

September 15, 1998

MEMORANDUM

To: Community College Presidents

From: Steve Ijames, Director
Information Services

Subject: Staff Information System - Regional Workshops

In order to assist the colleges in the analysis, preparation, and reporting of Staff Information data for this year, three regional workshops have been scheduled. These workshops will provide information in the following areas: (1) Use of the IIPS software for reporting Staff Information data, (2) Classification of personnel for Staff Information reporting, and (3) State-level collection and editing of Staff Information data.

Regional workshops have been scheduled at the following locations (see Attachment 1 for more detailed instructions on the locations):

<u>Date</u>	<u>Location</u>
September 22	Asheville-Buncombe Technical Community College Laurel Building, Room 101 of the Auditorium (Center section of the Auditorium)
September 30	Guilford Technical Community College (Jamestown Campus) Percy Sears Applied Technology Center, Auditorium
October 1	Wayne Community College Learning Center, Auditorium/Lecture Hall

All three workshops are scheduled as follows: 10:00 - 2:30.

These workshops are designed for the personnel from the colleges who are responsible for the classification and reporting of the annual Staff Information data. These sessions will provide both an overview of how the system works and a step-by-step review of the IIPS software processes for reporting of Staff Information data. You do not need to enroll for these regional workshops.

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If there are college personnel who need a more detailed “hands-on” review of how the IIPS software functions, a half-day training class has been scheduled at the System Office in Raleigh on October 13. Personnel who wish to attend this training session should contact Phil Shepard at the System Office to enroll in this class. Enrollments for the October 13 class can be made either by e-mail or telephone (919-733-7051, ext. 333).

Attachments

cc: Business Managers
Personnel Directors
Planners
System Administrators

CC-98-280
E-Mail

**STAFF INFORMATION WORKSHOPS
LOCATIONS FOR REGIONAL WORKSHOPS**

Date

Location

September 22

Asheville-Buncombe Technical Community College
Laurel Building, Room 101 of the Auditorium
(Center Section of the Auditorium)

Parking: If approaching campus from Biltmore Avenue (hospitals), proceed through campus and under the pedestrian bridge at the Simpson Administration Building, go past the Simpson Building. As you continue through the right turning curve, ahead and to the left will be a paved parking lot. Enter this lot just before starting into the left turning curve.

If approaching the campus from the Meadow Road/Riverside Drive end of Victoria Road (railroad tracks), the parking lot is immediately past the AB Tech Campus sign. The lot is one-way so enter at the upper side.

Walk across Victoria Road at the upper end of the parking lot. Take the stairs towards the Simpson Building. Proceed through the Simpson Building parking lot to the second set of stairs. Go up the stairs and proceed straight across the drive. The Laurel Building is on the left across from the Holly Learning Resources Center. Enter the Laurel Building across from the Holly LRC main entrance. The auditorium is on the left.

September 30

Guilford Technical Community College (Jamestown Campus)
Percy Sears Applied Technology Center, Auditorium

Parking: There may be parking at the back of the building. You will need to check to see what is available.

October 1

Wayne Community College
Learning Center, Auditorium/Lecture Hall

Parking: There should be adequate parking in front of the building.