



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 25, 2002

MEMORANDUM

RESPONSE DATE: MARCH 1

TO: Presidents
FROM: Martin Lancaster
SUBJECT: *North Carolina Community College System
Academic Excellence Awards Luncheon*

It is time to begin planning for the *North Carolina Community College System Academic Excellence Awards Luncheon* to be held on **Tuesday, May 14, 2002**, at the Hilton North Raleigh. **Registration will begin at 11:45 a.m., and the luncheon and awards program will be held from 12:00 to 1:30 p.m.** This special event provides a unique opportunity for the Community College System to showcase its students and their academic achievements, as well as highlight the work that the colleges do each and every day. Last year's event was quite successful with 100 percent participation from all colleges. State legislators were invited, however many could not come because of committee meetings that did not adjourn in time.

To initiate this event, I am writing to inform you about two processes:

- ✓ **Selection of the Academic Award Recipients and**
- ✓ **Invitations to Attend the Event**

Selection of the Academic Award Recipients

Please begin the process of identifying the award recipients upon receipt of this letter. Each college may select two recipients. Following are the recommended criteria for doing so, which is consistent with the Phi Theta Kappa Honor Society criteria:

- Must be currently enrolled.
- Must have completed at least 12 semester hours (or quarter hours equivalent) in an Associate of Arts, Associate of Science, Associate of Applied Science, or Associate of General Study's degree.
- Must have a cumulative grade point average of not less than 3.25.

The colleges may employ additional scholarship criteria beyond these minimum requirements in order to select two award recipients.

(cont.)

Presidents
Page 2
January 25, 2002

Please complete your selection of your award recipients and submit the ***Student Profile*** sheet (attached) **by Friday, March 1**. *Please note that we are requesting head and shoulder photographs (portrait-style), size 4 x 5 (black and white preferred) of the students being recognized. The photographs will be used for the awards program and for other publication purposes.*

Invitations to Attend the Event

Each college may invite up to 10 individuals (including the two students being honored, as well as your legislative delegation). We will send you 10 invitations and reply cards for the luncheon by late- February. We will also send you a registration form on which to record the names of the individuals who have accepted your college's invitation to attend the event.

Also attached is a copy of a letter I plan to send to members of the General Assembly describing the awards luncheon and letting them know to expect an invitation from their community college presidents. In addition to your local legislators, please feel free to invite your trustee chair, student advisors, and family and friends of the two award recipients.

Banners and Flags

As in past years, you will be asked to send in your college banners and flags for display on the walls at the luncheon. Please remember to have your flag or banner available. We will contact you in late-March to make the needed arrangements.

Attached is a copy of last year's program for your review. If you have any questions about the above processes or about any portion of the awards luncheon, please contact Ken Whitehurst, Director of Student Development Services and coordinator of the event, at phone: (919) 733-7051, ext. 463, fax: (919) 733-0680, or e-mail: whitehurstk@ncccs.cc.nc.us .

I look forward to the ***Academic Excellence Awards Luncheon*** with great anticipation. For the past four years, this event was memorable! I am delighted that we have this opportunity to once again celebrate the achievements of so many and to realize the positive influence that our community colleges have on the citizens of North Carolina.

HML/SD/bl
Attachments

c: Dr. Delores Parker, Vice President
College Chief Academic Officer
College Public Information Officer
College Dean of Students

CC02- 015
Paper Copy
& E-mail

North Carolina Community College System
Academic Excellence Awards

STUDENT PROFILE

College Submitting: _____

College Contact Person: _____
Name Phone E-mail

Please identify the two honor students by completing the information below. Make sure the students' names are spelled correctly; all printed material will carry the names as submitted on the profile. A portrait-style (head-and-shoulder) photograph--4x5 black and white or color glossy—needs to accompany each profile. Please: no computer-generated photos, or electronic files. The name of the student and college should be put on the back of each photo.

Student Name: _____

Home Address: _____

City: _____

State and Zip: _____

Grade Point Average: _____

Degree Sought: _____

(use proper degree and program title)

Student Name: _____

Home Address: _____

City: _____

State and Zip: _____

Grade Point Average: _____

Degree Sought: _____

(use proper degree and program title)

Return this form and photographs by March 1, 2002 to:

Hilda Raynor

North Carolina Community College System

5002 Mail Service Center

Raleigh, NC 27699-5002

NOTE: Photographs required for publication purposes.