



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 8, 2007

Response Deadline: January 16, 2007

MEMORANDUM

TO: Basic Skills Directors
FROM: Bob Allen, Program Coordinator, NCCCSLRC
SUBJECT: Great Directors/Teachers Retreat for Basic Skills

The Literacy Resource Center is pleased to host the first Basic Skills Great Directors/Teachers Retreat to be held March 25-28, 2007 at the Kanuga Conference Center in Hendersonville, NC. The Basic Skills Leadership Advisory Committee strongly recommended we provide this retreat. Please visit the Great Teachers Retreat website at www.ngtm.net to see the program format and history.

This is a unique and special opportunity for Basic Skills. As you see from the website and attachment, this will be a wonderful and significant professional development experience. Unfortunately, we are limited to 22 Directors and 22 staff members.

The Literacy Resource Center will pay your registration fee, which includes presenters, counselors and guest services. You will be responsible for your room/meal expense. Rooms will be in the conference center hotel or cottages. The cost for double room/meals is \$285.00 per person or \$570.00 per team. The cost for single room/meals is \$375.00 per person or \$750.00 per team.

We will send a letter of invitation to Directors who are interested, available, committed and able to bring a staff member. This invitation will be copied to your President/Vice President requesting their support and endorsement to your leadership experience.

In order to send you an official invitation, your positive response to this email is necessary. Please reply by Tuesday, January 16, 2007, if you would like an invitation.

Attachment: 1

BA/jj

cc: Dr. Randy Whitfield
Presidents
Continuing Education Administrators

CC07-008
Email Copy