



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 20, 2001

MEMORANDUM

TO: Basic Skills Directors

FROM: Linda Ray
Training Specialist

SUBJECT: 2001 Basic Skills Directors Institute

Mark your calendars for the Basic Skills Directors Institute, April 18-20, 2001. The institute will be held at the Four Points Sheraton, Raleigh. Rooms are being held at the hotel, the room rate is \$71.00/single & \$5.00 for each additional person per room, plus 12% tax. You can make your reservation by calling (919) 787-7111 and tell them you will be with the Basic Skills Directors Workshop. The cutoff date for making reservations is March 27.

We look forward to seeing you in April!

cc: Presidents
Senior Continuing Education Administrators

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