

August 9, 1999

**MEMORANDUM**

**TO:** Basic Skills Directors  
HRD Directors/Coordinators

**FROM:** Randy L. Whitfield, Ed.D.  
Director of Basic Skills

**SUBJECT:** PERC Institutes (Planning for Effective Resources  
Coordination)

The System Office established objectives to help local community colleges meet goals set for them by the legislature. One objective is, "At each community college, establish partnerships with local, regional, and state agencies and employers to address the needs of current and former welfare recipients." To facilitate the meeting of this objective, the Basic Skills Department is offering two one-day "PERC (Planning for Effective Resources Coordination)" institutes for community college staff.

The first institute will be held at Davidson County Community College, on Wednesday, September 1, from 9:00 a.m. -- 4:00 p.m. in the Public Safety Building, Room 102. The second institute will be held at Lenoir Community College on Thursday, September 2, from 9:00 a.m. -- 4:00 p.m. in the Bullock Building, Room 150. These are "train-the-trainer" sessions which will enable participants to learn how to conduct collaboration training at their local college for other community college staff and representatives from local agencies. Each college may send two representatives to one of the workshops listed on the enclosed registration form (both must attend the same workshop location).

There is no registration fee, and participants will receive booklets that outline the steps in collaboration training. Workshop presenters are Dr. Larry Winecoff from the University of South Carolina and Dr. Sam Drew from the South Carolina Department of Education. Their "hands-on" training will give participants the skills they need to enhance internal and community partnerships.

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Basic Skills and HRD staff should be given the first priority to attend as a team because both programs require extensive collaboration, especially with the implementation of the Work First program and the Workforce Investment Act. If representatives of Basic Skills and/or HRD cannot attend, please send someone else from your college who would be interested in providing training on collaboration to other staff members.

Information is enclosed regarding registration, agendas, and college maps. If you have any questions, please contact me at 919/733-7051, ext. 721.

Enclosures

RW

pc: Presidents  
Senior Continuing Education Administrators

CC99-227  
Paper Copy



**PERC INSTITUTE  
(PLANNING FOR EFFECTIVE RESOURCE COORDINATION)**

\_\_\_\_\_ We will attend the session at Davidson County Community College, Lexington, NC, on Wednesday, September 1, 1999 from 9:00 a.m. -- 4:00 p.m. in the Public Safety Building, Room 102.

\_\_\_\_\_ We will attend the session at Lenoir Community College on Thursday, September 1999 from 9:00 a.m. -- 4:00 p.m. in the Bullock Building, Room 150.

Please print:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**There is no registration fee for this workshop, but you must preregister to attend.**

**PLEASE PREREGISTER BY AUGUST 27, 1999**

Fax this form to Karen O'Neal at 919/715-5796

**PERC INSTITUTE**  
**(PLANNING FOR EFFECTIVE RESOURCE COORDINATION)**

**Dr. Larry Winecoff**  
**Dr. Sam Drew**

**TENTATIVE AGENDA**

- |                |   |
|----------------|---|
| 8:30 -- 9:00   | Registration & refreshments   |
| 9:00 -- 10:00  | Introduction to PERC -- Levels of Cooperation<br>Activities:   a. Presentation Overview<br>b. Creating Synergy -- “We see more than I see.”                   |
| 10:00 -- 12:00 | Fission: Problem Targeting and Consensus Building<br>Activities:   a. Card Game: Inter-Group Problem Refinement<br>b. Posting Outcomes: Intra-Group Consensus |
| 12:00 -- 1:00  | Lunch (on your own)   |
| 1:00 -- 2:00   | Fusion: Resource Mapping<br>Activities:   a. What and Where<br>b. “Walk About” -- Connecting the Dots   |
| 2:00 -- 3:30   | Interagency Collaborative Planning<br>Activity: “Putting It On the Table”   |
| 3:30 -- 4:00   | Individual Agency Plan Accommodation<br>Activity: Discussion  |