

January 15, 1999

Memorandum

To: HRD Coordinators/Directors
From: Barbara A. Boyce
Subject: HRD Newsletter

I NEED YOUR HELP!!!

In conjunction with HRD'S 25th Anniversary celebration, the HRD State Office will be compiling a newsletter. Tentatively there will be four sections---

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|----------------------------------|---|
| 1) Reflections | Letters and clippings from current and former students and staff reflecting on their involvement with the HRD program |
| 2) HRD Works! | Success stories about current and former students |
| 3) Years of Service | Recognition of HRD staff who have five or more years of service with the HRD program (see attachment) |
| 4) Where are they Now? | Updates on current and former staff that have gone on to bigger and better things, achieved degrees, awards, special recognition, etc. (see attachment) |

The HRD Advisory Board has formed a committee to help with this newsletter. If you have anything to contribute, please send it to my attention by January 29, 1999. It is our hope that all 58 programs will have something to contribute to the newsletter.

Attachment

C: Presidents
Senior Continuing Education Administrators

CC99-001
Paper Copy

Human Resources Development (HRD) Program

College: _____

Contact Person: _____

Phone: _____ **Fax:** _____

Years of Service: Please indicate current and past staff members who have 5 more years of service with the HRD program.
Status: Please indicate the employment status of the person--- current, former or retired.

HRD Staff	Position	Years of Service	Status

HRD Staff	Where Are They Now?

Please use the back of this form if necessary.

Please Mail or Fax By January 29, 1999:

Barbara A. Boyce

Fax: (919) 715-5796 or 733-0680

Human Resources Development (HRD) Program

College: _____

Contact Person: _____

Phone: _____ **Fax:** _____

Historical Background

1. What year or how long has there been an HRD program at your college? _____
2. Please list the person(s) at your school who have held the position of HRD Coordinator?

Name	Years of Service	Status

Please Mail or Fax By January 29, 1999:

Barbara A. Boyce

Fax: (919) 715-5796 or 733-0680

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