



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 6, 2002

**MEMORANDUM**

**TO:** Basic Skills / Community-Based Organization Directors

**FROM:** Randy Whitfield, Ed.D.  
Director of Basic Skills

**SUBJECT:** New Directors Institute

We are pleased to extend an invitation to the New Directors Orientation program, especially designed for the new or recently appointed Basic Skills/CBO director and/or new coordinator(s). This session will:

- Provide further knowledge and understanding of Basic Skills programs, policies, procedures, funding, etc.
- Clarify expectations and obligations between state and local levels regarding requirements and services provided.
- Facilitate future communication with the System Office.

The Basic Skills staff will be joined by key personnel from other relevant areas with the System Office such as Finance, Auditing, and LEIS in conducting the informational program.

The New Directors Orientation will be held February 25-26, 2002, in the 5<sup>th</sup> floor training room at the System Office, 200 West Jones Street, Raleigh. The session will run from 1:30 – 4:30 p.m. on Monday, February 25, and from 8:30 a.m. – 12:00 noon on Tuesday, February 26. The Clarion Hotel (formerly Holiday Inn State Capital) is two blocks from the office and offers state rates for state employees. For reservations, call 800/252-7466.

Please call or e-mail Linda Ray, 919/733-7051, ext. 723, [rayl@ncccs.cc.nc.us](mailto:rayl@ncccs.cc.nc.us) by **Monday, February 18, 2002** to confirm your participation. If you have questions or need additional information, please let us know. We look forward to seeing you.

cc: Presidents  
Senior Continuing Education Administrators

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