

# North Carolina Community College System Economic & Workforce Development Division

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## Memo

**RESPOND BY: JANUARY 24, 2003**

**To:** CC Presidents

**From:** J. Larry Keen, Vice President  
Economic and Workforce Development

**Subject:** Economic and Workforce Development Orientation Program  
February 3-7, 2003 (Registration Extended)

**Date:** January 14, 2003

The annual Economic and Workforce Development Orientation Program will be held at the System Office, 200 West Jones, Raleigh, February 3-7, 2003. The orientation is designed to inform newly assigned staff about the System's Economic & Workforce Development programs. Information announcing the Orientation is currently on the North Carolina Community College System website. You may preview the agenda on the website: [www.ncccs.cc.nc.us/Business\\_and\\_Industry/whatisne.htm](http://www.ncccs.cc.nc.us/Business_and_Industry/whatisne.htm)

**The registration has been extended until Friday, January 24, 2003.** If you have staff who are interested in coming to the Economic and Workforce Development Orientation, you may fax the attached registration form to Sandra Hall @ 919-715-5796 or 919-733-0680. If you do not have time to prepare a check from your business office, you may bring it and the original registration form when you attend.

Based on critiques from the prior year's orientation, we have modified the agenda to include participants recommendations. A registration packet was electronically distributed on November 26, 2002. We have enclosed the agenda and registration form again with this letter. If you have anyone planning to attend who has not registered, please do so as soon as possible to aid us with orientation logistics. If you have questions, call 919-733-7051 for Chuck Barham at Ext. 408 or Sandra Hall at Ext. 417.

Please discuss the upcoming orientation with your staff and note it on your calendar.

Enclosures

JLK/CB/sth

C: H. Martin Lancaster  
Fred Williams  
Senior Continuing Education Administrators  
Human Resources Development Directors  
New and Expanding Industry Training Directors  
Focused Industrial Training Directors  
Small Business Center Directors  
Workforce Investment Act Coordinators

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