



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

*Response Requested by April 16, 2004*

**MEMORANDUM**

**TO:** Basic Skills Directors  
CBO Directors

**FROM:** Linda Ray  
Basic Skills Training Specialist

**DATE:** February 25, 2004

**SUBJECT:** Request for Local and/or Regional Training Offered

Could you complete the attached form and provide me with information on local and/or regional training opportunities you have offered or will offer your staffs? At this point, just report on January 1 through June 30, 2004. The Basic Skills State Leadership Advisory Board recommended I ask you for this information for several reasons listed below. With your help, I will be able to work with you better to offer training opportunities from a statewide perspective.

The main reason for my request is to see what types of professional development you offer at the local level so that I can better discern training needs. Another reason is that I would like to better organize the state training area so that I am not “reinventing the wheel” and offering the same things you are offering locally. Yet another reason is that I would like to attend some of the trainings you offer for my benefit to help me better understand where each college is with professional development. Last, but not least, I want to establish a list of “experts” and good professional development offerings from across the state for others to call upon for advice and perhaps training.

I realize that many times you do not want to advertise your in-service opportunities to everyone across the state due to space and financial limitations; however, your colleagues would be interested in what you are doing to help them with their own ideas. I would be happy to write up your professional development events in the Basic Skills newsletter, *The Scoop*, for better dissemination of information across the state.

I appreciate your support. It is my hope to continually expand Basic Skills professional development to allow us all to be a team working together for the students. Should you have any questions, please contact me at 919.807.7140.

c: Senior Continuing Education Administrators  
Community College Presidents

CC04-040  
E-Mail

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MAILING ADDRESS: 5016 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5016

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AN EQUAL OPPORTUNITY EMPLOYER

**Local/Regional Professional Development Opportunities  
January 1, 2004 – June 30, 2004**

**Community College** \_\_\_\_\_

**Community-Based Organization** \_\_\_\_\_

**Local Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Event:** \_\_\_\_\_

**Workshops/Topics:** \_\_\_\_\_

\_\_\_\_\_

**Date/Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Name(s) of Guest Speaker(s)** \_\_\_\_\_

**Local Staff Presenting** \_\_\_\_\_

**Number Participants Expected/Attended:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Or attach a program, agenda, etc.**

*Please mail or fax your response to Linda Ray by April 16, 2004  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, North Carolina 27699-5016  
Fax: 919.807.7164*