



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

MEMORANDUM

Respond by: February 28, 2008

DATE: February 4, 2008
TO: Culinary Arts Department Heads
FROM: Dr. Delores Parker, VP Academic & Student Services, NCCCS
SUBJECT: 2008 NCCCS Conference: Student Participation

Preparations are solidly underway for the 2008 NC Community College System Conference. As you may have heard, this year's conference is one of the first events planned in the brand new Raleigh Convention Center. The theme for this year's conference is: *Beyond the Horizon: Preparing Students for a Global Advantage*.

A key aspect of the many additions to the conference this year is to showcase a myriad of talents of students from our colleges. One focus is the culinary arts programs. At 5 p.m. Sunday evening, October 12, 2008, there will be a reception with heavy hors d'oeuvres, welcoming the new System President, Dr. Scott Ralls.

We are inviting all culinary programs who would like to "show off" during one or both of these events to do so. The conference committee is very excited to provide this opportunity for our colleges to participate in the conference in this way. We are also excited to provide a "real world" experience for participating students. Colleges participating will be acknowledged in the program booklet. Food provided by the culinary arts programs will be served as an addition to the regular selected food items for the reception on Sunday.

The Raleigh Convention Center is making kitchen facilities available to colleges to do last minute prep, warming, etc., for the reception. The colleges should bring their own chafing and serving platters/dishes.

Colleges will be reimbursed for the cost of ingredients for the food prepared for the reception if they present receipts/requests for reimbursement as indicated on the attached forms.

S08-011
E-mail

Colleges located more than 50 miles from the Raleigh Convention Center will be provided up to two hotel rooms for one night for students/staff participating in the preparation and presentation of the event.

Requirements for participating in the event follow.

Reception

Complete and submit attached form indicating:

- Number of tables needed (minimum one 8 foot rectangular table, more are welcomed)
- An agreement to prepare hors d'oeuvres for a minimum of 100 people (more are welcomed)
- An agreement to plan table decoration and presentation
- An agreement to set-up by 1 p.m. for serving by 5 p.m. Sunday, October 12
- An agreement to remove college property from Convention Center after the event.

We look forward to receiving your Intent to Participate form(s) by **February 28, 2008**.

If there are questions, please contact either Chip Futrell, Office of Professional Development, at 919-515-8179.

Attachments

c: Select Presidents
Select Instructional Administrators
System Office Senior Staff
Chip Futrell, NCSU
Conference Steering Committee

CC08-011
E-mail

Due Date: February 28, 2008

**2008 NCCCS Conference
Culinary Arts Intent to Participate Form**

Please complete this form indicating participation in the reception on Sunday. This form should be faxed to: Chip Futrell, Office of Professional Development, NCSU at (919)515-7614.

**Sunday, October 12, 2008
Reception**

_____ Culinary Arts Program will have students
Name of College

provide heavy hors d'oeuvres for _____ people (minimum of 100 people,
(Number)
more are welcomed).

We are requesting _____ tables (minimum one 8 foot rectangular table,
(Number)
more are welcomed).

We also agree to plan table decoration and presentation, and set-up for serving by
1 p.m., for the 5 p.m. Sunday, October 12 reception. Afterwards we will remove college
property from the Convention Center.

Department Head Signature Date

Colleges will be reimbursed for the cost of ingredients for the food prepared for the reception if they present receipts/requests for reimbursement to Chip Futrell, Office of Professional Development, Campus Box 7401, 147 McKimmon Center, Raleigh, NC 27695-7401 by October 17, 2008.