

January 12, 1998

MEMORANDUM

TO: Presidents

FROM: Elizabeth Lambert Johns, Vice President
Academic and Student Services

SUBJECT: ADMINISTRATIVE ORIENTATION WORKSHOP FOR
SENIOR STAFF

The System Office will offer a two-day administrative orientation workshop for selected senior staff on February 26-27, 1998. The workshop will be held at the Raleigh Plaza Hotel beginning Thursday afternoon at 1:00 pm and ending on Friday at 3:00 pm.

The workshop will feature the latest information and discussions regarding our system's finance operations, governance, programs, personnel, and legislative matters. These five areas will be presented by system officials and Presidents in an interactive and practical learning format.

Because of college leadership changes, new senior level staff, and new system/college issues and opportunities, we invite you to send one or two senior level individuals. Participants will be asked to provide a college briefing to colleagues/staff when they return.

The program schedule will be sent to participants. We are limited in space and can only accept 40 individuals. In addition to travel costs, a registration fee of \$40 each (made payable to NCCCS) will be charged to cover meeting rooms, and presenters' expenses. Participants should reserve their hotel room at the Raleigh Plaza Hotel (919-834-9900) (under NCCCS) at a special rate of \$55 per room before February 5, 1998.

Please have the attached form returned to Bob Allen by fax (919-733-0680) or mail before February 5, 1998.

ELJ/BA/jch

Attachment

c: H. Martin Lancaster
Dr. Barry Russell
Bob Allen

CC-98-003
Paper Copy