



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Presidents
Community College System

FROM: Arthur E. Hohnsbehn
Director of Information Services

DATE: February 27, 2001

SUBJECT: Skilled Knowledge Workers Training–Data Warehouse Project

The Skilled Knowledge Workers Training scheduled for January 2001 through February 2001 has been rescheduled between May 2001 and June 2001.

One major objective of the data warehouse project is to enable approved college users, called Skilled Knowledge Workers, to access state-level data and analytical tools they can use to perform information analysis. The data warehouse project staff has developed the training on the data warehouse and its tools. This training will provide the Skilled Knowledge Workers with an understanding of Business Objects (On-Line Analysis Processing Tool), the data warehouse file layout, and the Report Repository. Once the training is completed, Skilled Knowledge Workers will be able to print standard reports, create ad hoc reports on their college's students and staff, and assist Executive Information System Users at their college.

The training is limited to two Skilled Knowledge Workers per college. The classes are scheduled between May 15, 2001 and June 22, 2001, at eight different sites across the state. See the web site information below for the class schedules and registration instructions.

The training of two Skilled Knowledge Workers per college is paid for through the project, except for travel and lodging. The System Office will begin offering regularly scheduled Skilled Knowledge Workers classes in the spring of 2002, at no cost.

Care must be taken when selecting Skilled Knowledge Workers. These users will have access to the detailed information that colleges submit to the state level on the students and staff at your college. To meet privacy requirements set forth by the Family

Educational Rights and Privacy Act, these users must have a valid need to access the student data and will be required to sign a confidentiality agreement.

Skilled Knowledge Workers must complete the online registration form by April 15.

To access the class schedule and the registration form, go to the following URL on the System Office web site: <http://www.ncccs.cc.nc.us/Training/index.html>. Each trainee must select a primary training site and a secondary site. Registration is on a first-come, first-served basis.

At the same URL as the class registration form is an online request for Data Warehouse Logins. The completion of this form is required to establish logins for all Skilled Knowledge Workers and the Executive Information System (EIS) Users. Executive Information System Users will only be able to view/print standard reports. EIS Users should be selected on a need-to-know basis. Additional EIS Users and Skilled Knowledge Workers can be added at any time. **If you completed this form during the last registration period, you will not need to complete the form again.**

By April 15, each of the two Skilled Knowledge Worker users must complete a login worksheet to access the Data Warehouse. Other users can be submitted or added later at any time.

If you have any questions about this training, please contact me (919/733-7051, Ext. 367; E-mail hohnsbehna@ncccs.cc.nc.us) or Annette Busby (919/733-7051, Ext. 279; E-mail Busbya@ncccs.cc.nc.us).

c: Data Coordinators
Planners
Researchers
System Administrators