



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 15, 2005

MEMORANDUM

TO: Community College Presidents

FROM: J. Larry Keen, Vice President
Economic and Workforce Development

SUBJECT: Economic & Workforce Development Orientation (EWD) 2005

PURPOSE

The annual Economic & Workforce Development Orientation is designed for college personnel new to the Community College System with EWD position assignments, college personnel with newly acquired EWD responsibilities and other college officials with EWD interests or responsibilities. The Orientation is a joint initiative of the System Office EWD Division staff and the Economic & Workforce Development Leadership Committee (EWDLC).

EWD ORIENTATION 2005

Annually, after a review of orientation critiques, consideration is given to the most effective and efficient options for conducting subsequent orientations. With a focus on continuous improvement, delivery modifications are made each year. In prior years, the Orientation has been conducted at the System Office. Orientation 2005 has been integrated with the March 9-11, 2005, North Carolina Community College Adult Educators Association (NCCCAEA) Spring Conference at the Grove Park Inn, Asheville, NC. Orientation topics will be presented during Sessions A through H on Wednesday, March 9, and Thursday, March 10. All Orientation sessions will be conducted in the Eisenhower Suite.

ORIENTATION AGENDA & PROJECTED NUMBER OF ATTENDEES

The Orientation agenda is part of the NCCCAEA Spring Conference program. To assist you with reviewing scheduled presentations, Orientation agenda information is included (see Attachment 1). One may attend all eight sessions (Sessions A-H) or select individual session(s). To assist presenters with preparing the appropriate number of presentation materials, please complete and return Attachment 2 to Terry Satterwhite at your earliest convenience, but no later than Monday, February, 28, 2005.

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REGISTRATION

In order to attend the EWD Orientation, attendees will need to register for the March 9-11, 2005, NCCCAEA Spring Conference, Grove Park Inn, Asheville, NC. For conference registration information, access the NCCCAEA web site at www.ncccaea.org. There is no additional registration fee for the EWD Orientation 2005.

If you have questions regarding the EWD Orientation, please contact Chuck Barham at (919) 807-7152 (barhamc@ncccs.cc.nc.us) or Terry Satterwhite at (919) 807-7153 (satterwhitet@ncccs.cc.nc.us). We look forward to seeing you at the NCCCAEA Spring Conference.

Attachments

C: H. Martin Lancaster, System President
Fred Williams, Executive Vice President
Focused Industrial Training Directors
Human Resources Development Directors
New and Expanding Industry Training Directors
Senior Continuing Education Administrators
Small Business Center Directors
WIA Community College Contacts

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