



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

TO: Community College Presidents

FROM: Douglas Eason, Chair
Information Systems for the Future Steering Committee

DATE: April 16, 2001

SUBJECT: Application for Phase IIa Colleges **Due May 25, 2001**

The Information Systems for the Future Steering Committee invites letters of application for Phase IIa of the implementation of the new College Information System for the North Carolina Community Colleges.

The Steering Committee has adopted the following plan and schedule for Phase II of the implementation of the new college information system:

Phase IIa: Sixteen community colleges will implement the new software with the assistance of the eight colleges that are implementing the software in Phase I, beginning with the financial system in July 2002 and continuing with the human resources system in January 2003 and the student system in March 2003.

Phase IIb: The 35 remaining community colleges will implement the new software with the assistance of the 24 colleges that implemented the software in Phase I and Phase IIa, beginning in July 2003 and ending in the spring of 2004.

At the end of Phase II, all of our institutions and the System Office will be using the new system. You are strongly encouraged to discuss this application process and timeline with your campus leaders. Phase IIa colleges, along with the eight Phase I colleges, will play a critical role for implementing our vision for a new, responsive system.

The letter of application for consideration as a Phase IIa college should be sent to: Mr. Bob Blackmun, Associate Vice President for Information Resources and Technology, at the System Office by Friday, May 25, 2001. (Please send electronic copies of the letter and all supporting information to blackmunb@ncccs.cc.nc.us.)

A college requesting inclusion in Phase IIa should address a letter, signed by the President, which responds to the four criteria cited in the attached copy of "Criteria for Phase IIa Participating Colleges." As noted in the criteria, letters from the chief

Community College Presidents

Page 2

April 16, 2001

academic and continuing education officers, the chief business officer and the chief student services officer should also be included. The review process of these letters will be the responsibility of the Steering Committee who will recommend a list of the colleges selected for Phase IIa to President Lancaster.

The plans for Phase II and the application process will be discussed during the Presidents Association meeting on April 25 and 26, 2001. In the interim, please contact Bob Blackmun if you have questions regarding the application process or technical questions about the system.

Attachment

c: President H. Martin Lancaster

CC01-077
E-Mail Copy



North Carolina Community College System

Information Systems for the Future College Information System Project

Criteria for Phase IIa Participating Colleges

1. Staffing (functional and technical) 30%

- Availability (the percentage of time required to review the North Carolina template, learn the Colleague software, participate in user training, etc.)

The key leaders and staff members in all functional areas (business, instruction, student services, continuing education, etc.) will need to be available to work collaboratively (with both the System Office personnel and Phase I colleges) to continue to refine the template and for software training.

Phase IIa will begin in October 2001 and is expected to be completed in June 2003. The first eight months will be designed for the training of the IIa schools personnel with the remainder of the time used to migrate the data, train the staff members on each level of operation and to test the new system.

The successful bidder, ACS/Datatel, included a staffing table in their proposal that indicates that the following college staff FTE (total for all colleges in Phase IIa) will be needed:

System Admin	7 FTE
Student (Core, Curriculum and Continuing Ed.)	12 FTE
Financial	7 FTE
Human Resources	7 FTE
Institutional Research, Reporting, Planning, etc.	7 FTE
Conversion	7 FTE

The “staffing table” also indicates that each college will need to have a 16-20 person “implementation team” during the implementation. This means that the staff members in each of the functional areas will be trained in the new software and will participate in the testing of the software/template during the actual implementation period.

- Expertise (experience in the Community College System and its functions and applications)

The staff members at the Phase IIa colleges need to be aware of the policies, procedures, etc., of the community college system and the individual colleges.

While the North Carolina template for Colleague was written as part of Phase I it is imperative that the review of said template continue throughout Phases IIa and IIb.

2. Applications Environment 20%

- Experience with standard vs. modified or enhanced applications software

While some community colleges use the current IIPS system with minimal locally developed modifications or enhancements, other colleges have made extensive improvements. The goal for the new system is to minimize the need for such changes and enhancements by ensuring that the needs of all colleges are incorporated into the system. A mix of colleges with varying degrees of experience with local changes to the software will be needed in Phase IIa. (At each college, the participating administrators, functional users and technical staff are all assumed to have experience with the college's information system environment, including the degree to which the current system has been enhanced.)

- Functional organization—degree of integration of functions (student, business, etc.)

Some community colleges have highly structured organizations for providing various functions (student services, business office, etc.), while others have staff members who perform multiple functions. Since the “standard” system needs to accommodate a variety of organizational structures the colleges participating in Phase IIa, like those in Phase I, need to represent that variety.

3. Organizational Environment 30%

- Organizational readiness for the new systems (change in process)

The new system will provide opportunities to improve the operations of the colleges through changes in procedures, work flow, etc. Staff members and the leadership at Phase IIa colleges will need to accept and support such change.

- Commitment of senior management (president, CAO/CCEO, CFO, CSO)

The college president, chief academic and continuing education officers, chief student services officer, chief finance officer, and the individual responsible for information systems must include in the application a letter indicating their support of the project for their area.

- Willingness to provide assistance in Phase IIb

Phase IIa colleges along with Phase I colleges are expected to provide the training for the 34 institutions that will be involved in Phase II b. A statement of commitment to this effort should be included in the application.

4. Technology Environment and Support (servers, networks, desktop computers) 20%
 - Capacity (campus network and connection to state network, servers, disk storage, etc.)

The application must include an assurance that the college networks, desktop computers, etc., have sufficient capacity for the project (including development, testing and parallel operation). (See the “Technical Infrastructure Document” in the College Information System project section of the System Office web site for details.)

- Current technology (equipment and software)

The colleges participating in Phase IIa will have to be committed to maintaining the required levels or releases of software, networks, etc., and desktop and network configurations that are needed to support the new applications.

PLEASE NOTE:

Several non-Phase I colleges have assisted in the template building process through the tireless efforts of their staff. It is the intent of the Steering Committee that these institutions receive an additional 10 points on their application. Similarly, Phase I applicants who were not selected will receive an additional 5 points on the Phase IIa application.