

October 7, 1999

Response Deadline: October 25, 1999

Memorandum

To: Presidents

From: Dr. Scott Ralls

Subject: HRD Staff Development Special Project

Upon recommendation of the HRD Advisory Board, the North Carolina Community Colleges System Office has set aside \$20,000 for HRD Staff Development Special Projects. These funds have been specially reserved to support the HRD Training Academy and the HRD Director's Institute.

The HRD Training Academy, scheduled for February 9-11, 2000, is the premiere staff development activity designed for all HRD Staff. Funds will be used to bring in state and national trainers as well as pay for all workshop materials. Special Project funds greatly reduces the cost of this training per participant from about \$200 to \$45.

The HRD Director's Institute, scheduled for April 13-14, 2000, is designed to give coordinators/directors in-depth training on HRD policies and procedures. Special Project funds pay for all training materials and a luncheon, as well as lodging for one staff person per college. There is no registration fee associated with this training.

One grant of \$20,000 will be awarded to a college to assist with the planning and implementation of these two HRD staff development activities. The grantee's responsibilities will be as follows:

HRD Training Academy

- < assist with the selection of workshop trainers
- < handle all contract negotiations with workshop trainers
- < select and purchase materials needed for workshop sessions
- < obtain moderators to assist trainers during their workshop sessions
- < distribute and tally evaluations for both the concurrent workshops and the overall Training Academy and then submit a final report to the HRD State Office
- < have a staff person available on February 8-9, 2000, to work at the NCCCS Office to help with final preparations for the Training Academy

New Mailing Address: 5024 Mail Service Center ~ Raleigh, NC 27699-5024

Presidents
Page 2
October 7, 1999

HRD Director's Institute

- < send out all correspondences announcing the details of the Director's Institute
- < handle all negotiations with the hotel for lodging and luncheon for participants

Below is an estimated budget for this special project:

HRD Training Academy	\$ 12,000
HRD Director's Institute	\$ 6,000
Grantee	
Salary (including fringes)	\$ 1,600
Travel	\$ 400
Total	\$ 20,000

If your college is interested, please complete and mail the attached application to the address listed below by **October 25, 1999**.

Barbara A. Boyce
HRD State Office
5024 Mail Service Center
Raleigh, NC 27699-5024

Applications will be reviewed by members of the HRD Advisory Board and a grantee recommendation will be submitted to the State Board at its November 19, 1999 meeting. Following State Board approval, the grantee will be notified. If you have any questions, please contact Barbara Boyce at 919/733-7051.

SR/BB/sh/jmf
Attachment

cc: HRD Coordinators/Directors
Senior Continuing Education Administrators

CC99-274
Paper Copy and E-Mail

**North Carolina Community Colleges System
Human Resources Development (HRD) Program
Staff Development Special Project**

College: _____

Contact Person: _____

Address: _____

Phone: _____

Fax: _____

Briefly describe your college's capacity to carry out the responsibilities of this HRD Staff Development Special Project by answering the following questions:

1. In your opinion, what are the most important staff development needs for the HRD program?

2. What experience does your staff have with coordinating workshops/conferences?

3. What provision will your college make to allow staff ample time to meet the responsibilities outlined in this Special Project?

Required Signatures: (To be considered, the HRD program must have the support of their immediate supervisor and college president.)

HRD Program Supervisor: _____ Date: _____

College President: _____ Date: _____