



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 7, 2000

RESPONSE DEADLINE: October 6, 2000

Memorandum

To: HRD Coordinators/Directors
From: Barbara A. Boyce
Subject: HRD Resource Guide and HRD Staff Directory

I am in the process of updating the *HRD Resource Guide – Course Offerings* and the *HRD Staff Directory*. Please complete the attached forms and return them to my office no later than October 6, 2000. You can either mail or fax them to:

Barbara A. Boyce
NC Community College System Office
5023 Mail Service Center
Raleigh, NC 27699-5023

Fax: (919) 715-5796 or (919) 733-0680

Thanks in advance for your cooperation. If you have any questions, please give me a call at (919) 733-7051, Extension 719.

BB/sh

Attachments

CC: Presidents
HRD Program Supervisors

CC00-212
Paper Copy

