

February 28, 2000

MEMORANDUM

TO: Presidents

FROM: H. Martin Lancaster

SUBJECT: **North Carolina Community College System Academic Excellence Awards Luncheon – May 16**

We are finalizing the details for this year's *North Carolina Community College System Academic Excellence Awards Luncheon*, which is scheduled for **May 16** at the Hilton North Raleigh. As I mentioned to you in previous correspondence, this is a unique opportunity for the Community College System to showcase its students and their academic achievements, as well as to highlight the work that colleges do each and every day.

We hope that all 59 institutions will take advantage of this grand occasion to join your community college family in celebrating and recognizing our students' academic accomplishments across the state. We ask that you bring a flag or banner which represents your college to this year's event. The flags and banners contribute a great deal to the festive atmosphere of the event. If all colleges participate in the awards luncheon, the estimated total expense to each college will be \$460 -- \$160 for the college's two award recipients and \$300 for the 10 individuals invited to the luncheon (\$30/person). Legislators invited to attend the awards luncheon should be included as part of your ten (10) invitees.

INVITATIONS

Enclosed are ten (10) invitations and ten (10) reply cards for you to send to your invitees. Please note that the invitations are not addressed. However, the reply cards have your college's return address posted. Once you know who will represent your college, please complete the attached registration form identifying the individuals who will be attending the *Academic Excellence Awards Luncheon* and submit it, along with your payment, to Ms. Linda Wilson by **April 14**.

We are looking forward to shining a spotlight on our honor students and are pleased to be able to celebrate the success of our System. If you should have any questions about the *Academic Excellence Awards Luncheon*, please call Stephanie Deese at (919) 733-7051, Ext. 456 or e-mail her at deeses@ncccs.cc.nc.us.

HML/SD/bl

Enclosures

c: Dr. Delores Parker, Vice President
College Chief Academic Officer
College Public Information Officer
College Student Development Officer

CC00-057
Paper Copy

Mail this completed form, with the registration check(s), before April 14, 2000 to:

Linda Wilson

Business and Finance Division

North Carolina Community College System Office

5013 Mail Service Center

Raleigh, NC 27699-5013