



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 17, 2000

TO: Basic Skills Directors

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

SUBJECT: Basic Skills Directors Institute

The eighth annual Basic Skills Directors Institute is scheduled for April 5-7 at the Four Points Hotel, Raleigh (Crabtree Valley). This Institute has been designed specifically for Deans/Directors of Basic Skills. We will begin this year's Institute at 2:00 p.m., on Wednesday, April 5 and adjourn at 12:00 noon, Friday, April 7. Participants will be responsible for making their own lodging and other travel expenses. There will be a registration fee of \$50.00.

The Institute is titled "Basic Skills in the New Millennium: Managing Change". It will focus on areas such as: the state plan, management/leadership styles, effective ways to use new materials (ALMA, Crossroads Café, etc.) and managing program changes (ESL enrollment increases, Adult High School changes, etc.) Dr. Delores Parker, Vice-President of Academic and Student Services, will share "Visions for the New Millennium" on Wednesday afternoon. There will also be management round table discussion groups so you will be able to exchange ideas, thoughts and information.

Please complete the attached registration form and return it to Dedira Stevens no later than March 27. For hotel reservations, call the Four Points Hotel at (919) 787-7111. Identify yourself as a participant in the Basic Skills Directors Institute for the rate of \$68.00 single/plus 12% tax. A block of rooms will be held until March 20, 2000.

If you have questions or need additional information, please call me at (919) 733-7051, extension 721.

PC: Presidents
Senior Continuing Education Administrators

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MAILING ADDRESS: 5024 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5024

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680

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