



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 6, 2000

MEMORANDUM

TO: Basic Skills Directors

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

SUBJECT: Dr. Florence Taylor

Join with me in wishing Dr. Florence Taylor all the best as she retires after many years of service from the North Carolina Community College System. Dr. Taylor has been a pioneer in the field, especially in the English as a Second Language program. The English as a Second Language program has had an 84.7% increase over the last five years, and Dr. Taylor has worked diligently to make this program one of the best in the United States.

Although Dr. Taylor is retiring from the System effective March 1, she has agreed to work for us on a part-time basis over the next few months to help us while we are in the transition period. We will use her expertise in many areas, especially in program monitoring.

Dr. Taylor has asked that there be no fanfare as she leaves the System Office. We will, of course, respect her wishes, but we do hope that you will join us in letting her know that we wish her well in all her future endeavors.

pc: Presidents  
Senior Continuing Education Administrators

CC00-064