



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 19, 2000

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy Whitfield, Ed.D.
Director, Basic Skills

SUBJECT: Basic Skills/HRD Update Session at Fall NCCCAEA Conference

Attached is information discussed at the Basic Skills and HRD Update session at the NCCCAEA Fall Conference in Atlantic Beach on November 3-5, 1999. We apologize for the delay in getting these materials to you, but Basic Skills has been busy moving! We are now located on the 4th floor of the Caswell Building. Stop in and see our new location if you visit the System Office!

Please contact the coordinators or me if you have any questions. Our telephone numbers and extensions remain the same, except for Sillar Smith whose new extension is 626 and Dedira Stevens whose new extension is 451.

C: Presidents

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