



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

January 8, 2001

**MEMORANDUM**

**TO:** Disability Services Advisory Board

**FROM:** Karen Yerby  
Associate Director, Student Development Services

**SUBJECT:** Advisory Board meeting

*HAPPY NEW YEAR!* I certainly hope you had a wonderful holiday season and that both you and your college experience a great 2001.

This memo is to remind you about the initial meeting of the Disability Services Advisory Board on Thursday, January 18<sup>th</sup> at 10:00 a.m. The meeting will be held in room 5019. I will have refreshments (cookies and drinks) available and will be glad to arrange lunch at a local restaurant for the group if desired. Please let me know if you can attend and are interested in lunch by Tuesday, January 16<sup>th</sup>.

I have included a proposed agenda on the next page. If you have any items you would like to include please let me know as soon as possible. I hope this will be a productive meeting and a great start for this new advisory board. Please come with suggestions and ideas.

If you have any questions, let me know. Otherwise, I look forward to seeing you on the 18<sup>th</sup>.

cc: Dr. Delores Parker  
Ken Whitehurst

S01-002  
E-MAIL

**Disability Services Advisory Board  
Proposed Agenda**

*January 18, 2001, 10:00 a. m.*

- I. Call to Order
- II. Roll Call
  - Greetings and Introductions
- III. Committee Reports
  - None
- IV. Unfinished Business
  - None
- V. New Business
  - Elect officers - chairperson and secretary
  - Develop Mission Statement, Goals and Objectives
  - Brainstorm activities
  - Establish committees - based on goals and objectives
  - Present Resource Manual Draft for review
- VI. Announcements
  - Set time for next meeting
- VII. Adjournment