



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

August 17, 2012

MEMORANDUM

TO: Presidents

FROM: Dr. Saundra Williams, Senior Vice President and Chief
Technology and Workforce Development

SUBJECT: CIS Template Changes – Policy and Procedures

The System Office has received several questions regarding what changes colleges can make to the College Information System (CIS) used at each community college. The purpose of the memo is to give you the process for potential changes to the CIS Template.

Background

The CIS is based on Ellucian's Colleague Enterprise Resource Planning (ERP) System. The system has been created to support the business, student and human resource needs of the community colleges. Since the start of the project, a number of policies and procedures have been created for system-wide CIS maintenance and support. These policies and procedures, as well as the software changes and documentation, are known as the CIS Template.

During the 1998 session of the General Assembly, the State Board of Community Colleges was directed to develop a plan to implement an information system for all of the community colleges. In 1999, the General Assembly appropriated funds to support the development and maintenance of that system. Prior to the initial implementation of the information system in May 2001, the State Board of Community Colleges adopted the following resolution that provided direction on the maintenance and support of the CIS Template.

The 1998 session of the General Assembly directed the State Board of Community Colleges (SBCC) to develop a plan for an efficient and effective technology and management information system. In accordance with this special provision, the SBCC approved a plan to

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acquire, implement and support a fully integrated information system that meets the needs of **all** of the institutions. The 1999 session of the General Assembly appropriated recurring and non-reverting funds to support the development and maintenance of a data warehouse and College Information System for use by all 59 institutions. As required by the General Assembly, the SBCC is committed to using these state resources wisely. Therefore, while recognizing the uniqueness of each institution, the SBCC requires standardizing the software and the hardware to the fullest extent possible in order to ensure data quality, provide central support, gain efficiencies in operations, and reduce costs.

Current Policies and Procedures

Listed below are the policies and procedures developed in response to the direction provided by the SBCC.

1. Changes should not be made to the core of Colleague and the CIS enhancements at the local community college except at the direction of the System Office staff. A complete list of core Colleague Modules and Enhancements is attached.
2. Staff at local colleges can make requests for change to the CIS Template. These requests are made to the CIS Help Desk. The changes are reviewed by teams of community college users to determine if the change is a benefit to the community college system as a whole and does not cause any problems to the maintenance and support of the CIS Template.
3. Local customizations by community college staff can be made. These customizations include:
 - a. The addition of data to the local system outside of the template.
 - b. Utilization of data that is part of the CIS Template to produce reports.
 - c. Using CIS Template data as part of local systems as long as the data that is part of the CIS Template is not changed.
 - d. Local reporting tools.
4. Local community colleges can purchase additional products from Ellucian that integrate with the CIS template but should review the purchase with System Office staff to ensure that the product is not slated for addition to the CIS Template. This helps keep cost down for the community college system. Also this will allow System Office staff to determine the level of risk and impact to the CIS Template by the additional product.
5. Help desk support for products purchased from Ellucian must first be sent to the CIS Help Desk. This will allow System Office staff to verify that the problem is with the purchased product and not with part of the CIS Template and help reduce the risk of unintended changes that could damage the CIS Template.

The goal of the policies and procedures is to maintain the CIS Template while giving the local community college as much flexibility as possible to meet local business needs.

If you have any questions, please contact Arthur Hohnsbehn, Assistant CIO and Chief Architect, ERP Systems and Special Projects, at 919.807.6992 or hohnsbehna@nccommunitycolleges.edu.

Attachment

c: CIOA
System Administrators
Network Administrators
Bruce Humphrey
Arthur Hohnsbehn
Chris Cline
Stephen Reeves

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Appendix 1: List of Core Colleague Modules and CIS Enhancements

Code Colleague Modules

Colleague Base System

Demographics
Communications Management
Facilities Profile
Scheduling & Staff/Volunteer Info
Workflow Management System
Includes: (Wf Engine, "My to do List", Wf Administration & Resource Database)
Electronic File Import/Export (ELF)
Accounts Receivable/Cash Receipts
General Ledger
Activities & Events
Datatel Portal
MOX

Student System

Academic Records & Registration
Recruitment/Admissions Management
Curriculum Management & Faculty Information
Financial Aid/Student Refunds
Degree Audit
Campus Organization
Telephone Registration Interface
Electronic Application Utility (formerly CollegeNet Interface)
Resource25/Schedule25 Interface
CampusCruiser Interface
ST Reporting DataMarts
ST Reporting Applications
Workflow Definition Tool for Student

Financial System

Accounts Payable
Purchasing
Budget Management
Fixed Assets
Inventory
Physical Plant
Pooled Investments
Projects Accounting
FN Reporting DataMarts
FN Reporting Applications
Workflow Definition Tool for Finance

Human Resources System

HR
Payroll
Position Budgeting
HR Reporting DataMarts
HR Reporting Applications
Workflow Definition Tool for HR

Web Services

WebAdvisor Base Software
WebAdvisor - My Advisees
WebAdvisor - Instant Enrollment
WebAdvisor - Work Order Request
WebAdvisor - Time Entry & Approval
WebAdvisor - Student Education Plan

System Management

Envision Tool, Source Code, Web Generator
SecuritySmith License
Colleague Per User License (12,000 users)
Colleague Application Server License (12,000 users)
R18 Custom Release Software

CIS Enhancements

Career Planning and Placement (Dropped)
CCLSLs (Combined Course Library/Program of Study System) (Since replaced by SO Development)
Equipment Inventory
Facilities Management
Fire Certification
LEIS (Literacy Education Information System)
Customized Training for Job Growth
Parking
Program Audit
Regional Calendar
RIE (State Reporting) (This includes ICR Reporting, Student Data, and Staff Information)
Small Business Center
Accuplacer Test Scores Import
AR/CR Cash Reporting
E-Procurement Interface
ISASORR (Student Registration and Override Enhancement)
GED Diploma Award and Tracking
College Budget Account System (CBAS)
Web Attendance
Asset Compass Test Scores Import
CFNC Application Import System