



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 16, 2004

RESPONSE DATE: MARCH 8

MEMORANDUM

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 **Friday, May 7, 2004**, 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.** For the past five years, this special event has provided 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. We were very pleased that despite the budget constraints and limitations several state legislators were able to join us.

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.

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Please complete your selection of your award recipients and submit the *Student Profile* sheet (attached) **by MARCH 8, 2004**. *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 and college staff). We will send you 10 invitations and reply cards for the luncheon by early-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. Please coordinate the process with your neighboring colleges, especially when a state legislator represents several colleges.

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 the committee chairs: Stephanie Deese at (919) 807-7159, fax (919) 807-7169, e-mail deeses@ncccs.cc.nc.us or Karen Yerby at (919) 807-7107, fax (919) 807-7164, e-mail yerbyk@ncccs.cc.nc.us.

I look forward to the *Academic Excellence Awards Luncheon* with great anticipation. 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/bl
Attachments

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

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