



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 12, 2007

MEMORANDUM

TO: Community College Presidents

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

SUBJECT: Economic and Workforce Development Orientation

The 2007 Economic and Workforce Development (EWD) Orientation will be held on Tuesday and Wednesday, February 20 and 21 at the System Office (SO), 200 West Jones Street, Raleigh, NC 27699-5003. Please plan to arrive at 9:30 a.m. on February 20 for registration and coffee, with meeting starting promptly at 10:00 a.m. The meeting will adjourn by 4:00 p.m. on February 21.

The orientation is designed for college personnel new to the Community College System (CCS) with EWD position assignments, college personnel with newly acquired EWD responsibilities and other college officials with EWD interests or responsibilities.

Orientation participants will be presented an overview of the North Carolina Community College System's EWD programs (Continuing Education, Workforce Initiatives, Career Readiness Certification, Human Resources Development, New and Expanding Industry Training, Customized Industry Training, Focused Industrial Training, and the Small Business Center Network). The session will begin with presentations from the System Office Senior Management Team. Program overviews will include a review of each program under the EWD umbrella as it relates to our overall mission. On Wednesday the overview will continue, after which individual program officials will meet separately.

The registration fee is \$35.00, which will include two lunches and snacks. Registration information accompanies this memorandum. You may register by mail, by fax, or electronically. It will be most helpful to us in preparing for the orientation, if participants register as soon as possible.

CC07-003
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Community College Presidents

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If you have questions regarding the EWD Orientation, please contact Willa Dickens at (919) 807-7152 (dickensw@nccommunitycolleges.edu) or Terry Satterwhite at (919) 807-7153 (satterwhitet@nccommunitycolleges.edu).

We hope to see college personnel new to the North Carolina Community College System with EWD assignments, as well as personnel with new assignments and other interested college officials. We look forward to receiving your registrations.

Attachments

C: H. Martin Lancaster, System President
Fred Williams, Executive Vice President
Dr. Parker, Vice President for Academic and Student Services
Dr. Williams, Vice President for Administration
Kennon Briggs, Vice President for Business and Finance
Glynda Lawrence, Executive Director, Program Audits
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
Chief Academic Officers

CC07-003
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2007 Economic and Workforce Development Orientation
System Office
Gregory Poole Conference Room
5th Floor, Caswell Building

February 20 – 21, 2007

Agenda

Tuesday, February 20, 2007	
9:30 am to 10:00 am	Registration and Coffee
10:00 am to 10:15 am	Welcome and Introductions - Dr. Keen
10:15 am to 12:00 pm	Senior Staff Presentations: Mr. Fred Williams Mr. Kennon Briggs Dr. Sandra Williams Dr. Delores Parker Ms. Glynda Lawrence
12:00 pm to 1:00 pm	Lunch
1:00 pm to 3:00 pm	EWD Orientation: Dr. Larry Keen Willa Dickens Barbara Boyce Stephanie Deese Maureen Little George Millsaps
3:00 pm to 3:15 pm	Break
3:30 pm to 5:00 pm	Orientation Continues
Wednesday, February 21, 2007	
9:00 am to 11:30 am	Orientation Continues
11:30 am to 12:30 pm	Lunch
12:30 pm to 3:30 pm	Breakout Sessions with Directors
3:30 pm to 4:00 pm	Wrap-Up
4:00 pm	Adjourn: Dr. Larry Keen

Economic and Workforce Development (EWD) Orientation

(The orientation is designed for college personnel new to the Community College System (CCS) with EWD position assignments, college personnel with newly acquired EWD responsibilities and other college officials with EWD interests or responsibilities.)

February 20-21, 2007

North Carolina Community College System
Caswell Building, 200 West Jones Street, Raleigh, North Carolina

(Please type or print for accurate printing of name badges and submit a separate form for each participant.)

Name:

College:

Telephone:

Email Address:

Registration Cost Per Participant \$35.00

(Lunch and breaks for two days are included in the registration.)

Make registration check payable to "North Carolina Community College System"

Please submit registration form and mail registration check before February 9, 2007 to:

Terry Satterwhite
North Carolina Community College System
5003 Mail Service Center
Raleigh, NC 27699-5003
satterwhitet@nccommunitycolleges.edu
919-807-7153

Please Note:

1. If one wishes to attend the orientation, but has a problem meeting the February 9, 2007 date, please contact Terry Satterwhite by email or telephone.
2. Orientation participants must make their own hotel arrangements.
3. Information on hotels, parking, and directions to the System Office are provided on a separate page.
4. Building security requirements necessitate that each visitor to the Caswell Building sign-in/out of the building; therefore, please arrive a few minutes early each day.

Hotels

(The hotels listed below are close to the NCCCS Office.)

Day's Inn

300 N Dodson Street

919-828-9081

Rate: Call for State Rate

Clarion Hotel State Capitol (Use to be the round Holiday Inn)

320 Hillsborough Street

919-832-0501

Rate: \$59.75 plus 13% tax

Holiday Inn Brownstone

1707 Hillsborough Street

919-828-0811

Rate: \$59.75 plus 12.75% tax

The Velvet Cloak Inn

1505 Hillsborough Street

919-828-0333

Rate: \$79 plus 12.75% tax

Parking

You may park in the Visitors' Area of the State Government Parking Lot on McDowell Street. The parking deck is open from 8 a.m. until 5 p.m. Monday through Friday. There is a small hourly charge.

Directions to the NCCCS Office can be obtained from the website: www.ncccs.cc.nc.us