



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 9, 2004

MEMORANDUM

TO: Community College Presidents

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

SUBJECT: Economic and Workforce Development Orientation

The 2004 Economic and Workforce Development (EWD) Orientation will be conducted Tuesday-Thursday, February 17-19, 2004, at the System Office (SO), 200 West Jones Street, Raleigh, NC 27699-5003. The orientation is designed for college personnel new to the Community College System (CCS) with EWD position assignments, college personnel with newly acquired EWD responsibilities and other college officials with EWD interests or responsibilities.

Orientation participants will be presented an overview of the North Carolina Community College System's six EWD programs (Continuing Education, Workforce Initiatives, Human Resources Development, New and Expanding Industry Training, Focused Industrial Training, and the Small Business Center Network). During the Leadership Forum Breakfast, the System Office Senior Management Team and the President of the North Carolina Association of Community College Presidents (NCACCP) will brief participants on current and evolving initiatives. The overview will include a review of operational guidelines of each of the programs. Based on prior year orientation critiques and college official comments, several changes have been incorporated into this year's orientation.

The orientation period has been reduced from five days to three days. The presentation sequence has changed. There will be a single registration fee for the three-day orientation. Participants are asked to attend all three days. College officials have stated to us that in today's economic environment college personnel providing short-term, rapid response programming for the North Carolina workforce need to have a working knowledge of all six EWD programs. We will respond to specific information needs identified during the orientation or later, individually or collectively.

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Registration information accompanies this memorandum. You may register by mail, by fax or electronically. It will be most helpful to us in preparing for the orientation, if participants register as soon as possible. Registrations will be accepted in receipt order.

Please direct questions to Terry Satterwhite (Satterwhitet@nccs.cc.nc.us) or Chuck Barham (Barhamc@ncccs.cc.nc.us). Effective January 12, 2004 Terry Satterwhite can be reached at 919-807-7153 and Chuck Barham at 919-807-7152.

Prior participant evaluations reflect a high level of satisfaction among attendees with the orientation content and materials. We look forward to receiving your registrations.

Attachments

C: H. Martin Lancaster, System President
Fred Williams, Executive Vice President
Focused Industrial Training Directors
Human Resources Development Directors
New and Expanding Industry Training Directors
Senior Continuing Education Administrators
Small Business Center Directors
WIA Community College Contacts

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