

February 4, 1998

MEMORANDUM

TO: Presidents

FROM: H. Martin Lancaster

SUBJECT: North Carolina Community College System
Academic Excellence Awards Luncheon

Our efforts are coming to fruition as we finalize the details of The North Carolina Community College System Academic Excellence Awards Luncheon. It will be a unique opportunity for the Community College System to showcase its students and their academic achievements as well as highlight the work that the colleges do each and every day.

This special celebration will be held on Tuesday, May 19, 1998, at the North Raleigh Hilton, Raleigh. Registration will begin at 11:30 a.m., and the luncheon and awards program will be held from noon to 1:30 p.m.

I am writing to inform you about two processes:

- Selection of the Academic Award Recipients and
- Invitations to Attend the Event

Selection of the Academic Award Recipients

Please begin the process of identifying the award recipients upon receipt of this letter. Each college may select two recipients. Following are the recommended criteria for doing so:

- A minimum of 40 semester hours of credit (or an equivalent combination of semester and quarter hours of credit) earned.
- A minimum of 20 semester hours of credit earned at the nominating college.
- A minimum cumulative grade point average of 3.75.

The colleges may employ additional scholarship criteria beyond these minimum requirements in order to determine their two award recipients.

Please complete your selection of your award recipients and submit the Student Profile sheet (attached) by March 6. Please note that we are requesting head & shoulder photographs (portrait-style), size 4 x 5 (black & white preferred) of the students being recognized. The photographs will be used for the awards program and for other publication purposes.

CC-98-040

Invitations to Attend the Event

Each college may invite up to 10 individuals (including the two students being honored). We will send you 10 invitations and reply cards for the luncheon by mid-March.

You will also be sent a registration form on which to record the names of the individuals who have accepted your college's invitation to attend the event.

At the Presidents' meeting on January 23 in Wilson, the Presidents agreed to provide financial support for the costs associated with the honors recognition. If all colleges participate in the awards luncheon, the estimated total expense to each college will be \$400. . . \$140 for the printing, plaques, lapel pins and coffee mugs for the college's two award recipients and approximately \$260 for the 10 individuals invited to the luncheon (\$26/person).

Within the next few weeks, I will write a letter to the members of the General Assembly describing the awards luncheon and letting them know to expect an invitation from their community college presidents. In addition to your local legislators, please feel free to invite your trustee chair, student advisors, and family and friends of the two award recipients.

If you have any questions about either of the above processes or about any portion of the awards luncheon, please call Stephanie Deese, Associate Director for Workforce Development and coordinator of the event, at phone: (919) 733-7051, ext. 456, fax: (919) 715-5796 or e-mail: deeses@ncccs.cc.nc.us.

I look forward to the Academic Excellence Awards Luncheon with great anticipation. I am delighted that we have this opportunity to celebrate the achievements of so many and to realize the positive influence that our community colleges have on the citizens of North Carolina.

HML/SD/bl
Attachment

pc: Dr. Elizabeth L. Johns, Vice President
Academic and Student Services

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