



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

March 11, 2004

**MEMORANDUM**

**TO:** Basic Skills Directors

**FROM:** Randy Whitfield, Ed.D.  
Associate Vice President, Academic & Student Services  
Basic Skills Department

**SUBJECT:** GroupWise Basic Skills List

The Basic Skills State Leadership Advisory Board has recommended that our state Basic Skills department set up a GroupWise Basic Skills Directors list. We have set up such a list in the Novell GroupWise Address Book entitled "Basic Skills Directors." (Note: There is also a "Basic Skills NCCCS" group which includes all Basic Skills state staff.) You can access both lists by going to the Novell Address Book and clicking on "Filter for Groups" under "View." The Advisory Board wanted this list so that local directors will be able to email all directors without having to set up a list.

**It is important that you have your System Administrator add your name to the list and that you understand any changes must be made at the local level.** The only thing we can do at the System Office is to set the list up.

cc: Presidents  
Senior Continuing Education Administrators

CC04-052  
Paper & Email Copies

