



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, President

July 15, 2008

MEMORANDUM

TO: Kara Bosch, Central Piedmont CC
Claudia Fiest, Central Piedmont CC
Nancy Knight, Central Piedmont CC
Margaret Roberton, Wayne CC
Lois Scruggs, Isothermal CC
Cindy Moore, Isothermal CC
Cathy Jordan, Alamance CC

Kathy Reeves, Cape Fear CC
Sue Ferguson, Cape Fear CC
Linda Harrell, Fayetteville TCC
Terry Church, Fayetteville TCC
Kim Van Metre, NCCCS
Arthur Hohnsbehn, NCCCS

FROM: Sandra W. Williams
Sr. Vice President and Chief of Technology & Workforce Development

SUBJECT: Assignment Contract Review Group

Thank you for agreeing to serve on the Assignment Contract Review Group to review the issues surrounding the Assignment Contract Process and their impact on the CIS Template utilized at all 58 colleges. This group was created in response to issues raised by the North Carolina Association of Community College Instructional Administrators (NCACCIA), the North Carolina Student Development Administrators Association (NCSDDAA), and the North Carolina Community College Adult Educators Association (NCCCAEA) regarding the utilization of the Assignment Contract Software that is part of the CIS System and how that software is impacting faculty and non-faculty contracting and payments.

The objectives of this group are to review the current business requirements, develop consensus on a common set of business requirements for the Assignment Contract Process, approve these business requirements, and then serve as reviewers of the technical design and development of the systems that will support this process. In addition, several member colleges will be asked to participate in testing the software. This review and development process will be of an iterative nature with several phases, each consisting of a period of software design and development followed by a period of testing and release of the software to all of the colleges.

We have asked Kara Bosch, Margaret Roberton, Kim Van Metre, and Arthur Hohnsbehn to serve as team leads for the group. The first meeting is scheduled in the Emerald Room of the Marriott Executive Park in Charlotte, site of the Summer IIPS Conference, on July 21 at 9:00 a.m. You will receive a tentative agenda in a later email.

We appreciate your willingness to serve on the Assignment Contract Review Group.

SWW:sh

c: Dr. Mary Rittling
Community College Presidents

CC08-158
Email