



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

Please distribute by March 3, 2008

MEMORANDUM

DATE: February 22, 2008

TO: Executive Assistants/Administrative Assistants to the Presidents of the Colleges

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

**SUBJECT: Request to Distribute Save-the-date Cards
2008 North Carolina Community College System Conference**

Planning is well underway for the 2008 North Carolina Community College System Conference. The conference will be held October 12-14, 2008, at the Raleigh Convention Center, South Salisbury Street, Raleigh, North Carolina. Enclosed you will find "save-the-date" cards.

To provide ample time for personnel to plan, our timeline indicates a need to distribute all cards by **March 3, 2008**. We are asking you to help us by distributing one card to every staff and every faculty member part-time/full-time on your campus. A final program, registration, and housing information will be placed on the web (<http://www.ContinuingEducation.ncsu.edu/ncccs>) on July 28, 2008.

We have estimated the number of cards you need; however, if you need additional cards or have questions, please contact Chip Futrell at 919/515-8179 or chip_futrell@ncsu.edu. Thank you for your assistance.

DAP/EI/pk
Enclosure (with paper copies)
c: Presidents
Chief Academic Officers
Mr. H. Martin Lancaster
System Office Senior Staff
Conference Steering Committee
Mr. Chip Futrell, NCSU
Ms. Elizabeth Isler

CC08-040
Paper Copy