

MEMORANDUM

January 24, 2001

To: Presidents
Instructional Administrators
Deans of Continuing Education

From: Stephen Scott, Executive Vice President
Glynda Lawrence, Director, Program Audit Services

Subject: In-Plant Training Approval

In a December 18 memo, CC00-289, we specified procedures to be used when certain classes require either approval by the System Office or a written agreement between colleges that must be filed with the System Office or approved by the System Office. One of the areas referred to was In-plant training. The memo indicated that In-plant approval requests that have been approved by the local board of trustees must be submitted to the Vice President of Economic and Workforce Development for approval at least 30 days prior to the start of the class. The purpose of this memo is to temporarily suspend the requirement that In-plant requests be submitted 30 days in advance of the training initiation. While it will not be required that the approval requests be submitted 30 days in advance of the training, please be advised that the General Statutes do require System Office approval of all In-plant requests after they are approved by the local board. We highly encourage you to make every effort to submit these approval requests prior to the System Office prior to initiation of the training.

At the direction of the Policy Committee of the State Board, a task force consisting of System Office staff, Presidents, Continuing Education Deans, and college business and industry staff is currently developing a proposal for revamping policies and procedures for In-Plant training. The proposals will be discussed at the Presidents' Association meeting this week, and later submitted to the State Board for potential recommendation to the General Assembly. Should you have any questions about these proposals, please contact Scott Ralls, Vice President of Economic and Workforce Development.

c: System Office Vice Presidents

CC-01-016
E-mail