

February 15, 1999

MEMORANDUM

TO: Presidents

FROM: Martin Lancaster

SUBJECT: *North Carolina Community College System
Academic Excellence Awards Luncheon*

Once again, our efforts are coming to fruition as we finalize the details of *The North Carolina Community College System Academic Excellence Awards Luncheon*. It will provide another 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. Last year's event was quite successful with 100 percent participation from all colleges and more than 90 state legislators in attendance.

This special celebration will be held on **Tuesday, May 18, 1999**, at the Hilton North Raleigh in Raleigh. **Registration will begin at 11:45 a.m., and the luncheon and awards program will be held from 12:00 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, which is consistent with the Phi Theta Kappa Honor Society criteria:

- Must be currently enrolled in a community, technical or junior college.
- Must have completed at least 12 semester hours (or quarter hours equivalent) in an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Studies degree.
- Must have a cumulative grade point average of not less than 3.25.

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

Please complete your selection of your award recipients and submit the *Student Profile* sheet (attached) **by March 12**. *Please note that we are requesting head and shoulder photographs (portrait-style), size 4 x 5 (black and white preferred) of the students being recognized. The photographs will be used for the awards program and for other publication purposes.*

(Cont.)

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

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.

Banners and Flags

You will be asked again to display college banners and flags on the walls at the luncheon. Please remember to have your flag or banner available. We will contact you in late March to make the needed arrangements.

Attached is a copy of last year's program for your review. If you have any questions about 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. Last year's event was a memorable one! I am delighted that we have this opportunity to once again 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
Attachments

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

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