



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 6, 2007

Response Deadline: **March 16, 2007**

MEMORANDUM

TO: Senior Continuing Education Administrators
FROM: Barbara Boyce, State Director of Continuing Education
SUBJECT: **Continuing Education Staff Development Training – NC Administrative Code**

Last year I presented a workshop at the NC Community College Adult Educators (NCCCAEA) conference titled, "NC Administrative Code – Continuing Education Reference Guide." The feedback was overwhelmingly positive and a reoccurring comment from the evaluations requested that the workshop be expanded and offered throughout the state.

As a follow-up, a half-day workshop has been developed to include additional reference materials on the Continuing Education Master Course List and FTE reporting requirements; an update on the audit process (see agenda below); and more time for questions and group discussion. We have scheduled the following three workshops throughout the state.

College	City	Building/Location	Date
Asheville-Buncombe TCC – Enka Campus	Asheville	Haynes Building/Room 128	March 19
Forsyth TCC – West Campus	Winston-Salem	Auditorium	March 20
Wake TCC – Main Campus	Raleigh	Student Services Building	March 23

Below is the tentative agenda.

- 9:00 - 10:45 NC Administrative Code
- 10:45 - 11:00 Break
- 11:00 - 11:45 FTE and Master Course List - FYI Handouts
- 11:45 - 12:00 Break
- 12:00 - 1:00 Audit Procedures (CC06-165) and Local Internal Audit Plans

For planning purposes, please complete the attached form and email or fax it to Joann Ingoglia at ingogliaj@ncccommunitycolleges.edu or (919) 807-7169 (fax) **by March 16, 2007**. Registration will be limited to 50 participants per location on a first come, first serve basis. If you have specific questions about the training, please contact Barbara Boyce, Director of Continuing Education at (919) 807-7158 or by e-mail at boyceb@ncccommunitycolleges.edu.

BAB/jj
Attachment

c: Presidents
Glynda Lawrence

E-Mail
CC07 - 057

Continuing Education Staff Development Training

NC Administrative Code – Continuing Education Reference Guide

Registration will be limited to 50 participants per location on a first come, first serve basis.

For planning purposes, please complete this form and email or fax it by **March 16, 2007** to:

Joann Ingoglia

Program Assistant, Continuing Education

ingogliaj@nccommunitycolleges.edu

919-807-7169 (fax)

919-807-7223 (phone)

College Name: _____

Please spell out the name of the college

Name (List name(s) as you want them to appear on nametag)	Asheville- Buncombe	Forsyth	Wake
	March 19	March 20	March 23

*For directions to the college, go to the appropriate website listed below:

College	Website
Asheville-Buncombe TCC – Enka Campus	http://www.abtech.edu/maps/enka.asp
Forsyth TCC – West Campus	http://www.forsythtech.edu/othercenters/
Wake TCC – Main Campus	http://facilities.waketech.edu/campuses/main.php