



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

August 30, 2001

TO: Dr. Kenneth Ray Bailey, President, Asheville-Buncombe TCC
Dr. David Sink, President, Blue Ridge CC
Dr. Eric McKeithan, President, Cape Fear CC
Dr. Joseph T. Barwick, President, Carteret CC
Dr. L. Steve Thornburg, President, Cleveland CC
Dr. Sylvester McKay, President, College of The Albemarle
Dr. J. Bryan Brooks, President, Davidson County CC
Dr. Phail Wynn, Jr., President, Durham TCC
Dr. Larry B. Norris, President, Fayetteville TCC
Dr. Douglas Eason, Mitchell CC
Dr. Richard T. Heckman, President, Randolph CC
Mr. Fred G. Williams, Jr., President, Robeson CC
Dr. Robert C. Keys, President, Rockingham CC
Dr. Richard L. Brownell, President, Rowan-Cabarrus CC
Dr. Jim Richardson, President, Western Piedmont CC
Dr. Frank L. Eagles, President, Wilson TCC

FROM: Stephen C. Scott, Executive Vice President

SUBJECT: College Information System Phase 2A Activities

Thank you for returning the Memorandum of Understanding confirming your college's participation in Phase 2A of the new college information system project. We are excited about moving forward with you in to the next phase of this important project.

The Project Office, under the direction of Bob Blackmun, includes the Project Manager, Phil Shepard, and the College Team Manager, Marcia Daniel, as well as two project coordinators and a communications specialist. They will be providing your staff with detailed information on project activities during the coming months. Their first request is for you to identify a college project manager who will be responsible for the overall coordination of your college's participation in the project, and other key individuals who will comprise the college's implementation team. A description of the responsibilities of the project manager and implementation team members is attached, along with a spreadsheet listing all of the members of the college implementation team that should be returned to Marcia Daniel (mdaniel@ncccs.cc.nc.us; or c/o GTCC, Box 309, Jamestown, N.C. 27282) **by September 7, 2001.**

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Internet: scotts@ncccs.cc.nc.us Web site: www.ncccs.cc.nc.us

AN EQUAL OPPORTUNITY EMPLOYER

August 30, 2001

The first formal activity with Phase 2A colleges is a planned meeting of the Phase 1 and Phase 2A college project managers on **September 6 and 7, 2001** at Guilford TCC. Please forward the attached memo with details of this meeting to your college project manager and urge him or her to attend this important session. Other planned activities for the next few months include an overview session the 2nd week of October by the vendor team, and breakout groups by function with the project's Build Team members to discuss the "template" that has been developed; local customization of the project implementation plan by the vendor with each of the "clusters" of Phase 1 and Phase 2A colleges in November; and individual college "kick-off" meetings to be determined by each Phase 2A college, with Phase 1 college project managers.

Please feel free to contact Bob Blackmun, Marcia Daniel or Phil Shepard if you have questions about the initial activities.

SCS:RB:sh

Attachments

c: Dr. Sandra Wall Williams
Mr. Bob Blackmun
Ms. Marcia Daniel
Mr. Phil Shepard

S01-028

E-Mail

College Information System Project – Roles and Responsibilities

The responsibilities of the College Implementation Team include several teams as noted below.

College Project Manager

- Assist with development of global implementation/installation plan.
- Ensure availability of requisite technology infrastructure at the college.
- Schedule technical and application end-user training and consulting.
- Coordinate functional test plan creation.
- Coordinate and assign resources to carry out testing, implementation, and conversion activities.
- Monitor progress against global and detailed plans.
- Report regularly on status of project to the college project team.

College Project Management Team

- Gather information for college project manager.
- Conduct organizational needs assessment and analysis for site specific needs.
- Provide subject matter expertise to the campus installation team.

Student System Team

Course/Program Team

Curriculum Management/Faculty Team

- Review template including analysis of parameters and codes for courses and sections, degree audit counseling, corrections education, developmental education, curriculum standards, common course library, and program design.
- Determine any campus enhancements to template.

Continuing Education Team

- Includes workgroups for corrections education, literacy, HRD, small business center, fire certification, program auditing, regional calendaring, and NEIT whom review template, including analysis of parameters and codes.

Student Information Team

- Review template including analysis of parameters and codes for admissions/recruitment, registration billing, academic records, program auditing, reporting, career planning/placement and campus organizations.
- Includes work groups for financial aid, and accounts receivable/cash receipts.

Finance & Business Team

Finance System Team

- Review template including analysis of parameters and codes for general ledger, budget management, position budgeting, statewide reporting, pooled investments, and projects accounting.

Purchasing Team

- Review template including analysis of parameters and codes for purchasing, accounts payable, bid processing, fixed assets and inventory/equipment.

Human Resources Team

- Review template including analysis of parameters and codes for personnel/faculty, payroll, position budgeting, and contracts.

Auxiliary Services Team

- Includes work groups for parking, security, bookstore, and physical plant.

NCCCS College Information System Project - Phase 2a 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				



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H. Martin Lancaster, President

August 30, 2001

TO: CIS Phase 1 College Project Managers
CIS Phase 2A College Project Managers

FROM: Marcia Daniel, CIS College Team Manager
Philip Shepard, CIS Project Manager

SUBJECT: CIS Project Managers Meeting

To begin the process of working together for a successful implementation of the College Information System (CIS) at the Phase 2A colleges, we have scheduled a meeting of the Phase 1 and Phase 2A College Project Managers as outlined below:

September 6 – 9:00 to 5:00
September 7 – 9:00 to noon
Medlin Building, Room 041
Guilford Technical Community College

We have developed four outcomes that we plan to accomplish during this meeting: Implementation Team Discussion, Modified Approach Document, Informal Team Building Activities, and Define the Template Concept.

We need to limit the Phase 2A participants at this meeting to the individual from each college who has been named as the College Project Manager.

This meeting will provide an opportunity for extensive interaction between the Phase 2A College Project Managers, Phase I College Project Managers, Project Office staff, and ACS and Datatel staff.

Please let either Marcia Daniel (mdaniel@ncccs.cc.nc.us) or Phil Shepard (shepardp@ncccs.cc.nc.us) know who will be attending from each of the Phase 2A colleges. Please feel free to contact either Marcia or Phil if you have questions about this meeting.

c: Phase 1 Presidents
Phase 2A Presidents
Dr. Sandra Wall Williams
Mr. Bob Blackmun