

**Workforce Continuing Education
Numbered Memorandums 2009**



Number	Date	To	From	Subject
CC09-032	10/02/09	Presidents, Business Officer, Registrars	Jennifer Haygood	Implementation of Senior Citizen Tuition Waiver
CC09-026	9/01/09	State Board Members CC Presidents & Board of Trustees Chairs NCCCS Staff Other interested parties	Q.S. Martin	Amendments to 23 N.C.A.C. 02E .0402 of the NC Administrative
Email	8/18/09	Presidents Registrars Business Officers Instructional Officers Student Svcs Officers System Administrators	Saundra Williams Jennifer Haygood	Coding of High School Student Enrolled in Community College Courses
Email	8/13/09	Registrars Admissions Directors Counselors Chief Acad Officers Chief Student Svcs. Officers	Antonio J. Jordan	Elimination of General Education Courses for Dual Enrollment and Huskins Students
Email	8/10/09	Presidents Chief Student Svcs Officers Chief Academic Officers Chief Bus Officers cc K. Briggs J Haygood D. Parker J. Mann V. Wilson A. Jordan CC PIOs	R. Scott Ralls	Joint High School Programs
CC09-020	7/17/09	Presidents Chief Academic Officers Senior Continuing Ed Officers Chief Financial Officers Student Development Officers	John Pettitt	Audit Procedures FY 2009-2010
Email	7/10/09	Arthur Hohnsbehn CC Business Officers CC Con Ed Registrars CC Cont Ed Officers CC Controllers-Bookkeepers CC System Administrators	Wayne Madry	CE Fee Schedule-Manual Steps (Datatel process)

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Number	Date	To	From	Subject
Email	7/8/09	CC Business Officers; CC Con Ed Registrars; CC Cont Ed Officers; CC Controllers-Bookkeepers; CC System Administrators	Arthur Hohnsbehn	New Continuing Education Fees for OE classes
Email	7/8/09	CC Business Officers; CC Con Ed Registrars; CC Cont Ed Officers; CC Controllers-Bookkeepers; CC System Administrators; Vann, Kelly; White, Roy	Arthur Hohnsbehn	New Continuing Education Fees for OE classes – Response to Questions
CC09-014	5/28/09	Presidents Business & Industry Directors Snr Cont Education Officers Chief Financial Officers	Glenda Lawrence Maureen Little	Customized Training Program Guidelines
CC09-012	5/15/09	Members of State Board of CC CC Presidents & Boards of Trustees Chairs NCCCS Staff Other Interested Parties	Q. S. Martin	Amendments to the NC Administrative Code, Effective May 1, 2009 – Customized
CC09-007	3/16/09	Members of State Board of CC CC Presidents & Boards of Trustees Chairs NCCCS Staff Other Interested Parties	Q. S. Martin	Proposed Changes in the NC Administrative Code (23 NCAC 02E .0402 “Work Station Occupational Skills Training”)
CC09-006	3/10/09	Basic Skills Directors Adult High School Coordinators	Lou Anne Parker	Adult High School Affiliation Agreement and Adult High School Diploma
Email	3/10/09	CC Business Officers; CC Con Ed Registrars; CC Controllers-Bookkeepers; CC Registrars; CC System Administrators	Kim Van Metre	Re: Clarification to numbered memo CC08-164
Email	2/12/09	Notary Contacts CC: Sr Con Ed Directors (state dpt list only) Mary Kelly, Secretary of State	Joann Ingoglia	Notary Instructor Training (Spring)

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CC09-001	1/16/09	Members State Board of CC CC Presidents & Boards of Trustees Chairs NCCCS Staff Other Interested Parties	Q. Shante Martin	Proposed Changes in the NC Administrative Code (23 NCAC 02E .0204 "Courses and Standards for Curriculum Programs"

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Number	Date	To	From	Subject
CC08-241	11/19/08	Members of the State Board Presidents Board of Trustee Chairs NC Community College Staff Other Interested Parties	Q. Shanté Martin	Proposed Changes in the NC Administrative Code <ul style="list-style-type: none"> ◆ Operating Budget Requests: Distribution of Funds ◆ Budget FTE Funding ◆ Reporting Student Membership Hours to the Department ◆ Program Classification ◆ Program Review ◆ Customized Training Program
CC08-240	11/13/08	Presidents Senior Continuing Education Administrators	K. Briggs	Work Station Training Occupational Skills Training Program
Email	10/21/08	All	Jennifer Haygood	Important Change: New Requirement for P&C Requests
CC08-229	10/08/08	Presidents Business Officers	Kennnon. Briggs	Promotional Items and “Give Aways” Purchased w/State Funds
CC08-214	9/18/08	Chief Academic Officers Chief Student Service Officers	Antonio Jordan	Expiration of Intellectually Gifted and Mature Students Legislation
Email	10/2/08	CC CIS Cont Ed Programs; CC Cont Ed Officers	Kim Van Metre, NCCCS	Clarification to CC08-208
CC08-208	9/15/08	State Board Members CC Presidents CC Board of Trustees Chairs NC Community College System Office Staff Other Interested Parties	Q. Shanté Martin	Amendment to Chapter 115B of the North Carolina General Statutes: Session Law 2008-135, House Bill 1076
CC08-201	9/03/08	Senior Continuing Education Administrators	Barbara Boyce	Survey – Community Service Program
CC08-197	8/28/08	Senior Continuing Education Administrators	Barbara Boyce	Instructor Training for AUT3003 – Escort Vehicle Operator
CC08-182	8/15/08	Presidents Business & Industry Directors Sr. Continuing Education Officers Chief Financial Officers	Glynda Lawrence/ Maureen Little	Customized Training Guidelines

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Number	Date	To	From	Subject
CC08-172	8/04/08	Presidents Chief Academic Officers Senior Con Education Officers Chief Fin Officers Registrars Student Development Officers	John Pettitt	Audit Procedures
Email	10/2/08	CC CIS Cont Ed Programs; CC Cont Ed Officers	Kim Van Metre, NCCCS	Clarification to CC08-164
CC08-164	7/23/08	Members of the State Board of Community Colleges CC Presidents CC Board of Trustees NC Community College System Office Staff Other Interested Parties	Q. Shanté Martin	23 NCAC 02D .0202 "Tuition and Fees for Curriculum Programs"
CC08-160	7/18/08	Financial Aid Officers Business Officers Student Development Administrators	Monty Hickman	North Carolina Community College Targeted Assistance Program
CC08-149	6/30/08	Continuing Education Senior Administrators	Barbara. Boyce	New GroupWise List—CC Con Ed Registrars (Supersedes CC08-147)
CC08-136	6/18/08	Members of the State Board of Community Colleges Pres & Boards of Trustees Chairs NCCCS Office Staff	Q. Shanté Martin	23 NCAC 02C .0110 "Accountability and Audit Responsibilities"
CC08-127	5/27/08	Presidents Chief Academic Officers	D. Parker (A. Jordan)	Operating Procedures Manual for the Enrollment of High School Students in Community College Courses
CC08-123	5/22/08	Senior Continuing Education Administrators Student Development Administrators Financial Aid Administrators	W. White	New Continuing Education Course for Financial Aid Professionals

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Number	Date	To	From	Subject
CC08-122	5/22/08	Sr. Con. Ed. Admin. Chief Academic Officers Emerg Services Trng. Coord. c: Regional Fire/Rescue Coord.	S. Bullard	Fire and Rescue Junior Member Standard Certification Credit
CC08-114	5/13/08	Presidents VP/Deans of Instruction VP/Deans of Student Development VP/Deans of Continuing Education Admissions Officers Registrars	Q. Shanté Martin	Unrestricted Admission of Undocumented or Illegal Immigrants
CC08-068	3/13/08	Sr. Continuing Education Administrators	Barbara. Boyce	Database for CE Captive Approvals
CC08-067	3/13/08	Sr. Continuing Education Administrators CC: Gloria Upperman, DOP Arthur Clark, DOP	B. Boyce	Course Approval Process – Captive and Co-opted Groups
CC08-068	3/13/08	Sr. Continuing Education Administrators CC: Gloria Upperman, DOP Arthur Clark, DOP	B. Boyce	Database for CE Captive Approvals
CC08-034	2/06/08	Sr. Con. Ed. Administrators Coord. of DMV Inspect. Certification CC: Presidents D. Bradley, DMV D. Brewer, DMV M. Weeks, DMV	Barbara Boyce	Course Updates – AUT3129 Auto Safety and Emissions Inspection
CC08-023	1/29/08	HRD Coordinators/Directors Presidents Sr. Continuing Education Administrators	Robin Coates	2008 Tuition and Fee Waiver Guidelines

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Number	Date	To	From	Subject
CC08-019	1/22/08	Coordinators of DMV Inspection Certification Programs CC: Presidents Sr. Con. Ed. Admin. D. Bradley, DMV D. Brewer, DMV	Barbara Boyce	2008 Instructor Training Schedule – Vehicle Safety/ OBD Emissions Inspection
CC08-010	1/15/08	Presidents Sr. Continuing Education Administrators Instructional Administrators Business Officers Student Services Officers Registrars CC Barbara Boyce V Revels J Mann	Martin Lancaster (Vince Revels)	Tuition and Fee

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Number	Date	To	From	Subject
CC07-303	12/12/07	Sr. Con. Ed. Administrators HRD Directors/Coordinators CC: Presidents	Barbara Boyce	Project Skill-UP - Request for Proposals 2008
CC07-291	11/26/07	Sr. Con. Ed. Administrators CC: Presidents	Barbara Boyce	CE Master Course List – Courses Archived
CC07-290	11/26/07	Sr. Con. Ed. Administrators: CC: Presidents D. Rodgers, NCAB	Barbara Boyce	Residential Appraisal – Training Updates
CC07-284	11/15/07	Presidents Chief Academic Officers Chief Cont Education Officers Planners	J. Keith Brown Ass VP, Planning, Accountability, Research & Evaluation	Performance Measures and Standards
CC07-269	11/2/07	Snr. Con Ed Administrators. CC: Presidents HRD Directors/Coordinators FIT/NEIT/CIT Directors SBC Directors	Barbara Boyce	Contact List for Continuing Education
Email	8/31/07	Con Ed Officers BC: Notary Public Contacts	Barbara Boyce/Mary Kelly, Sec. of State	Notary Public Instructors Certification Workshops
CC07-208	8/23/07	Presidents Continuing Education Administrators Instructional Administrators Business Officers Student Services Officers Registrars	Martin Lancaster (Barbara Boyce)	Tuition and Fee Waivers Clarification
CC07-194	8/15/07	Presidents NEIT/FIT/CIT Directors, Small Business Directors Sr. Con Ed Administrators	Matthew Meyer	BioNetwork BioBusiness Center Regional Training Events
CC07-172	7/27/07	Presidents Chief Academic Officers Senior Con Ed Adm	Glynda Lawrence	Audit Procedures FY 2007-2008

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Number	Date	To	From	Subject
		Chief Financial Officers Registrars Student Dvlp Officers CC: Fred Williams Kennon Briggs System Office VPs Auditors		
CC07-157	7/5/07	Snr Con Ed Adm Coordinators of DMV Inspection Certification Programs CC: D. Brewer, DMV M. Weaks, DMV D. Bradley, DMV	Barbara Boyce	Course Updates – AUT3129 Auto Safety and Emissions Inspection
CC07-145	6/18/07	Presidents	Stephanie Deese	Request for Proposal (RFP)— Sector Strategies—Allied Health
Email	5/17/07	Internal - Snr. Con Ed Directors Internal – Notary Contacts	Barbara Boyce	Community College Informational Session –eNotary Classes
CC07-106	5/3/07	Con. Ed. Sr. Admin CIS Project Managers CC: Presidents A. Hohnsbehn L. Butts	Barbara Boyce	New GroupWise List – CC CIS CE Programs
CC07-094	04/20/07	Sr. Con Ed Admin CC: Presidents Glynda Lawrence Robin Coates	Barbara Boyce	Continuing Education Staff Development Training – NC Administrative Code
CC07-078	3/29/07	Presidents Chief Financial Officers Snr. Con Ed Admin Chief Academic Officers Emergency Svcs Trng Coord CC: Glynda Lawrence	Scott Bullard	Emergency Services Training Fee Deposits
Email	3/28/07	Notary06 & Snr Con Ed Administrators (internal list)	Barbara Boyce	E-Notary Class Invitation
CC07-057	03/06/07	Sr. Con Ed Admin CC: Presidents	Barbara Boyce	Continuing Education Staff

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Number	Date	To	From	Subject
		Glynda Lawrence		Development Training – NC Administrative Code
CC07-046	02/20/07	Sr. Con Ed Admin CC: Presidents DMV Presidents J. Gardner	Barbara Boyce	AUT3001: Auto Dealer Renewal – 2007 Core Topics
CC07-045	02/16/07	Sr. Con Ed Admin Chief Academic Officers CC: Presidents W. Dickens Barbara Boyce Dr. Larry Keen D. Parker J. Mann	Scott Bullard	Request for Proposals – Homeland Security Grant
CC07-029	02/01/07	HRD Coordinator/Directors CC: Presidents Sr. Con.Ed. Admin.	Robin Coates	2007 Tuition and Fee Waiver Guidelines
CC07-021	01/23/07	Sr. ConEd Administrators CC: DMV Contacts DMV Certified Instr. G. Zeigler, DMV D. Brewer, DMV M. Weaks, DMV M. Gaither, DMV D. Bradley, DMV	Barbara Boyce	Informational Meeting for AUT3129: Auto Safety and OBD Emission control Inspection
CC07-018	01/19/07	Coordinators of DMV Inspection Certification Programs CC: Presidents Sr. Con. Ed. Admin. D. Brewer, DMV M. Gaither, DMV	Barbara Boyce	2007 Instructor Training Schedule – Vehicle Safety/OBD Emissions Inspection

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Number	Date	To	From	Subject
CC06-287	12/14/06	Sr. Con. Ed. Admin. Chief Academic Officers Nurse Aide I Coordinators CC: Presidents Hazel Slocumb Dr. Delores Parker Dr. Larry Keen	Diane Steinbeiser	Nurse Aide I – Staff Development Training
CC06-229	10/06/06	Sr. Con. Ed. Admin. DMV Contacts CC: D. Brewer, DMV M. Gaither, DMV	Barbara Boyce	Updates – Auto Safety and OBD Emission Control Inspection
CC06-217	9/21/06	Chief Academic Officers Continuing Education Officers CC: Presidents Barbara Boyce	Delores A. Parker, VP Academic & Student Svs	The Development of the Sleep Disorders Technician Program In Continuing Education
CC06-200	8/31/06	Chief Academic Officers Sr. Con. Ed. Admin. CC: Presidents Nurse Aide Coord Dr. D. Parker Dr. Larry Keen	Barbara Boyce	Medication Aide – Registry Workshop
CC06-197	9/07/06	Presidents Chief Academic Officers Distance Learning Administrators Continuing Education Admins CC: Dr. Linda M. Nelms Dr. Bill Randall Ms. Alice Smith Mr. Kennon Briggs Program Coordinators	Delores A. Parker, VP Academic & Student Svs	Request for Proposal for Virtual Learning Community Centers 2006-2007
CC06-186	08/22/06	Sr. Con Ed Admin Business Managers CC: Presidents Glynda Lawrence D. Sullivan A. Dishner T. McPherson	Barbara Boyce	Registration Fee Waivers for Department of Correction Personnel

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Number	Date	To	From	Subject
CC06-185	08/22/06	Sr. Con Ed Admin SBC Directors CC: Presidents G. Millsaps	Barbara Boyce	Learning Resources Network's (LERN) Program Management Institute
CC06-165	07/28/06	Presidents Chief Academic Officers Senior Cont Education Officers Chief Financial Officers Registrars Student Dev Administrators	Glynda Lawrence, Executive Director Audit Services	Audit Procedures FY 2006-2007
CC06-158	07/13/06	Sr. Con. Ed. Admin. DMV Contacts CC: Presidents J. Gardner (DMV)	Barbara Boyce	AUT3001: Auto Dealer Renewal – Reference Materials
CC06-150	06/28/06	Presidents Assoc. Degree Nursing Directors Sr. Con. Ed. Admin. Resource Dev. Officers Chief Academic Officers CC: F. Williams Dr. Larry Keen Deloris Parker Stephanie. Deese Barbara Boyce Edith Lang	Martin Lancaster	Project HEALTH – Faculty Fellowships Available
CC06-149	06/23/06	Sr. Con. Ed. Admin. Notary Contacts CC: Presidents Dr. Larry Keen P. Holloway	Barbara Boyce	Notary Public Instructor Workshops
CC06-141	06/15/06	Chief Academic Officers Sr. Con. Ed. Admin. Nurse Aide I Coord. CC: Presidents Dr. Larry Keen Dr. D. Parker Ms. H. Slocumb	Barbara Boyce	Nurse Aide I Update – Proof of ID
CC06-140	06/14/06	Presidents	Dr. Larry Keen	Request for Proposals –

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Number	Date	To	From	Subject
		Sr. Con. Ed. Admin. CC: Chief Fin. Officers Kenneth Briggs	Barbara Boyce	Community College Financial Institute
CC06-137	6/09/06	Chief Academic Officers Sr ConEd Administrators Nurse Aide I Coord CC: Presidents Dr. Larry Keen Dr. Delores Parker Ms. Hazel Slocumb	Barbara Boyce	Revisions to Nurse Aide I Program
CC06-118	5/19/06	Sr. Con Ed Administrators CC: Presidents Doug Barrick Cindy Deporter	Barbara Boyce	Course Updates: Activity Director
CC06-113	5/17/06	Sr Continuing Ed Admin CC: Presidents Notary Contacts	Barbara Boyce	Notary Public Updates
CC06-080	4/12/06	Chief Academic Officers Sr Cont Ed Admin. Nurse Aide Coordinators CC: Presidents Dr. Larry Keen Dr. D. Parker Ms. H. Slocumb	Barbara Boyce	Vendor Training Workshops – Nurse Aide I Competency Testing
CC06-073	3/30/06	Sr. Con. Ed. Admin. HRD Directors/Coord	Barbara Boyce	Project Skill-UP – Request for Proposals
CC06-072	3/30/06	Presidents Chiefs Acad. Officers Sr. Con. Ed. Admin. CC: Nurse Aid Coord.	Barbara Boyce	Nurse Aide I competency Evaluation – New Tests
CC06-054	3/17/06	Chief Academic Officers Sr. Cont. Ed. Admin. Nurse Aide Coordinators	Barbara Boyce Hazel Slocum	Nurse Aide I Skill Administration for Competency Evaluation
CC06-039	3/2/06	Presidents Sr. Continuing Education Administrators	Barbara Boyce	Notary Public Education Program

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Number	Date	To	From	Subject
CC06-024	2/2/06	Chief Academic Officers Sr. Continuing Education Administrators	Sharon Tanner Barbara Boyce	Medication Aide - Master Trainer
CC06-020	1/30/06	Presidents Sr. Continuing Education Administrators	Barbara Boyce	Continuing Education Course Approval Process
CC06-016	1/23/06	Presidents Sr. Continuing Education Administrators	Barbara Boyce	Motor Vehicle Dealer License – Renewal
CC06-014	1/19/06	Presidents, Chief Academic Officers, Sr. Continuing Education Administrators	Sharron Tanner Barbara Boyce	Nurse Aide I Competency Evaluation - New Tests
CC06-005	1/11/06	Coordinators of DMV Inspection Certification Programs	Barbara Boyce	2006 Instructor Training Schedule- Vehicle Safety/OBD Emissions Inspection

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Number	Date	To	From	Subject
CC05-232	11/03/05	Chief Academic Officers	D. Parker Dr. Larry Keen (T. McPherson)	Basic Law Enforcement Training (BLET) Update - Curriculum and Continuing Education
CC05-182	8/29/05	Presidents, Instructional Administrators, Student Development Administrators, Admissions Officers, Registrars	K. Whitehurst	Admissions Criteria for Intellectually Gifted and Mature Students Under 16 Years Old
CC05-162	8/03/05	Senior Continuing Education Administrators	Barbara Boyce	Contact List for Continuing Education
CC05-161	8/03/05	Senior Continuing Education Administrators	Dr. Larry Keen (Barbara Boyce)	NUR 3290 Medication Administration State Exam – Preparation Course
CC05-144	7/22/05	Presidents, Chief Academic Officers, Senior Continuing Education Officers, Chief Financial Officers, Registrars, Student Development Administrators	Glynda Lawrence	Program Audit Procedures FY 2005-2006
CC05-129	6/22/05	Business Officers, Controllers	L. Morgan	Deposit of Self-Supporting Fees
CC05-049	2/25/05	Criminal Justice Coordinators, Senior Continuing Education Administrators	Barbara Boyce	Continuing Education Master Course List Update – Archived Criminal Justice Courses
CC05-041	2/15/05	Senior Continuing Education Administrators, HRD Coordinators/Directors	Dr. Larry Keen	HRD Tuition and Fee Waiver Verification Form
CC05-032	2/08/05	Criminal Justice Coordinators, Senior Continuing Education Administrators	Barbara Boyce Ray Harrington	Continuing Education Master Course List Update – Criminal Justice Courses

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Number	Date	To	From	Subject
CC04-181	9/2/04	Admissions Officers, Business Officers, Instructional Officers, Student Development Administrators, System Administrators, Registrars	K. Whitehurst	Charging Tuition to Military Personnel in the Armed Services and Dependents Assigned in North Carolina - Colleague Instructions
CC04-172	8/13/04	Nurse Aide Coordinators / NC Community College System	H. Slocumb / P. Graham	State Approved Nurse Aide Tests, Version 2004-1
CC04-118	6/7/04	Senior Continuing Education Administrators	Dr. Larry Keen	Continuing Education Guidelines
CC04-117	6/7/04	Senior Continuing Education Administrators	Dr. Larry Keen	Disability Services Resource Guide
CC04-109	5/28/04	Presidents Instructional Administrators Deans of Continuing Education	D. McGraw	Clarification of Reporting and Documenting Student Membership Hours
CC04-062	3/16/04	Senior Continuing Education Administrators	Peggy Graham	Notice of Change in Approval Procedures-MVD Education Renewal Training Course
CC04-009	1/16/04	Presidents, Senior Continuing Education Administrators	Dr. Larry Keen	Request for Proposal Public Health Preparedness and Response for Bioterrorism Training Development Grants