



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

October 17, 2000

**RESPONSE DEADLINE: October 31, 2000**

**Memorandum**

To: Basic Skills Directors  
From: Dr. Randy Whitfield  
Subject: Basic Skills Staff Directory

I am in the process of updating the *Basic Skills Staff Directory*. Please complete the attached form and return it to my office no later than October 6, 2000. You can either mail or fax it to:

**Karen O'Neal**  
NC Community College System Office  
5024 Mail Service Center  
Raleigh, NC 27699-5024

Fax: (919) 733-0680

Thanks in advance for your cooperation. If you have any questions, please give me a call at (919) 733-7051, Extension 721.

**Attachments**

CC: Presidents  
Continuing Education Senior Administrators

CC00-240  
Paper Copy

