



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 27, 2000

MEMORANDUM

TO: Selected Presidents

FROM: Brenda Rogers
Vice President for Administration

SUBJECT: ITFS Project

As you know, we have been working on obtaining ITFS licenses from the FCC for almost five years. Dr. Eason, as the chair of the Technology Committee of the Presidents Association, has played a leadership role in working with System Office staff over the last year. We believe that we must have an organizational structure to ensure effective and timely planning and action. We have some immediate issues that must be addressed: (1) the need for legal counsel to assist in reviewing the contract and revising the contract with Wireless One of North Carolina and (2) the development of an educational plan for the use of the licenses that will assist in the renegotiation process.

To address our need for an organizational structure, I am proposing that the presidents of the colleges that have received ITFS licenses or have licenses pending select ten presidents who will serve as the ITFS Steering Committee. This committee will make non-monetary decisions on behalf of the colleges that have entered agreements with Wireless One of North Carolina (WONC) and will conduct polls to approve any actions that require colleges to commit funds. I am attaching the list of colleges involved in the ITFS project. **Please nominate presidents to serve on the Steering Committee and submit their names to me by April 15.** You may certainly nominate yourself. I will consult with Doug Eason and the Technology Committee on the process to elect the Steering Committee from nominations, assuming there are more than ten persons nominated.

Our immediate need is the development of an educational plan that describes how our community colleges, in collaboration with other educational institutions, intend to use the ITFS spectrum to deliver instruction. The plan needs to be developed within the next two months so that we are in a position to negotiate with WONC, our partner in this project. Parks Todd has informed you that MCI/WorldCom has bought out half of WONC, with Concord Telephone owning the other half. Please refer to the communications from Parks.

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Please recommend by April 15 an individual from your college who can work on the development of the educational plan. We will probably select a relatively small number of individuals from your recommendations to draft the plan and ask all the individuals to review the draft plan and provide input. The Steering Committee will be asked to approve the plan on behalf of the colleges involved in the project.

The last issue is the need for a cooperative agreement that specifies the roles of the Steering Committee and the role of the System Office. As Doug Eason and his committee, Clay Hines, Steve Scott, Bob Blackmun, Parks Todd, and I have tried to work on the ITFS project, we have decided that we need a formal organizational structure that gives the System Office some official role to act on behalf of the colleges. Currently the System Office is not a party to any of the communication that transpires between WONC and a college. We must rely upon college staff to send us copies of these communications. However, we believe that the System Office staff should provide leadership and support in this project. Therefore, I have drafted a cooperative agreement that I would like for you to review. **If you have suggestions for changes in the draft, please let me know by April 15.** If possible, I will schedule some time in conjunction with the Presidents Association meeting in April for us to discuss the cooperative agreement and this project.

I am attaching a response form for you to use in (1) nominating presidents to serve on the ITFS Steering Committee and (2) identifying the person at your college who will work on the development of an educational plan for the use of the ITFS licenses.

Please call me to discuss any of these items.

BHR:sh

Attachments

c: President Martin Lancaster
 Dr. Steve Scott
 Dr. Doug Eason
 Dr. Phail Wynn
 Parks Todd
 Bob Blackmun
 Clay Hines

S00-016
Paper Copy

**North Carolina Community College System Distance Learning Network
(ITFS Project)**

Steering Committee Nominations

The presidents of the participating colleges will nominate and elect ten members to serve on the Steering Committee. The Steering Committee will develop policies and procedures for the consortium, seeking input from its constituent members. The Steering Committee will report its activities to the Technology Committee of the Presidents Association. The Steering Committee will have the authority to make decisions related to the ITFS licenses on behalf of the participating colleges with the exception of monetary decisions. The presidents of the participating colleges will vote upon any actions that have monetary implications.

NOMINATIONS: Please list those presidents whom you nominate to serve on the Steering Committee. Select from the list of presidents included on the attached page.

_____ (Name)	_____ (College)
_____ (Name)	_____ (College)
_____ (Name)	_____ (College)

Individual to Represent College in Developing Educational Plan

Designate the individual who can represent your college in the development of an educational plan for using the ITFS licenses for delivering instructional programming.

_____ (Name)	_____ (College)
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RETURN TO BRENDA ROGERS BY APRIL 15, 2000.

Cooperative Agreement

North Carolina Community College System Distance Learning Network

Introduction

Forty North Carolina community colleges have applied to the Federal Communications Commission (FCC) for ITFS licenses. Sixteen licenses have been granted. The colleges intend to use the ITFS licenses for the purpose of state-wide access to education and training. The colleges agree to work together to settle mutual exclusivity issues, to develop an educational plan for using the ITFS channels, to negotiate with partners in the development and operation of the resulting network, and to share in costs associated with the development of the NCCCS distance learning network. This agreement may be extended to technologies other than the ITFS channels.

Participants

The forty community colleges that have applied for and/or received ITFS licenses and System Office staff will participate in this cooperative agreement.

Purposes of the Agreement

The purposes of the agreement are the following:

- To provide a formal structure for making decisions relating to the ITFS licenses.
- To give formal responsibility and authority to System Office staff to act on behalf of the 40 community colleges.
- To share in the costs related to obtaining licenses, developing plans, implementing the network, and carrying out other related activities.
- To have a single entity established for negotiating with potential partners in the project.

Goals

- To promote the use of ITFS channels for providing state-wide access to education and training to the residents of North Carolina.
- To work collaboratively with the UNC universities and General Administration, public schools and the Department of Public Instruction, and private post-secondary institutions in using the ITFS licenses to provide access to education and training.
- To resolve mutual exclusivity issues and obtain licenses for those 24 colleges whose licenses are pending.
- To provide legal counsel when necessary to assist in moving the project forward.
- To establish partnerships with private entities to develop the statewide network for distance learning.

Roles

Colleges

The colleges agree to allocate administrative support, including monetary and personnel resources, to support the purposes defined above. The colleges agree to abide by the policies and procedures adopted by the Steering Committee, whose role is defined below.

North Carolina Community College System Office

The North Carolina Community College System will act on behalf of the consortium to carry out its policies, procedures, and activities. It will serve as the fiscal agent, setting up a system-wide project account for collecting and disbursing funds as approved by the Steering Committee. It will allocate staff resources to support the consortium.

Funding

The participating colleges will provide the necessary funds to carry out the activities of the consortium. The consortium may seek other funding through a Board Reserve project or external sources. The funds will be maintained in an account established by the System Office and will be disbursed as approved by the Steering Committee.

Colleges Involved in the ITFS Project

The following community colleges have received their ITFS licenses:

- Bladen Community College
- Brunswick Community College
- Cape Fear Community College
- Central Carolina Community College
- Edgecombe Community College
- Fayetteville Technical Community College
- Nash Community College
- Pitt Community College
- Richmond Community College
- Robeson Community College
- Sampson Community College
- Sandhills Community College
- Vance-Granville Community College
- Wayne Community College
- Wilson Technical Community College

The following community colleges have ITFS applications that are still pending:

- Asheville-Buncombe Technical Community College
- Blue Ridge Community College
- Carteret Community College
- Catawba Valley Community College
- Cleveland Community College
- College of The Albemarle
- Craven Community College
- Davidson County Community College
- Durham Technical Community College
- Forsyth Technical Community College
- Gaston College
- Isothermal Community College
- James Sprunt Community College
- Johnston Community College
- Lenoir Community College
- Mitchell Community College
- Pamlico Community College
- Randolph Community College
- Rowan-Cabarrus Community College
- South Piedmont Community College
- Stanly Community College
- Wake Technical Community College