



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 3, 2008

MEMORANDUM

TO: Presidents

FROM: Willa Dickens, Vice President
Economic and Workforce Development

SUBJECT: Economic and Workforce Development Orientation

The 2008 Economic and Workforce Development (EWD) Orientation will be held on Wednesday and Thursday, February 20 and 21 at the System Office (SO), 200 West Jones Street, Raleigh, NC 27699-5003. Please plan to arrive at 8:30 a.m. on February 20 for registration and coffee, with meeting starting promptly at 9:30 a.m. The meeting will end by 4:00 p.m. on February 21.

The orientation is designed for college personnel new to the North Carolina Community College System (NCCCS) with EWD position assignments, college personnel with newly acquired EWD responsibilities and other college officials with EWD interests or responsibilities.

Orientation participants will be presented an overview of the North Carolina Community College System's nine EWD programs (BioNetwork, Continuing Education, Customized Industry Training, Emergency Services, Focused Industrial Training, Human Resources Development, New and Expanding Industry Training, Small Business Center Network and Workforce Initiatives). The session will begin with presentations from the System Office Senior Management Team. Program overviews will include a review of each program under the EWD umbrella as it relates to our overall mission. On Wednesday the concluding session will involve program directors meeting separately with the individual program area groups.

The registration fee is \$35, which will include 2 lunches and breaks. Registration information accompanies this memorandum. You may register by mail, by fax or electronically. It will be most helpful to us in preparing for the orientation if participants register as soon as possible. Registrations will be accepted in receipt order.

CC08-002
Email

Presidents
Page Two
January 3, 2008

If you have questions regarding the EWD Orientation, please contact Chuck Barham at (919) 807-7152, email barhamc@nccommunitycolleges.edu or Terry Satterwhite at (919) 807-7153, email satterwhitet@nccommunitycolleges.edu .

We hope to see college personnel new to the Community College System with EWD assignments, as well as personnel with new EWD assignments and other interested college officials. We look forward to receiving your registrations.

Attachments

- c: Fred Williams, Executive Vice President
- Human Resources Development Directors
- NEIT/FIT/CIT Directors
- Senior Continuing Education Administrators
- Small Business Center Directors
- WIA Community College Contacts

CC08-002
Email

Economic and Workforce Development (EWD) Orientation

(The orientation is designed for college personnel new to the Community College System (CCS) with EWD position assignments, college personnel with newly acquired EWD responsibilities and other college officials with EWD interests or responsibilities.)

February 20-21, 2008

The North Carolina Community College System
Caswell Building, 200 West Jones Street, Raleigh, North Carolina

(Please type or print for accurate printing of name badges and submit a separate form for each participant.)

Name:	
College:	
Telephone:	
Email Address:	

Registration Cost Per Participant \$35.00

(Lunch and breaks for two days are included in the registration.)

Make registration check payable to "North Carolina Community College System"

Please submit registration form and mail registration check before February 8, 2008 to:

Terry Satterwhite
North Carolina Community College System
5003 Mail Service Center
Raleigh, NC 27699-5003
919-807-7153

Please Note:

1. If one wishes to attend the orientation, but has a problem meeting the February 8, 2008 date, please contact Terry Satterwhite by email or telephone.
2. Orientation participants must make their own hotel arrangements.
3. Information on hotels, parking, and directions to the System Office are provided on a separate page.
4. Building security requirements necessitate that each visitor to the Caswell Building sign-in/out of the building; therefore, please arrive a few minutes early each day.

2008 Economic and Workforce Development Orientation
System Office
Gregory Poole Conference Room
5th Floor, Caswell Building
200 West Jones Street, Raleigh, NC 27603

February 20-21, 2008

Agenda

Wednesday, February 20, 2008	
8:30 am to 9:30 am	Registration and Coffee
9:30 am to 9:45 am	Welcome and Introductions - Willa Dickens
9:45 am to 10:30 am	Senior Staff Presentations: President H. Martin Lancaster Mr. Fred Williams Mr. Randy Parker, NCACCP Mr. Kennon Briggs Dr. Saundra Williams Dr. Delores Parker Dr. Vincent Revels
10:30 am to 10:45 am	Break
10:45 am to 12:00 pm	Senior Staff Presentations Continued
12:00 pm to 1:00 pm	Lunch
1:00 pm to 2:00 pm	NEIT & CIT: Maureen Little
2:00 pm to 3:00 pm	Workforce Initiatives: Dr. Stephanie Deese
3:00 pm to 3:15 pm	Break
3:15 pm to 4:15 pm	HRD: Robin Coates
4:15 pm to 5:00 pm	Emergency Services: Scott Bullard
Thursday, February 21, 2008	
9:00 am to 9:15 am	Recap and Restart: Willa Dickens
9:15 am to 10:30 am	Continuing Education: Barbara Boyce
10:30 am to 10:45 am	Break
10:45 am to 11:45 am	Small Business Center: Dr. George Millsaps
11:45 am to 12:30 pm	Lunch
12:30 pm to 1:30 pm	FIT: Maureen Little
1:30 pm to 2:30 pm	BioNetwork: Matt Meyer

2:30 pm to 2:45 pm	Break
2:45 pm to 3:45 pm	Breakout Sessions/Directors Small Business Center: Dr. George Millsaps – State Board Room 179 Continuing Education/HRD/Workforce Initiatives: Barbara Boyce, Robin Coates, Dr. Stephanie Deese– Gregory Poole Conf. Rm 536 BioNetwork: Matt Meyer – Room 501A NEIT, CIT, FIT: Maureen Little - Room 467
3:45 pm to 4:00 p.m.	Wrap-Up - Willa Dickens