during the SC meeting. Report on action taken to the constituency.
- Upon receipt of the finalized minutes of the SC meetings, archive and supply the minutes upon request to any CCLINC constituent who needs them (minutes are sent by Ruth Bryan to all CCLINC library directors, CCLINC system administrators, and CCLINC report runners)

Learning Technologies Staff from the System Office (one vote collectively)

The **SIRSI system administrator** serves as permanent advisory resource to the SC.

PREVIOUS STEERING COMMITTEE STRUCTURE

Report by Roxanne Davenport 10/25/2005

The Cooperative Agreement defines the roles of all individuals and groups who are party to the shared CCLINC library system, whether as purchasers or administrators. However, within the DAC/CCLINC users' group itself, there used to be documents which defined its internal mission and procedures.

Included below are the original Steering Committee Mission Statement and DAC Committee Structure from the old DAC "Bridges" manual for reference. Changes were made to this structure during Luella Teuton's tenure as Steering Committee chairperson to reflect the change to the SIRSI system, but a copy of the latest version could not be found. For example, note that the standing committees are different from what currently exists.

[Notes re the old documents below:

- "DAC" refers to the name of the previous shared library system, which was the Dynix Automation Center product sold by Dynix Corp., later Ameritech Library Services.
- At the time this statement was written, NCCCLRA met in the fall and IIPS (the system-wide computer professionals' group) met in the summer.
- Groupwise had not yet become wide-spread in the NCCC system, and the DAC system had its own internal email utility.
- To ensure continuity, the chairpersons of the SC and subcommittees were chosen from the groups which were in existence in the year prior to any LRA conference. At the LRA conference, the new SC chair and Subcommittee chairs were selected and the new district representatives were chosen. They THEN became the next year's Steering committee.
- Standing Committees existing to implement a module (or functional area) of the DAC, which was not an integrated system. Once the module was implemented, its Standing Committee was dissolved and replaced by a work team, which had defined purposes and whose activities were assigned by the SC or arose by demand of its constituency.
- The "Bridges of DAC County" was the name of the manual of procedures that was published by and for the users' group
- The "Library Resources Section" was the name of the administrative area of the System Office which supported the NCCCS libraries and learning resources centers by providing advocacy, consulting, acquisitions and cataloging services. Its remnants have now been incorporated into the Learning Technologies Section of the System Office
- When the DAC product/library system was purchased/developed, it was supposed to be the library system shared by the entire NCCCS, i.e. the "NCCCS library system." As usual with such "systemwide" initiatives, the reality has fallen short of the vision, and not all NCCCS libraries participated in the DAC and still do not in CCLINC
- CODI stood for "Customers of Dynix, Inc." This group met annually in a conference format, with regional meetings occurring more often to feed enhancement requests up to the full group.
- In the original DAC product, each index of the catalog (author, title, series, subject, etc.) was a separate entity and did not "talk" to each other. "Bridge indexing" was special programming which provided some integration of the individual indexes.]

STEERING COMMITTEE MISSION STATEMENT

STATEMENT OF PURPOSE

The DAC Steering Committee exists to assist DAC member colleges in preparing for, connecting to, migrating to, and implementing full use of the Dynix Automation Center automated library system. Any effort which furthers this first-of-a-kind, system-wide cooperation and resource sharing will be supported. Members will represent the interests of all participants: the DAC colleges, including both libraries and computer services; the LRA districts: the North Carolina Community College System; and Ameritech Library Services.

PROCEDURES

The DAC Steering Committee Chair will be chosen yearly at the Dynix Users' Group meeting at the annual LRA conference. The DAC Steering Committee Chair must be chosen from the existing committee and must be from an active DAC LRC.

Standing Committee Chairs will also be chosen from within their existing committees.

The Steering Committee will meet in person at least quarterly, including at LRA Conference and at IIPS summer conference. The two other meetings could take place over the NCIH. All committee members will communicate frequently using DAC e-mail.

Standing Committees will meet as often as is necessary to conduct their business. Each standing committee will review its operations and any written procedures or policies yearly. Revisions will be submitted to the Steering Committee at the LRA conference.

The full DAC membership will review "The Bridges of DAC County" manual yearly and submit requests for new or revised information to the DAC Steering Committee Chair at least two weeks prior to the LRA Conference.

DAC COMMITTEE STRUCTURE

STEERING COMMITTEE:

Membership, purposes, and operating procedures are spelled out in the "Steering Committee Mission Statement" in the Bridges manual.

ACQUISITIONS COMMITTEE:

Membership: open to all working in the acquisitions area with a desire to help fashion systemwide decisions. Committee **WILL BE DISSOLVED** when the ACQ module is fully operational.

Purposes:

To assist the Library Resources Section in the transition to the new acquisitions process; to provide a link between the Library Resources Section and local LRCs; and to assist the local LRCs when possible.

Activities:

1. Training (creating Vendor records, importance of SAN, creating classes, adding funds to hierarchy, opening new hierarchy, creating one order, receiving & invoicing one order, updating holdings in CAT, etc.)
2. Working out the kinks in the new process

Lifespan: Limited life only through setup and full implementation of the Acquisitions module

For membership on work teams described below:

The number of members on each team will fluctuate and be determined by the activities currently being undertaken by that team, by the expertise required for those activities and by the interests and desire to serve of the local LRC staffs. A work team could expand and retract, depending on what it was doing at any one time. The work team leader would determine the number of workers needed and what selection process should take place in choosing from among volunteers.

PUBLIC RELATIONS TEAM

Membership: open to any DAC member with an interest in marketing and public relations.

Purposes:

To serve primarily as the marketing arm of the DAC, developing ideas that will bring us favorable attention on our local campuses and also statewide;

To coordinate the DAC awards program

Activities:

1. Get the awards program working
2. After WebPAC is up, work on getting us listed as links from other pages
3. Develop new public relations initiatives

QUALITY ASSURANCE TEAM (combines the Cataloging & Serials Committees)

Membership: Open to any DAC member with a solid technical background in cataloging and/or serials who has received cataloging or serials certification.

Purposes:

To maintain the integrity of the DAC bibliographic database by establishing standards and procedures for meeting those standards:

To maintain a link between the Library Resources Section and the local LRCs in both acquisitions and cataloging.

Activities:

1. Training in cataloging basics (MARC, open entries, editions, etc.)
2. Training in DAC cataloging standards and the role of the libraries in maintaining those standards
3. Identifying and working with the Ameritech DAC SA, or an outside vendor, to clean up the database
4. Defining standards for the Serials module
5. Training in serials data entry

COLLECTION DEVELOPMENT TEAM

(combines the Collection Development, Interlibrary Loan, Codes, and parts of the old Acquisitions and Serials Committees)

Membership: Open to those working in the collection development areas as defined here.

Purposes:

To work with library staff at colleges with signed collaborative agreements and with colleges offering the same programs

To coordinate purchasing, accessing and lending library materials for those programs

To promote the DAC as a statewide library system with over a million holdings

To standardize DAC codes, setups, etc. for the NCCCS library system

Activities:

1. Develop recommendations for core collections of program materials at each colleges with remaining collections being part of a “distributed network” for library materials that are available for use by any NCCCS library patron
2. Implement the use fo the DAC universal library card/patron record
3. Implement consistent use of ILL policies for the DAC combined catalog
4. Work with the Public Relations Team to enhance the NCCCS library concept with the Presidents’ Association
5. Gather statistics on DAC use and DAC vs. OCLC interlibrary loan transactions
6. Analyze statistics for collection development needs
7. Provide training in the use of the DAC as a NCCCS library system

ENHANCEMENTS TEAM

Membership: open to any DAC member interested in greater ease of use and greater functionality of the DAC

Purposes

To investigate additional features of the DAC, including additional software from Ameritech and other software developers

To serve as the official liaison between the DAC and CODI, presenting to CODI software changes recommended by DAC LRCs

Activities:

1. Follow up on bridge indexing possibility.
2. Look into future improvements.