

NCCCLRA EXECUTIVE MEETING  
JANUARY 26, 2012

IN ATTENDANCE:

Suvanida Duangodom, Wake CC  
Gail Ambrose, Beaufort CC  
Jody Mosteller, Gaston  
Sue Henry, Martin  
Libby Stone, Gaston

Deana Guido, Nash CC  
Deborah Foster, Fayetteville CC  
Stephanie Bowers, Pitt CC  
Martin House, Central Piedmont  
Michael Rose, Rockingham

Suvanida called the meeting to order at 2:35 pm. She asked if everyone had reviewed the revised minutes previously e-mailed to the committee members. Deborah Foster made a motion to accept the minutes as revised. The motion was seconded by Sue Henry. Minutes approved as revised.

Martin House updated the group on the “Go Daddy” website and announced that it had been updated for free. All of the things we need are now on the website. The date to renew for the domain will be August 31, 2015. The web host renewal is due on October 1<sup>st</sup>, 2012. That part of the agreement is the most expensive and will cost our organization around \$60-70.00. Martin will be responsible for the update.

Deana reported on the district meeting that was held at Nash on Friday, January 20<sup>th</sup>.

Deana said that there is a Distance Learning conference being planned for October, 2012. It will be held in Raleigh and she said that the suggestion had been made that our NCCC Learning Resources Association may want to combine with the October distance learning conference and tag onto their event, rather than having our own separate conference, as previously discussed.

When Deana took our committee’s ideas back to the planning committee, she said that she experienced difficulty with getting anyone to buy into the ideas we had presented for the April conference and time is running out to plan. She said that maybe we would even want to consider just doing regional conferences for the East, West, and Central parts of the state. She asked how everyone felt about that suggestion. Discussion followed. Suvanida said that we need to go ahead and settle on a plan because we need to commit to a space to have the conference either way. Suvanida agreed to contact Carol Fleming, who is director of Asheville-Buncombe Technical Community College’s LRC.

We are close to “the last minute” now. Libby Stone hasn’t yet announced the awards to be given at the conference.

Suvanida sent out the new NCCCLRA brochures at the beginning of January to all the directors of each community college. Deborah Foster is already receiving membership dues for 2012-2013 in anticipation of the upcoming conference.

Deana explained that her director, Lynette Finch is retiring from her position. Deana said that if we don’t arrive at an agreement about the conference right away, with her director leaving, she

won't be able to commit the time to planning and organizing the conference. She can't make it happen alone.

April was originally designated as our "un-conference" meeting. The executive committee had planned to have professional development sessions and CCLINC training sessions during the un-conferences. There will be no vendors at the un-conferences. There is a grant for one person available which will cover the cost of travel, motel, meals and registration.

Sue Henry asked what we need to do now to make the conference happen. Suvanida offered to get an ad hoc committee together to help Deana with the details. Deana said that at this point she had not gotten any solid commitment from anyone.

Deborah Foster, treasurer, reported that we have \$8,296.00 in the account designated to cover our everyday expenses. We also have \$5,000.00 in our money market account. We have over \$13,000.00 total, so there is no question that we have the money to produce a nice conference and to offer the scholarships.

The group discussed the \$70.00 conference fee for each attendee who registers. There have been early bird discounts offered prior to past conferences. Asheville-Buncombe Technical Community College has offered a half price discount to the NCCCLRA because it is a North Carolina community college system function and the organization is a 501 (c-3) organization. The first week of April would be a good time to schedule, because Asheville-Buncombe's students will be out the week prior to Easter on April 8<sup>th</sup>. The executive committee has to commit to the location and get people to help Deana. We also need to line up some of the potential speakers we had discussed during our conference call last month.

It will be necessary to contact A-B Tech to make sure the dates of April 2<sup>nd</sup> and 3<sup>rd</sup> are available to us. The point was brought up that many people might not want to travel so close to Easter. We also will need a solid commitment from our members who may attend in the western part of the state.

It would be wise for the members of the executive committee to arrive a day early.

Deana left the call, so Suvanida, as a member of the conference planning committee, agreed to contact her with any information discussed during this conference call.

The group brainstormed some ideas for break-out sessions on various topics. A couple of topics suggested during the discussion were sessions on book repair and SIRSI training modules (such as ILL, reports, etc.). Sue Henry also suggested having a discussion with a moderator on how small libraries with only one or two staff people can coordinate their time and resources. E-mails could be sent out to ask what other members are interested in as conference topics, or to ask if someone would like to present a session.

The planning committee would then come back to the executive committee and say "This is what we want to do." During the course of the discussion, it was mentioned that last year's conference was held in March.

Libby Stone asked about awards. Deborah Foster suggested that we need to look more closely at the guidelines and have the awards committee review them. It was the general opinion of the committee that the language listing the qualifications for awards is vague and needs to be revised.

Discussion turned to scholarships for conference. Sue Henry suggested that since we have adequate funding, we could consider offering an additional scholarship. Deborah Foster offered that the money market account is earmarked for scholarships. She suggested that we could offer two scholarships with relative ease if they were limited to \$200.00 each.

The suggestion was made that we could offer a second conference scholarship in honor of Dr. Cooke's wife, Mrs. Marischa Cook, who recently passed away. She had served as library director at Caldwell Community College and Technical Institute for many years.

In the past, the conference scholarships were made available to those who were in learning resources related positions. The qualified applicant isn't required to be enrolled in library course work. A suggestion was made that we could ask for a description of their career goals on the application. For those who qualify for the scholarships, the conference itself would actually qualify as professional development.

Libby Stone offered to write up a change in the wording to make requirements more clear.

Martin House then gave the committee an update on the logo contest. He referenced to the creative brief that had previously been developed and e-mailed with specifics. The suggestion was made that the acronym for the North Carolina Community College Learning Resources Association (NCCCLRA) be a required part of the logo. We also need to make certain that we spell out what the acronym stands for. After reviewing the creative brief, Martin told the committee that it had been decided that the award for the winner would be \$150.00. A question was raised about limiting the number of entries.

The plan is to have the "big push" for the new branding begin in October. Martin will e-mail the creative brief again after revisions are made.

Our next conference call is scheduled for February 23, 2012 at 2:30 p.m.

With no further business to discuss, Suvanida adjourned the meeting at 3:55 p.m.

Respectfully submitted,

Gail Ambrose, Secretary  
Beaufort Co. Community College