

March 11, 1999

**MEMORANDUM**

To: Presidents  
Chief Instructional Officer

From: Elizabeth Lambert Johns  
Vice President of Academic and Student Services

Subject: **SACS ASSISTANCE DOCUMENT, 1999 EDITION**

I am forwarding to you two copies of the 1999 edition of our system administration report for colleges conducting a Southern Association of Colleges and Schools self-study, entitled *An Overview of the North Carolina Community College System's Objectives, Policies, and Operations*. Please share a copy with your SACS representative.

This is an updated edition with information concerning recent board appointments and expanded duties under Planning, Evaluation, and Accountability. This document refers to SACS' requirements as found in the *Policies, Procedures, and Guidelines* handbook, published by the SACS Commission on Colleges.

If you have questions or need more information, please contact M. Carolyn Girardeau, Director of Proprietary Schools, Sponsored Program Administration & SACS Liaison, at the System Office, (919) 733-7051, Ext. 453.

AM/cw  
Attachment

CC99-094  
Paper Copy