

July 14, 1999

**Memorandum**

To: HRD Coordinators/Directors

From: Barbara A. Boyce

Subject: Training for the HRD Information System

Upon request, I have scheduled another training session on the new HRD Information System. It will be held on August 19, 1999 from 9:30 - 3:30 in Room 280 at the NC Community College System Office. If you attended the training in December, it is not necessary that you sign up again.

Attached you will find a pre-registration form. The training room will hold up to 14 participants, therefore space will be assigned on a first-come, first-served basis.

The NC Community College System Office is located on the corner of McDowell and Jones Street. Parking is available at the Edenton Church parking lot, on Edenton Street for \$4.00, or in the parking deck off McDowell Street which costs \$3.00.

If you have any questions, please let me know.

Attachments

CC: Presidents  
Senior Continuing Education Administrators  
Arthur Hohnsbehn  
Chuck Barham  
Lynda Wilkins

Paper Copy  
CC99-199

*HRD Information System - Training Session*

**Registration Information**

Training slots are assigned on a first come - first serve basis. Please fax this completed form to me by August 16, 1999 Thanks!

**College:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Attendees:** Please print the names as you would like them to appear on a name tag.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please Fax or Mail to:**

**Barbara A. Boyce**

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

North Carolina Community College System  
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Raleigh, NC 27699-5024