



MEMORANDUM

DATE: August 25, 2000

TO: Directors of Workforce Development Education
College Tech Prep Contacts

FROM: Kenneth W. Smith, Section Chief, Business and Marketing Education
Stephen L. Athans, Associate Director for Tech Prep

SUBJECT: **National Tech Prep Preconference**

During Summer Workshops and the College Tech Prep Reviews we briefly discussed with you a North Carolina Business Symposium as a preconference to the National Tech Prep Conference. The symposium will be held Friday, October 13, 2000, 7:45 – 11:15 AM, in the BellSouth Headquarters, Charlotte, NC. Bill Coley, President, Duke Power and Krista Tillman, President, BellSouth will facilitate this event.

This symposium is an opportunity for business partners to share their ideas about the future workforce development education needs of North Carolina. The focus will be on business's future needs and the expectations of secondary and post secondary education to help drive the state's continuous economic development.

It is very important we have business representatives from all communities of the state represented at this symposium. The group will be very interactive and the results of the meeting will be published in a white paper that, hopefully, will be used to focus future state and local policies on College Tech Prep/JobReady/Workforce Development Education. It is our plan to use polling devices to gather audience opinions and give immediate feedback to the group.

We need for you to identify individuals from your community you wish to have invited. A special letter of invitation will be sent to these people concerning their participation. The participants in this event will be invited to join other business people at a Business Partners Reception. This will be held Thursday evening, October 12, 2000, from 5:30 – 7:30 PM, at Ericsson Stadium. There will be no registration fee for their participation in these two events. We do encourage you to extend to them an opportunity to attend the opening day of the National Tech Prep Conference, Friday, October 13, 2000, from 11:30 AM – 5:00 PM. If they choose to attend the National Tech Prep Conference, they will need to register with CORD. The business representative's conference fee is \$75.00 and includes lunch, opening session and other Friday activities.

Please send us your invitees by completing the attached form and return it by **September 1, 2000**. Some of you have already been working on this and we appreciate your prompt responses to our request. It is very important to all Workforce Development Education that we have a good cross section of business representatives attending this event.

The Business Symposium is for business representatives only; you are not expected to attend. The session is being designed for business-to-business contact. However, you are invited to accompany your business partner(s) to the Business Partners Reception at Ericsson Stadium.

SA/ah

Attachment

c: Presidents
Chief Academic Officers
Dr. Delores Parker
Dr. Scott Ralls

CCOO-200
Paper Copy
E-mail Copy

North Carolina Business Symposium Invitation List

Name of person submitting information: _____

Consortia Name _____

Please complete the information requested for each of your guests.

Name _____

Title _____

E mail (if available) _____

Phone number _____

Name _____

Title _____

Mailing Address _____

E mail (if available) _____

Phone number _____

Name _____

Title _____

Mailing Address _____

E mail (if available) _____

Phone number _____

Name _____

Title _____

Mailing Address _____

E mail (if available) _____

Phone number _____

Name _____

Title _____

Mailing Address _____

E mail (if available) _____

Phone number _____

You may email your response to JTaylor@dpi.state.nc.us or fax them to Jim Taylor, (919) 715 1628, or mail them to Jim Taylor, Business and Marketing Education, 301 N. Wilmington Street, Raleigh, North Carolina 27601-2825.

Please have your responses to us by **September 1, 2000**. Thank you.