



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 30, 2000

MEMORANDUM

TO: Community College President

FROM: Neil Hollands, Project Coordinator
Virtual Learning Community

RE: Contracts for Virtual Learning Community Work

Two items are attached for your college to receive compensation for staff involvement in the Virtual Learning Community: (1) a list of participants with the amount of compensation due to your college for their services and (2) a Professional Services Agreement.

To receive these funds, please complete section III A, "Contractor," of the Professional Services Agreement contract. Return it with an invoice for the total amount from the list of participants to Neil Hollands at the System Office by **April 18**. You will receive a check from Fayetteville Technical Community College which manages the grant for this initiative.

The funds may be used to cover release time for the staff involved, or they may be paid directly to the staff if work was done outside of normal working hours.

c: Business Officers
H. Martin Lancaster
Larry Norris
Delores A. Parker
Janyth Fredrickson

Enclosure

CC00-085
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