

March 5, 1999

MEMORANDUM

TO: Presidents

FROM: Martin Lancaster

SUBJECT: **North Carolina Community College System Academic Excellence Awards Luncheon - May 18**

We are finalizing the details of the *North Carolina Community College System Academic Excellence Awards Luncheon*, which is scheduled for **May 18** at the Hilton North Raleigh. As I mentioned to you in previous correspondence, this is a unique opportunity for the Community College System to showcase its students and their academic achievements, as well as to highlight the work that colleges do each and every day.

We hope that all 59 institutions will take advantage of this grand occasion and join your community college family in celebrating and recognizing our students' academic accomplishments across the state. In doing so, we ask that you bring a flag or banner which represents your college. The flags and banners will be used as part of the program to help create a festive atmosphere. If all colleges participate in the awards luncheon, the estimated total expense to each college will be \$455 -- \$155 for the college's two award recipients and \$300 for the 10 individuals invited to the luncheon (\$30/person).

INVITATIONS

Enclosed are ten (10) invitations and ten (10) reply cards for you to send to your invitees. Please note that the invitations are not addressed. However, the reply cards have your college's return address posted. Once you know who will represent your college, please complete the attached registration form identifying the individuals who will be attending the *Academic Excellence Awards Luncheon* and submit it, along with your payment, to Ms. Linda Wilson by **April 20**.

Also enclosed is a sample letter that was sent to all General Assembly members inviting them to this event and informing them that you and the other community college presidents will soon contact them.

We are looking forward to shining a spotlight on our honor students and are pleased to be able to celebrate the success of our System. If you should have any questions about the *Academic Excellence Awards Luncheon*, please call Stephanie Deese at (919) 733-7051, ext. 456.

HML/SD/bl
Enclosures

CC99-081

