



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

July 7, 2000

MEMORANDUM

IMPORTANT
Response Requested
July 12, 2000

TO: Equipment Coordinators

FROM: Sharon Rosado, CPPB
Assistant Director of Administrative Services

SUBJECT: WORKSHOP

We have been approached by several chief business officers and equipment coordinators to provide training workshops regarding procedures and/or updates to our Equipment Procedures Manual. The locations and dates have tentatively been secured for Guilford Technical Community College on Monday, July 24 for those in the Central Region; Asheville-Buncombe Technical Community College on Tuesday, July 25 for those in the Western Region; and, at Wayne Community College on Monday, July 31 for those in the Eastern Region. The workshops will begin at 9:00 a.m., and end upon the conclusion of discussions, or 3:00 p.m.

In order to ensure that our accommodations are adequate, we would like everyone to electronically reply to this memo with confirmation of your attendance and which session you will be attending no later than Wednesday, July 12. Please respond even if your college will not be represented.

In order to make this workshop a success, we need your input. When confirming your attendance, please provide a list of questions, problems, or situations you would like addressed.

We have a **draft** of the rewritten Equipment Procedures Manual and hope to have it ready for distribution during these training workshops.

pc: Presidents
Chief Business Officers
Mr. Kennon D. Briggs
Mr. Philip V. Albano

CC00-161
E-mail