



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Response required by February 3, 2003

MEMORANDUM

TO: Basic Skills Directors and Coordinators

FROM: Randy Whitfield, Ed.D.
Associate Vice President, Academic and Student Services Division,
Basic Skills Department

DATE: January 14, 2003

SUBJECT: **New Directors Orientation**

We are pleased to extend an invitation to the New Directors Orientation program, especially designed for the new or recently appointed Basic Skills 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 11-12, 2003, in the 5th floor training room at the System Office, 200 West Jones Street, Raleigh. The session will run from 1:30 p.m. – 4:30 p.m. on Tuesday, February 11, and from 8:30 a.m. – 12:30 p.m. on Wednesday, February 12. 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.

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

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Please call or e-mail Judy Howell, the training assistant, 919/733-7051, ext. 451, howellj@ncccs.cc.nc.us by **Monday, February 3, 2003** to confirm your participation. If you have questions or need additional information, please let us know. We look forward to seeing you.

c: Presidents
Senior Continuing Education Administrators

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