



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 23, 2000

Second Request

MEMORANDUM

TO: Selected Chief Academic Officers  
North Carolina Community College System

FROM: Delores A. Parker, Vice President  
Academic and Student Services

SUBJECT: NC Community College Instructors Conference Survey

On December 6, 1999, a letter (CC99-331) and survey forms were sent to each college requesting recommendations, anticipated attendance, and presentation proposals for the 2000 NC Community College Instructors Conference. The requested deadline for the information was January 21, 2000.

We have not received a response from your college and are eager to receive your input. We realize that the snow delayed many responses, therefore we have extended the deadline for the requested information and proposals until March 10, 2000.

I have attached additional survey and proposal forms. These forms can also be found on the System Office Web Site (<http://www.ncces.cc.nc.us>).

The success of the conference depends on the quality of the planning and the support that each college provides. We value your input and appreciate your assistance in returning the attached forms to Jennifer Frazelle at the System Office by **March 10, 2000**.

Attachments

DP/jf

c: Robert Harrison  
Dr. Donald Cameron  
Elizabeth Isler

Paper Copy  
S00-010