



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 20, 2000

IMPORTANT
DEADLINE November 1, 2000

MEMORANDUM

TO: Presidents
Community College System

FROM: Brenda H. Rogers
Vice President for Administration

SUBJECT: College Staff Information Data
(Fiscal Year 2000-2001)
Due Date: November 1, 2000

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.

Reporting changes from last year are listed below:

1. The instructions set and code sheets for the report are accessible on the NCCCS web page at the URL http://www.ncccs.cc.nc.us/State_Documentation/dcc7-8.htm. The instructions and codes sheets must be downloaded from the web.
2. The codes for the Area of Responsibility for all staff have changed from last year. The Presidents' Association has revised this entire reporting area. Please pay close attention to the Description of Areas of Responsibility Codes document found on the web page. It gives detailed instructions on how to code faculty and staff using the new code structure.

A major bond proposal for facilities at community colleges and University of North Carolina campuses is on the statewide ballot November 7. Go to the "Building the Future" section of the System Office website for details about community college facilities needs.

MAILING ADDRESS: 5006 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5006
Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680
www.ncccs.cc.nc.us

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Two important points to remember are the following:

- Assignments of staff to an Area of Responsibility must be made according to the Purpose/Function and Objects of Expense of the General Ledger Account Number that provides the most salary for the employee. Please read the instructions carefully and assign staff according to the new classifications. All staff classifications have changed from last year.
- Report total months employed for the 2000-2001 fiscal year. For full-time employees on separate summer contracts, include the months this past summer (2000) in addition to their regular annual contract if employees are paid at the same rate as the regular contract. Read the examples given in the instructions (page 5).

Descriptions of fields in record layout NCCCS 7-8 Staff Information Data are given in the instructions (on the NCCCS web page). Make sure you are using the instructions effective Fall 2000. 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.

Data that 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 2000) 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 October 1, 2000, whether or not they receive compensation for October. Employees are to be categorized as full-time (regular) permanent, full-time (other), or part-time according to the definition of these terms (refer to field 13 on NCCCS 7-8 which is part of the instructions).

Submit your college staff information electronically for fiscal year 2000-2001 (as of October 1, 2000).

NOTE: Colleges using the IIPS software developed by NCCCS staff can produce the college staff information report in machine-readable form. Instructions for this process are on **Attachment A**. Please ask your System's Administrator about the software and supporting documentation. Contact Rick Bundy at NCCCS (919) 733-7051, ext. 324, if you have questions about using the IIPS software.

If you need assistance in providing the required data, contact Mei-Hsin Ju at (919) 733-7051, ext. 358, or Arthur Hohnsbehn at ext. 365.

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Submit the machine-readable data, as soon as possible. **The Final Due Date is NOVEMBER 1, 2000.** E-mail the verification to Mei-Hsin Ju at **jum@ncccs.cc.nc.us**. For colleges using the IIPS Software, the E-mail is sent as part of the staff file shipment.

We appreciate your cooperation in our efforts to establish and maintain the college staff information file for 2000-2001.

Attachment

c: Data Coordinators
System Administrators

CC00-222
Paper Copy

Attachment A
Institutional Staff Information Report DCC7-8, Fall 2000

2000 STAFF INFORMATION CHANGES FOR IIPS COLLEGES

1. The codes for Area of Responsibility have changed for all staff. A new field, POSITION CODE has been added to the Data Entry Process (menu option #2). The new Area of Responsibility for each employee will need to be entered in the POSITION CODE field.
2. Part-Time Responsibility and Part-Time Instruction will NOT be required for Full-Time Employees and those fields have been removed from the Data Entry Process (menu option #2).

STAFF INFORMATION INSTRUCTIONS FOR 2000 (IIPS COLLEGES)

1. Make sure RELEASE 17.5 has been installed.
2. Use the Data Entry Process (menu option #2) and enter a new POSITION CODE for **ALL EXISTING** employees in the STAFF.FILE. If the ACTION CODE (field 1) is a "D," you do **NOT** need to enter a POSITION CODE.
3. Recalculate salaries (menu option 1,10).
4. Make any additions, deletions or other changes to the STAFF FILE (menu option #2).
5. Run the Staff Information Report and verify that data are correct (menu option #3).
6. Build and send the transmission file (menu item # 4).
 - If errors exist, fix errors and rerun this menu option.
 - If warnings exist, check the warning report and if everything is ok, proceed with the transmission process.
 - If the verification form on the screen looks ok, send the transmission.
 - When you send the transmission, you will be prompted for the CONTACT PERSON, CONTACT PERSON'S E-MAIL ADDRESS and CONTACT PERSON'S PHONE #.
For phone #, enter just the 10 digit number (AREA CODE and PHONE #) and the program will format it with the () and - for you.
 - The verification form will be e-mailed to Mei-Hsin Ju and Rick Bundy at the System Office and also to the e-mail address of the contact person.