**April 20, 2021 CCLINC Steering Committee Meeting – Agenda**

Time: 2:00pm
CTO: 2:03pm

## *Attendees*

**B.J. Thompson (Central Carolina CC)** Steering Committee Chair
**Staci Wilson (Catawba Valley CC)** Vice-Chair
**Joel Ferdon (Stanly CC)** Past Chair
**Teresa Frohock (Rockingham CC)** Cataloging/Serials Subcommittee Chair
**Lisa Dees (Wake Tech CC)** Lending Services Subcommittee Chair
**Paula Hopper (Beaufort CCC)** Reference/Instruction Subcommittee Chair 2019-2020
**Jennifer Mincey (Wake Tech CC)** – Reports Subcommittee Chair
**Mary Anne Caudle (Martin Tech)** *District* 1 Representative
**Stephanie Bowers (Pitt CC)** District 2 Representative
**Lisa Shores (Rowan-Cabarrus CC)** District 3 Representative
**Loren Mindell (Richmond Tech CC)** District 4 Representative
**Beverly Rufty (Mitchell CC)** District 5 Representative
**Alicia Hartley (Caldwell CC)** District 6 Representative
**Colleen Turnage (NCCCS)** Director of Library Services
**Drew McNaughton\*** SirsiDynix System Administrator
**Kathy Davis\*** (NCCCS) Director of Distance Learning and Change Management
*\*Non-voting member*

**Vacancies:** Training Subcommittee Chair

**Unable to attend: Joel Ferdon; Lisa Dees; Jennifer Mincey; Beverly Rufty**
*Minutes for the 4/20/21 meeting were approved by e-mail and posted on the NCCCS website on 4/26/21*

I. *Old Business*

   a. **Cooperative Agreement—** Staci, Libby, and Joel will be meeting with Cheryl Kaminski, Associate Legal Counsel for the System Office, on October 26 to finish going over the Cooperative Agreement so that it can be sent out to Directors and Presidents for signing.
      - At the October 26 meeting with Cheryl, we were notified by Cheryl that the Cooperative Agreement was being "cancelled" per Jim Parker.
      - Joel, Staci, and Libby met with Jim Parker and Kathy Davis Monday, November 16 to discuss the "cancelling" of the Cooperative Agreement.
      - Staci, Libby, and Joel will be meeting with Cheryl and Kathy Davis to go over the Cooperative Agreement once more on December 2.
      - Outcomes of the meeting with Jim Parker:

- We have permission from Jim to finish revising the Cooperative Agreement with Cheryl.
- Jim would like Joel (or another representative from the CCLINC Steering Committee—most likely Staci or Libby) to sit on the Enterprise Resource Planning (ERP) team at the System Office that includes other representatives from his area. This is a huge win for our consortium and, Joel hopes, will allow us stronger communication with the SO and the ability to voice issues we have.
  - Staci, Libby, and Joel met with Cheryl Kaminski and Kathy Davis on December 2, 2020. Cheryl made the group aware that she was very involved in other projects at the time and did not have time to review the Cooperative Agreement. Another date would be set in the future to go over potential changes and updates to the document. Both Kathy and Cheryl voiced their want to A. encourage non-CCLINC libraries to join CCLINC, and B. That the Steering Committee should work to recruit new voices who have not previously been associated with the committee. Another reminder was given that the System Office is responsible for the contracting and payment of the ILS and subsequently the overall prerogative for the consortium.
  - **No new contact as of 2/16/21.**

b. **BLUECloud Mobile—**Report from Colleen and John. Status of meetings with SirsiDynix and implementation of App. Colleen had nothing new to report.

- **Directors and Deans interested in using the trial App can contact Colleen or Joel for a link to the App.**
- Android version is ready to go, but the iOS portion is not ready.
- Project is on hold at the System Office level.
- Per John, a "developer license contract" needs to be signed. That signing happened initially, but needs resigning.
- Per Colleen—Apple keeps adding steps/paperwork to release the BlueCloud Mobile to the Apple App store. The paperwork is now with Jim Parker for review.
- Drew—he received several emails with libraries' hours. Drew needs specific information from the libraries to be able to properly address the question and issue. Drew will be moving towards a help interface problem, but until then he needs specific information. Cut down on errors.
- Make sure to give context when sending Drew a message.
- Remind folks that the Sirsi email and number are still the same.

- **Update for 2/16/21:** Per Colleen, nothing new to report. Still trying to get the last piece of documentation approved.
- No updates on Apple approval. Kathy will follow-up.

c. **Mitchell Community College would like to request a new location called Makerspace.**
- We received an LSTA grant this year and are currently cataloging all of the items we purchased for our Makerspace room.
  - Vote put on hold for Drew to reach out to Beverly about what types of items Mitchell will be circulating.
  - Home location vs. item type. Telling students where you can find items.
  - The Steering Committee had an email discussion and vote which concluded on March 22. Drew added the location.

## II.    *New Business*

a. **The cataloging Sub-Committee passed two motions in March:**
- A revised ebook Policy (attached)
- **E-books are excluded from Summon updates due to duplication and search issues. BJ will send out a memo to Directors and Catalogers.**
- **Table the proposed policy until Teresa verifies duplication and individual link issues.**
- **Loren suggested specifying NCCC's instance of Enterprise under Testing Links.**
- A motion to update the category 3 course codes: **That the course codes in category 3 of the Item Information be updated to reflect the current system-wide course codes of member libraries, and that these codes be updated on an annual basis.**
- Current code list is only a partial list. **Colleen noted that it makes the most sense to have all codes. Suggested the update correlate with the System update instead of yearly. Mary Anne agrees.**
- **Staci asked how we find out when the updates come through. Kathy will get with Colleen on any changes. Next meeting will be the Summer or Fall.**
- **Colleen makes the motion and Staci seconds. Motion passed to add all current course codes to Item Category 3 with periodic updates.**

b. **Training Subcommittee Chair position:**
- Charles Wiggins has requested that we find a replacement for him.
- Lisa Shores suggests Tim Hunter.
- BJ will poll Directors.

c. **Reschedule May 18th Meeting:**
- NC LIVE is hosting their strategic planning meeting for community colleges during our May SC meeting time. Joel recommends we change the date for the SC meeting.
- May meeting will be May 25th at 2:00pm

## III.    *Subcommittee and District Reports*

a. **District Reports** :

**District 1—Mary Anne Caudle**: No report.

**District 2—Stephanie Bowers**: No report.

**District 3—Lisa Shores:** No report.

**District 4—Loren Mindell:** No report.

**District 5—Beverly Rufty**: No report.

**District 6—Alicia Hartley**: No report.

b. **Lending Services – Lisa Dees**— Absent. No report.
c. **Cataloging/Serials – Teresa Frohock** – See above.
d. **Reports—Jennifer Mincey** – Absent. No report.
e. **Reference/Instruction Services – Paula Hopper** – No report.
f. **Training—**

IV. **Next meeting will be May 25 at 2:00pm**
V. Meeting adjourned: 3:00pm