



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

July 24, 2000

To: Presidents
Phase I College Information System Colleges

From: Stephen C. Scott
Executive Vice President

Subject: Selection of Phase I College Information System Colleges

Congratulations on the choice of your college as a Phase I site for implementing the new College Information System of the Information Systems for the Future project. As you are aware, we have the opportunity to develop and implement a system that will not only fully meet the administrative information needs of the NCCCS but that has the potential to be a national model for college administrative information systems.

A significant amount of time and effort will be required from the staff at the Phase I colleges in the development and implementation of this new system. Their task will be to ensure that the administrative information processing requirements of not only their colleges are met by the system but that the requirements of all of the colleges in the NCCCS are met by this new system.

The first step in the development and implementation of the new system is the appointment of appropriate college staff to the functional teams that will work with vendor and System Office personnel to develop the specifications for the system. Please complete the attached spreadsheet by July 31 and return it by E-mail to Phil Shepard (shepardp@ncccs.cc.nc.us) here at the System Office. Phil has been selected as the NCCCS Project Manager for this project. There should be one person (and only one person) designated for each line on the spreadsheet. Where appropriate, the same person may be designated on more than one line. If there are questions concerning completion of the spreadsheet, please contact Phil Shepard.

Functional team members will be contacted regarding the meetings that are being planned to introduce them to the Datatel Colleague administrative software package and to begin the software requirements definition and development phase of the project.

We are looking forward to the participation of your college in Phase I of this project. It should be a challenging and rewarding effort for you and all of the colleges in our system.

Attachment

E-Mail Copy
S00-031

NCCCS College Information System Project - Phase 1 College Information					
Participating College:					
	Name	Title	Email (Internet)	Telephone	Fax
1.0	President				
2.0	Chief Academic Officer(s)				
3.0	Chief Business Officer				
4.0	College Project Manager				
4.1	Student System Team				
4.1.1	Course / Program Team				
4.1.1.1	Curriculum Management				
4.1.1.1.1	Curriculum Standards				
4.1.1.1.2	Common Course Library				
4.1.1.1.3	Program Design				
4.1.1.2	Continuing Education				
4.1.1.2.1	Corrections Education				
4.1.1.2.2	Literacy				
4.1.1.2.3	Human Resource Develop.				
4.1.1.2.4	Small Business Center				
4.1.1.2.5	Fire Certification				
4.1.1.2.6	New & Expand. Industry				
4.1.1.2.7	Developmental Educ.				
4.1.1.3	Program Auditing				
4.1.2	Student Info. Team				
4.1.2.1	Admissions / Recruitment				
4.1.2.2	Financial Aid				
4.1.2.3	Faculty Information				
4.1.2.4	Registration / Billing				
4.1.2.5	Academic Records				
4.1.2.6	Accounts Receivable				
4.1.2.7	Cash Receipts				
4.1.2.8	Degree Audit				
4.2.0	Finance & Business Team				
4.2.1	Financial System				
4.2.1.1	General Ledger				
4.2.1.2	Budget Management				
4.2.1.3	Reporting				
4.2.1.4	Fixed Assets & Inventory				
4.2.2	Purchasing Team				
4.2.2.1	Purchasing				
4.2.2.2	Accounts Payable				
4.2.2.3	Equipment				
4.2.3	Auxiliary Services Team				
4.2.3.1	Parking				
4.2.3.2	Security				
4.2.3.3	Bookstore				
4.2.3.4	Bid Process				
4.2.4	Human Resources Team				
4.2.4.1	Personnel				
4.2.4.2	Payroll				
4.2.4.3	Position Budgeting				
4.2.4.4	External Interfaces				
4.3	Core / Foundation Team				
4.3.1	Planning & Research				
4.4	Technology Team				