



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 31, 2002

MEMORANDUM

TO: HR Directors

FROM: Sandra Wall Williams
Vice President for Administration

SUBJECT: College Information System (CIS) Cost/Benefit Evaluation

The General Assembly has given the Information Resources Management Commission (IRMC) the authority to monitor and approve state-level technology projects and technology purchases. In order to carry out projects such as the College Information System (CIS), the Data Warehouse project, or to make technology investments at the state level, we must secure final approval from the IRMC. The IRMC is now requiring a cost/benefit evaluation of state-level technology projects like the CIS. This evaluation must be conducted and reported to the IRMC, which, will in turn, report the results to the Education Oversight Committee of the General Assembly. We must comply with this requirement if we are to continue the CIS project.

To evaluate the impact of the CIS, we need to assess the old system as a baseline data gathering. The attached survey should take no more than 15 minutes to complete. Please complete the survey yourself or direct it to the appropriate person in your Human Resource office.

Please complete and return the attached survey **prior to February 28**. The survey should be returned to Dr. So-Young C. Yim, Coordinator of Research Projects, Planning and Research, Mail Service Center 5008, Raleigh, NC 27699-5008.

Attachment

c: Presidents

CC02-020
Paper Copy

Survey for Initial Assessment, Human Resources System

1. For each of the following items, please **indicate how much staff time and resources (other than personnel resources)** your division spends doing each of the following tasks **by circling the appropriate number where 1 = minimum amount of time spent doing this task and 10 = maximum amount of time spent doing this task.**

Benefits Planning	Minimum										Maximum
	1	2	3	4	5	6	7	8	9	10	
Defining, processing, and managing benefit plans to meet hiring goals	1	2	3	4	5	6	7	8	9	10	
Support for competitive retirement plans	1	2	3	4	5	6	7	8	9	10	
Support for offering multiple compensation plans	1	2	3	4	5	6	7	8	9	10	
Recruiting											
Recruiting and hiring faculty for term-based and non-term based courses	1	2	3	4	5	6	7	8	9	10	
Reviewing resumes and applications and data entry for record keeping	1	2	3	4	5	6	7	8	9	10	
Maintaining a skills inventory for future vacancies	1	2	3	4	5	6	7	8	9	10	
Data entry of applicants for the HR record keeping											
Faculty Management											
Tracking instructional and non-instructional assignments by a predefined workload value as a basis for payment	1	2	3	4	5	6	7	8	9	10	
Staffing based on institution's enrollment management goals and trends	1	2	3	4	5	6	7	8	9	10	
Tracking work-related illness or injuries	1	2	3	4	5	6	7	8	9	10	
Payroll											
Recording of pre-tax and post-tax benefits for faculty	1	2	3	4	5	6	7	8	9	10	
Delivery of paychecks or direct deposits	1	2	3	4	5	6	7	8	9	10	
Support for employees to select and customize benefits	1	2	3	4	5	6	7	8	9	10	
Making adjustments to payroll records	1	2	3	4	5	6	7	8	9	10	
Forecasting											
Forecasting competitive starting salaries	1	2	3	4	5	6	7	8	9	10	
Forecasting cost of employer-paid taxes and fringe benefits	1	2	3	4	5	6	7	8	9	10	
Forecasting percentages of salary increases by incremental percents for administrative planning	1	2	3	4	5	6	7	8	9	10	

2. Please specify any other areas of work in your division other than the above items, and assign numbers 1-10 accordingly. **(OVER)**

PLEASE RETURN BY FEBRUARY 28

College _____

_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10
_____	1	2	3	4	5	6	7	8	9	10

3. Please provide your department's staffing level (number of employees in your department).

4. Please attach your department's 2000-2001 budget and its allotments according to major categories.

PLEASE RETURN BY FEBRUARY 28