

January 6, 1998

Return Requested By: January 16, 1998

MEMORANDUM

TO: Presidents

FROM: H. Martin Lancaster

SUBJECT: Additional Basic Skills Funding

Annually, the System Office receives requests for additional Basic Skills funding. If your Basic Skills program needs additional funding for the 1997-1998 program year, please complete the attached form with explanations for each budget item and send to Dr. Randy L. Whitfield by Friday, January 16, 1998. If your college has already submitted a request, please complete the attached form and resubmit. Also, please notify us by that time if you have Basic Skills funding to revert.

HML:rw

Enclosure

pc: Senior Continuing Education Officers
Basic Skills Directors
Business Officers
Mr. Kennon D. Briggs
Dr. Elizabeth Lambert Johns
Mr. Chuck Barham

CC-98-008