



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 7, 2001

MEMORANDUM

TO: Basic Skills Directors
FROM: Randy L. Whitfield, Ed.D.
SUBJECT: New Directors Orientation

We are pleased to extend you an invitation to an orientation program, specially designed for the new or recently appointed Basic Skills Director and/or new coordinators interested in understanding the Basic Skills process in North Carolina. This annual program benefits the new director/coordinator through:

- ◆ Providing further knowledge and understanding of Basic Skills programs, policies, procedures, funding, etc.
- ◆ Clarifying expectations and obligations between state and local levels regarding requirements and services provided.
- ◆ Facilitating future communication with the Community College System Office.

The Basic Skills staff will be joined by key personnel from other relevant areas within the system office in conducting the program.

The program is scheduled February 13-14, at the System Office, 200 West Jones Street, Raleigh. We'll meet in Room 467, 4th floor. As you exit the elevator, go to your left, take another left, and our room is the first room on the left past the bathrooms. The session will run from 1:30 - 4:30 p.m. on the 13th and 8:30 a.m. - 12:00 noon on the 14th, please see the attached agenda. The Holiday Inn - State Capital, two blocks from the office, offers convenience and a special rate of \$56.00 plus tax. Identify yourself as a community college administrator in order to get the above rate. For reservations, call 919/832-0501.

Please call Cheryl Self, Training Assistant, at 919/733-7051, ext. 451, or e-mail her to confirm your participation. If you have questions or need additional information, contact me at 919/733-7051, ext. 721 or Linda Ray, Training Specialist at ext. 723. We look forward to seeing you.

Attachment

RLW/ces

cc: Dr. Delores Parker

CC01-026
Paper & E-mail Copy

MAILING ADDRESS: 5024 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5024

Street Address: 200 West Jones ~ Raleigh, NC 27603-1379 ~ 919-733-7051 ~ Fax 919-733-0680

AN EQUAL OPPORTUNITY EMPLOYER