

**MEMORANDUM**

**IMPORTANT**  
**DEADLINE December 1, 1998**

TO: Presidents  
Community College System

FROM: Steve Ijames, Director  
Information Services

SUBJECT: College Staff Information Data  
(Fiscal Year 1998-99)  
Due Date: December 1, 1998

DATE: October 1, 1998

Due to inaction of the NC legislature on salary increases in time for the September payrolls, the reporting deadline of the Staff Information for 1998/99 is changed to December 1, 1998.

The College Staff Information Data System is the source of data on college staff and faculty average salaries, numbers of full-time staff per college per position, and other statistical information on college staffing. It is one of our most used data systems and provides crucial information in such areas as the development of the biennial budget request. It is critical that the data reported by each college are both accurate and valid. The person to whom you assign this responsibility should be knowledgeable of your staffing system and should read the instructions enclosed with this memo before preparing the report.

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Two important points to remember:

- Assignments of staff to an Area of Responsibility must be made according to the primary actual responsibility of the position. Try not to use the “other” area of responsibility codes as such use provides no useful comparative information.
- Report total months employed for the 1998-99 fiscal year. For full-time employees on separate summer contracts, review the instructions to determine who to report. (Attachment A, page 4).

Descriptions of fields in record layout NCCCS 7-8 Staff Information Data are given in Attachment A. For accuracy and uniformity, we recommend that one person at your college determine the code (Principal Area of Responsibility) to be assigned to each employee. Please review all attachments carefully before producing and submitting your final report to the System Office.

**RECORD LAYOUT NCCCS 7-8 has changed from last year.** In particular, the months employed field has been changed to enable you to report it to two decimal accuracy. Please refer to Attachment A for an explanation of additions/changes. Copies of these items are attached.

Data which you provide to establish college staff information will not be released in a manner that will identify individuals by name except as mandated by law. The NCHED A-5 report (Full-time Instructional Faculty in Institutions of Higher Education, Fall 1998) will be produced for your college using the staff data you submit in this report. Copies of the final NCHED A-5 report will be sent to you when completed.

Provide complete and accurate data for all staff members, full-time and part-time, who are employed by your college as of November 1, 1998, whether or not they receive compensation for November. Employees are to be categorized as full-time or part-time according to your college's definition of these terms (refer to field 13 on NCCCS 7-8 which is part of Attachment A).

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The due date for submission is December 1, 1998 and we suggest that your college staff information be transmitted electronically for fiscal year 1998-99 (as of November 1, 1998). The status of your reporting can be viewed on the NCCCS web page, [www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us) under the "reports" section.

**NOTE: IIPS Release 14.7, available in mid September, must be installed before starting on staff information this year.** Colleges using the IIPS software developed by NCCCS staff can produce the college staff information report in machine-readable form. Please ask your System's Administrator about the software and supporting documentation. Contact Rick Bundy at NCCCS (919) 733-7051, ext. 324, for questions about using the IIPS software.

The IIPS software generates the DCC 7-8 report and a verification form representing the data on the report file. Before transmitting your report file, use this form to verify that the data file you are sending accurately represents your staff records. The verification form will display on the screen and will prompt you for verification. A "Y" response will automatically transmit the DCC 7-8 report file to the System Office and send the verification form, by E-mail, to the System Office. A hard copy of the verification form will print. Please retain this form for your records. If there is a problem with the E-mail verification form, you will be asked to fax a copy of the printed form. A "N" response to the verification prompt will end the process and the DCC 7-8 report file will not be sent.

We appreciate your cooperation in our efforts to establish and maintain the college staff information file for 1998-99.

If you need assistance in providing the required data, contact Vicki Strayer at (919) 733-7051, ext. 354, or Arthur Hohnsbehn at ext. 365.

Attachments

cc: System Administrators  
College Data Coordinator

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