

December 1, 1999

**M E M O R A N D U M**

**TO:** Selected Presidents

**FROM:** Bob Allen, Director  
Professional Development

**SUBJECT: 1999 EXCELLENCE IN TEACHING AWARD  
CERTIFICATES**

Enclosed you will find a certificate of recognition for your nominee for the 1999 State Board of Community Colleges/First Union Foundation Excellence in Teaching Award. On behalf of the State Board and the First Union Foundation, we request that you present the award to your nominee at an appropriate recognition occasion. Many colleges have chosen to involve their local First Union Bank City Executive in the recognition event by contacting their local First Union Bank and inviting the City Executive or their representative to participate.

Thank you for recognizing your nominee ' s contributions to excellence in teaching.

BA/jch

c: Dr. Delores Parker, Vice President  
Academic & Student Services

Enclosures (2)

S99-059