



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

**Response Requested by March 1, 2005**

To: Basic Skills Directors

From: Randy L. Whitfield, Ed.D.  
Associate Vice President, Academic and Student Services  
Basic Skills Department

Date: February 9, 2005

Subject: Basic Skills Directors' Institute

The Basic Skills Directors' Institute will be held in conjunction with NCCCAEA again this year. The theme is "Finding the Trail to Success," and we hope you will enjoy the many management tools we will give you to help you earn your merit badges! Registration will begin at 8:30 a.m., and the Institute starts at 9:30 a.m. on Tuesday, March 8<sup>th</sup> and will continue through Wednesday March 9<sup>th</sup> at noon. The Institute will be held at the Grove Park Inn in Asheville. NCCCAEA begins on Wednesday afternoon and runs through Friday, March 11<sup>th</sup>.

Please fill out the attached registration form and pay the \$65.00 registration fee. Send it to the address on the form, and we will make certain you have a spot at the jamboree!

If you haven't done so, make your reservations at the Grove Park Inn in Asheville for attending the Basic Skills Directors' Institute and NCCCAEA, if you choose to stay on. There will be a Basic Skills Update at NCCCAEA. The number at the Grove Park Inn is (800) 438-5800 and their web site is [www.groveparkinn.com](http://www.groveparkinn.com). The NCCCAEA web site is [www.ncccaea.org](http://www.ncccaea.org).

Attached is the agenda. We look forward to seeing you in March.

c: Presidents  
Senior Continuing Education Administrators

CC05-035  
E-mail copies

**Finding the Trail to Success**

**Basic Skills Directors' Institute  
March 8-9, 2005  
Grove Park Inn, Asheville, NC**

**Tuesday, March 8**

<b>8:30 – 9:30 a.m.</b>	Check-in and registration
<b>9:30 – 9:45 a.m.</b>	Welcome and Opening
<b>9:45 – 10:45 a.m.</b>	Be Prepared to Deal with Change: New Legislation and the National Reporting Service (NRS)
<b>10:45 – 11:00 a.m.</b>	Break
<b>11:00 a.m. – 12:00 noon</b>	Earn your Technology Badge: Learn about North Carolina Online
<b>12:00 noon – 1:30 p.m.</b>	Lunch (provided)
<b>1:30 – 3:00 p.m.</b>	Earn Your Supervisor's Merit Badge: Be Prepared to Deal with Your Employees
<b>3:00 – 3:15 p.m.</b>	Break
<b>3:15 – 3:45 p.m.</b>	Earn Your Classroom Merit Badge: Manage Time with Spreadsheets
<b>3:45 – 4:45 p.m.</b>	We'll Tell You Where to Go...For All Your Research Needs!

**Wednesday, March 9**

<b>8:30 – 9:30 a.m.</b>	Distance Education: It's Your Wake-Up Call
<b>9:30 – 9:45 a.m.</b>	Race 4 Literacy at the Pinewood Derby
<b>9:45 – 10:00 a.m.</b>	Break
<b>10:00 – 11:00 a.m.</b>	Regional Meetings at the Campfire
<b>11:00 – 11:30 a.m.</b>	Report Back to Main Hall (Regional Reports)
<b>11:30 a.m. – 12 noon</b>	Wrap Up and Evaluations

*Response requested by March 1, 2005*

# **Registration for Training**

## **Basic Skills Directors' Institute**

Please return form to:           Dara Mills  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
millsd@ncccs.cc.nc.us  
*Phone: (919) 807-7142*  
*Fax: (919) 807-7164*

Sensitive Material  
**Sensitive Material**  
Handle with Care  
**Handle with Care**

**Amount of Registration: \$65.00**

**College/Agency Name:** \_\_\_\_\_

**Names of People Attending:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **phone #** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please pre-register! Those who do not pre-register by may not receive handouts.**