



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 12, 2004

RESPONSE DUE MARCH 22

MEMORANDUM

TO: Presidents
FROM: H. Martin Lancaster
SUBJECT: **North Carolina Community College System Academic Excellence Awards Luncheon**

We are finalizing the details for this year's *North Carolina Community College System Academic Excellence Awards Luncheon*, which is scheduled for **Friday, May 7** at the Hilton North Raleigh. As I mentioned to you in previous correspondence, this is a unique opportunity for the Community College System to showcase its students and their academic achievements, as well as to highlight the work that the colleges do each and every day.

We hope that all 59 institutions will take advantage of this grand occasion to join your community college family in celebrating and recognizing our students' academic accomplishments across the state. We ask that you bring a flag or banner which represents your college to this year's event. The flags and banners contribute a great deal to the festive atmosphere of the event. If all colleges participate in the awards luncheon, the estimated total expense to each college will be \$520 – \$170 for the college's two award recipients and \$350 for the 10 individuals invited to the luncheon (\$35/person). Legislators invited to attend the awards luncheon should be included as part of your ten (10) invitees. Please note that no state funds are to be used for the event.

INVITATIONS

Enclosed are ten (10) invitations and ten (10) reply cards for you to send to your invitees. Please note that the invitations are not addressed. However, the reply cards have your college's return address posted. The invitations have a response date of March 17 for your invitees to respond. Once you know who will represent your college, please complete the attached registration form identifying the individuals who will be attending the *Academic Excellence Awards Luncheon* and submit it, along with your payment, to Ms. Linda Wilson by **March 22**.

We are looking forward to shining a spotlight on our honor students and are pleased to celebrate the success of our System. If you have any questions about the event, please contact the committee co-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.

HML/SD/bl

Enclosures

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

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