

STATE BOARD OF COMMUNITY COLLEGES

CIS Training Center Contracts for FY2009-2010 (College Information Systems Project)
Central Piedmont Community College (CIS Application Training Center)
Wayne Community College (CIS Application Training Center)
Mitchell Community College (CIS Application Training Center)
Guilford Technical Community College (CIS Technical Training Center)

Request: Approve contracts with Central Piedmont Community College, Wayne Community College, Mitchell Community College, and Guilford Technical Community College for providing a CIS application and technical training center for FY2009-2010. Central Piedmont Community College will provide facilities, coordination and technical support in support of training sessions in the N.C. Template for the College Information System, including financial, human resources, and technical functions. Wayne Community College, Mitchell Community College, and Guilford Technical Community College will provide facilities, coordination and technical support for the CIS System Training Plan.

The total cost of services provided by the four aforementioned colleges is not to exceed \$125,000.

Rationale for Contract: The North Carolina Community College System College Information System (CIS) has been in on-going maintenance and operations since implementation of the system completed in fall 2007. Since August 2003, NCCCS has worked collaboratively with Central Piedmont Community College, Guilford Technical Community College, Wake Technical Community College, and Wayne Community College to create and maintain Colleague Training Centers. The purpose of the training centers is to provide regional locations for community college staff to obtain ongoing CIS application and technical training.

The NCCCS System Office SME Team will assume responsibility for delivering the majority of CIS application training for FY2009-2010. System Office staff is adding Mitchell Community College as a Colleague Training Center in order to minimize the travel impact to the college staff that will be attending training at a Colleague Training Center in FY2009-2010. Wake technical Community College, contracted to serve as a CTC in FY2008-2009, will not be renewed in 2009-2010 as part of the realignment of locations to reduce travel impact to attendees.

Based on the availability of college staff members to provide application and technical training, coordination and technical support for the CIS Training Plan, the System Office IT Training Manager, who is responsible for overseeing the CIS training, will work with management at Central Piedmont, Wayne, Mitchell, and Guilford Technical Community Colleges to develop specific training schedules and to plan the work required for developing the training curricula for ongoing applications and technical training for community college staff during FY2009-2010.

Method of Procurement: In accordance with the procurement practice of the State of North Carolina, there is no requirement for competition or approval by outside purchasing authorities for contracts between state agencies.

Contract Amount and Time Period: The Contracts with Central Piedmont Community College, Wayne Community College, Mitchell Community College, and Guilford Technical Community College are for the period of July 1, 2009 through June 30, 2010 in the total amount not to exceed \$125,000 and is distributed according to the following:

- Central Piedmont Community College: \$ 40,000
- Wayne Community College: \$ 35,000
- Mitchell Community College: \$ 25,000
- Guilford Technical Community College: \$ 25,000

Fund Availability: Funds are available for this purpose from the Management Information System (MIS) Appropriation.

Contact Person: Dr. Saundra W. Williams, Sr. VP & Chief Tech. and Workforce Development
Jay Baucom, Associate Vice President and Chief Information Officer

Memorandum of Understanding
North Carolina Community College System Office
and
Central Piedmont Community College

The North Carolina Community College System Office and the CIS Training Center (CTC) host community college, Central Piedmont Community College agree that the CIS Training Center that is established and operated under this Memorandum of Understanding will provide applications training in the N.C. template for the College Information System, including financial, human resources, and technical functions. This training will be provided to staff members from approximately one-half of the fifty-eight institutions of the N.C. Community College System.

Execution of this Memorandum of Understanding (MOU), including any services and/or facility requests, is subject to the availability of funds. Funding availability during the term of this Memorandum of Understanding may necessitate changes to the amount of services and/or facilities that will be required during FY 09-10. If budget reversions or cuts occur negatively impacting the availability of funds required to execute this MOU for the services and/or facilities provided by the college, as stated here within, the System Office will provide notification, in writing, as to the change as soon as the impact is determined.

Central Piedmont Community College Training Center Responsibilities are to include:

1. Provide training facilities, including workstations and printers, to accommodate CIS training classes;
2. Provide staff members who are thoroughly trained through participation in Review Teams, Power User Trainer and/or other instruction in the CIS N.C. Template to staff the training and consulting activities in the attached training schedule.
3. Coordinate with System Office staff to ensure timely training account updates;
4. Provide a technical resource for maintenance; upkeep of the CTC equipment;
5. Provide remote consulting times to colleges that attended training on an as needed basis;
6. Assure the CTC equipment, System Office training accounts and the local colleges can participate in training sessions where there is a telnet requirement;
7. Provide assurances that the training plan will be followed. Coordination with the College User Support Team will occur and there will be participation in all planning sessions for each application;
8. In cooperation with the College User Support Team, and Datatel subject matter experts, participate in developing curricula for training new college staff members and System Office staff members in the use of CIS;
9. Provide to the System Office a detailed invoice at least quarterly, first being on or near September 30, 2009, second on or near December 31, 2009, third on or near March 31, 2010, and fourth on or near June 30, 2010, noting each delivered training session for reimbursement.

Responsibilities of the North Carolina Community College System Office:

1. Reimburse the host college at least quarterly beginning September 30, 2009 upon receipt of an invoice for the costs for delivering the specific training classes at the rate of \$1500 per day for instructional costs and \$500 per day for scheduled use of college facilities. The instructional rate per day will cover actual training time, training preparation, remote consulting services, curriculum development, training meetings, and any travel expense to such meetings. The total cost for training days is not to exceed \$40,000 for fiscal year 2009-10.
2. Provide a detailed quarterly schedule of all training to be offered on or near the following dates: July 1, 2009, October 1, 2009, January 1, 2009, and April 1, 2010

3. Provide a web based system for student registration and handle all student; registration for scheduled training classes;
4. Provide data base and Colleague application servers equipped with the current version of the N.C. Colleague template and standard data files suitable for training in the N.C. Colleague template with all CIS enhancements;
5. Provide support for the N.C. Colleague template sufficient to resolve any problems with the training environment in a timely fashion sufficient to support the scheduled training classes;
6. Evaluate the effectiveness of the CIS Training Centers and provide written quarterly feedback on or near the following dates: September 30, December 31, March 31, and June 30, 2010 on any specific issues to be addressed to the CTC Coordinator

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM OFFICE

Hilda Pinnix-Ragland, Chair, SBCC

Date

R. Scott Ralls, President

Date

Jennifer Haygood, Vice President, Business and Finance

Date

Saundra Williams, Sr.V.P/Chief of Tech. and Workforce Dev.

Date

APPROVED ONLY AS TO FORM

Q. Shanté Martin, General Counsel

Date

CENTRAL PIEDMONT COMMUNITY COLLEGE

P. Anthony Zeiss, President

Date

Kathy H. Drumm, Executive Vice President

Date

Memorandum of Understanding

North Carolina Community College System Office and Wayne Community College

The North Carolina Community College System Office and Wayne Community College, agree that the Colleague Training Center established and operated under this Memorandum of Understanding, will provide the coordination and technical support for the CIS System Training Plan. The training shall be designed and delivered by the College User Support Team to support the N.C. template for the College Information System. This training will be provided to end-users from the North Carolina Community College System.

Execution of this Memorandum of Understanding (MOU), including any services and/or facility requests, is subject to the availability of funds. Funding availability during the term of this Memorandum of Understanding may necessitate changes to the amount of services and/or facilities that will be required during FY 09-10. If budget reversions or cuts occur negatively impacting the availability of funds required to ex this MOU for the services and/or facilities provided by the college, as stated here within, the System Office will provide notification, in writing, as to the change as soon as the impact is determined.

Wayne Community College Training Center Responsibilities are to include:

10. Provide training facilities, including workstations and printers, to accommodate CIS training classes;
11. Coordinate with System Office staff to ensure timely training account updates;
12. Provide a technical resource for maintenance; upkeep of the CTC equipment;
13. Assure the CTC equipment, System Office training accounts and the local colleges can participate in training sessions where there is a telnet requirement;
14. Provide to the System Office a detailed invoice at least quarterly, noting each delivered training session for reimbursement.

Responsibilities of the North Carolina Community College System Office:

7. Reimburse the host college at least quarterly beginning July 1, 2009 upon receipt of an invoice for the costs for delivering the specific training classes at the rate of \$500 per day for scheduled use of college facilities. The total cost for training days is not to exceed \$35,000 for fiscal year 2009-10;
8. Provide a detailed quarterly schedule of all training to be offered on or near the following dates: July 1, 2009, October 1, 2009, January 1, 2009, and April 1, 2010
9. Provide a web based system for student registration and handle all student; registration for scheduled training classes;
10. Provide data base and Colleague application servers equipped with the current version of the N.C. Colleague template and standard data files suitable for training in the N.C. Colleague template with all CIS enhancements;
11. Provide support for the N.C. Colleague template sufficient to resolve any problems with the training environment in a timely fashion sufficient to support the scheduled training classes;
12. Evaluate the effectiveness of the CIS Training Centers and provide written quarterly feedback on or near the following dates: September 30, December 31, March 31, and June 30, 2010 on any specific issues to be addressed to the CTC Coordinator.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM OFFICE

Hilda Pinnix-Ragland, Chair, SBCC Date _____

R. Scott Rawls, President Date _____

Jennifer Haygood, Vice President, Business and Finance Date _____

Saundra Williams, Sr. V.P./Chief of Tech. and Workforce Dev. Date _____

APPROVED ONLY AS TO FORM

Q. Shanté Martin, General Counsel Date _____

WAYNE COMMUNITY COLLEGE

Dr. Kay Albertson, President (or her designee) Date _____

Joy Kornegay, Chief Financial Officer Date _____

Memorandum of Understanding

North Carolina Community College System Office and Mitchell Community College

The North Carolina Community College System Office and Mitchell Community College, agree that the Colleague Training Center established and operated under this Memorandum of Understanding, will provide the coordination and technical support for the CIS System Training Plan. The training shall be designed and/or delivered by the College User Support Team to support the N.C. template for the College Information System. This training will be provided to end-users from the North Carolina Community College System.

Execution of this Memorandum of Understanding (MOU), including any services and/or facility requests, is subject to the availability of funds. Funding availability during the term of this Memorandum of Understanding may necessitate changes to the amount of services and/or facilities that will be required during FY 09-10. If budget reversions or cuts occur negatively impacting the availability of funds required to ex this MOU for the services and/or facilities provided by the college, as stated here within, the System Office will provide notification, in writing, as to the change as soon as the impact is determined.

Mitchell Training Center Responsibilities are to include:

15. Provide training facilities, including workstations and printers, to accommodate CIS training classes;
16. Coordinate with System Office staff to ensure timely training account updates;
17. Provide a technical resource for maintenance; upkeep of the CTC equipment;
18. Assure the CTC equipment, System Office training accounts and the local colleges can participate in training sessions where there is a telnet requirement;
19. Provide to the System Office a detailed invoice at least quarterly, noting each delivered training session for reimbursement.

Responsibilities of the North Carolina Community College System Office:

13. Reimburse the host college at least quarterly beginning July 1, 2009 upon receipt of an invoice for the costs for delivering the specific training classes at the rate of \$500 per day for scheduled use of college facilities. The total cost for training days is not to exceed \$25,000 for fiscal year 2009-10;
14. Provide a detailed quarterly schedule of all training to be offered on or near the following dates: July 1, 2009, October 1, 2009, January 1, 2009, and April 1, 2010
15. Provide a web based system for student registration and handle all student registration for scheduled training classes;
16. Provide data base and Colleague application servers equipped with the current version of the N.C. Colleague template and standard data files suitable for training in the N.C. Colleague template with all CIS enhancements;
17. Provide support for the N.C. Colleague template sufficient to resolve any problems with the training environment in a timely fashion sufficient to support the scheduled training classes;
18. Evaluate the effectiveness of the CIS Training Centers and provide written quarterly feedback on or near the following dates: September 30, December 31, March 31, and June 30, 2010 on any specific issues to be addressed to the CTC Coordinator.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM OFFICE

Hilda Pinnix-Ragland, Chair, SBCC

Date _____

R. Scott Ralls, President

Date _____

Jennifer Haygood, Vice President, Business and Finance

Date _____

Saundra Williams, Sr. V.P./Chief of Tech. and Workforce Dev. Date _____

APPROVED ONLY AS TO FORM

Q. Shanté Martin, General Counsel

Date _____

MITCHELL COMMUNITY COLLEGE

Dr. Douglas Eason, President (or his designee)

Date _____

Barbara Wheeler, Financial Services Director

Date _____

Memorandum of Understanding

North Carolina Community College System Office and Guilford Technical Community College

The North Carolina Community College System Office and Guilford Technical Community College, agree that the Colleague Training Center established and operated under this Memorandum of Understanding, will provide the coordination and technical support for the CIS System Training Plan. The training shall be designed and delivered by the College User Support Team to support the N.C. template for the College Information System. This training will be provided to end-users from the North Carolina Community College System. Any needed third-party training will also be delivered at the GTCC Training Center. Actual training will be delivered by a respective third-party trainer. Use of facilities for third-party training will be paid for under this Memorandum of Understanding

Execution of this Memorandum of Understanding (MOU), including any services and/or facility requests, is subject to the availability of funds. Funding availability during the term of this Memorandum of Understanding may necessitate changes to the amount of services and/or facilities that will be required during FY 09-10. If budget reversions or cuts occur negatively impacting the availability of funds required to ex this MOU for the services and/or facilities provided by the college, as stated here within, the System Office will provide notification, in writing, as to the change as soon as the impact is determined.

GTCC Training Center Responsibilities are to include:

20. Provide training facilities, including workstations and printers, to accommodate CIS training classes and Third Party training;
21. Coordinate with System Office staff to ensure timely training account updates;
22. Provide a technical resource for maintenance; upkeep of the CTC equipment;
23. Assure the CTC equipment, System Office training accounts and the local colleges can participate in training sessions where there is a telnet requirement;
24. Provide to the System Office a detailed invoice at least quarterly, noting each delivered training session for reimbursement.

Responsibilities of the North Carolina Community College System Office:

19. Reimburse the host college at least quarterly beginning July 1, 2009 upon receipt of an invoice for the costs for f training classes at the rate of \$500 per day for scheduled use of college facilities. The total cost for training days is not to exceed \$25,000 for fiscal year 2009-10.
20. Provide a detailed quarterly schedule of all training to be offered on or near the following dates: July 1, 2009, October 1, 2009, January 1, 2009, and April 1, 2010
21. Provide a web based system for student registration and handle all student registration for scheduled training classes;
22. Provide data base and Colleague application servers equipped with the current version of the N.C. Colleague template and standard data files suitable for training in the N.C. Colleague template with all CIS enhancements.
23. Provide support for the N.C. Colleague template sufficient to resolve any problems with the training environment in a timely fashion sufficient to support the scheduled training classes;
24. Evaluate the effectiveness of the CIS Training Centers and provide written quarterly feedback on or near the following dates: September 30, December 31, March 31, and June 30, 2010 on any specific issues to be addressed to the CTC Coordinator.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM OFFICE

Hilda Pinnix-Ragland, Chair, SBCC

Date

R. Scott Ralls, President

Date

Jennifer Haygood, Vice President, Business and Finance

Date

Saundra Williams, Sr.V.P/Chief of Tech. and Workforce Dev.

Date

APPROVED ONLY AS TO FORM

Q. Shanté Martin, General Counsel

Date

GUILFORD TECHNICAL COMMUNITY COLLEGE

Don Cameron, President (or his designee)

Date

Rae Marie Smith, Chief Financial Officer

Date