



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

September 28, 2000

MEMORANDUM

To: System Administrators
NC Community College System

From: Willis K. Whichard, Jr., Associate Director
Customer Services

Subject: IIPS Training Scheduling Changes

Due to new responsibilities assumed by Phil Shepard, Annette Busby and Pat Hill will now manage the scheduling of all IIPS training classes taught at the System Office. Please direct all concerns or questions to Annette Busby or Pat Hill.

In the future, Annette Busby will post the schedule of and information about up-coming IIPS classes on the System Office web page (<http://www.ncccs.cc.nc.us/Training/class-schedule.htm>). Your sign-up sheets, phone calls, and emails concerning these classes should be directed to Pat Hill who will track the participant data as it comes in.

Correspondence to you regarding your acceptance, etc., in the classes will be from either Annette Busby or Pat Hill.

Annette Busby
Busbya@ncccs.cc.nc.us
919-733-7051, Ext. 279

Pat Hill
Hillp@ncccs.cc.nc.us
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C: Presidents

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