



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 2, 2001

MEMORANDUM

TO: Presidents
Chief Instructional Administrators
Chief Student Development Administrators

FROM: Delores A. Parker, Vice President
Academic and Student Services

SUBJECT: System Office Correspondence to Campuses

The widespread use of the GroupWise email system on our campuses and at the System Office affords us an opportunity to communicate with you, while at the same time reducing the tremendous flow of paper copies in the courier and traditional mail systems. This environmentally friendly system of communication will allow us to take advantage of modern technology that is available to us. Additionally, our cost for printing will be reduced as was indicated to us in a recent study by the Office of State Budget, Planning and Management.

We will not entirely eliminate paper copies. Information that is confidential in nature or of proprietary origin and does not lend itself to electronic conversion or is copyrighted will be sent to you in traditional System Office numbered memorandum correspondence. Electronic memoranda will continue to bear the numbers that allow you to easily track or locate the correspondence on the System Office website. We anticipate the immediate implementation of this process of sending System Office numbered memos via the GroupWise email system.

If you have questions or need additional information, please contact my office at (919) 733-7051.

DAP/klw

c: H. Martin Lancaster
Steve Scott

CC01-052
E-Mail