



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 26, 2008

Registration Information
Reply by April 4, 2008

MEMORANDUM

TO: Basic Skills Directors

FROM: Randy L. Whitfield, Ed.D.
Associate Vice President, Academic and Student Services
Basic Skills Department

SUBJECT: Basic Skills Directors' Institute (**Required Training**)

The Basic Skills Directors' Institute will be held in conjunction with the NCCCAEA conference again this year. The Institute starts at 1:00 p.m. on Monday, April 28, 2008, with registration (coffee and Danish) and will continue through Wednesday, April 30, 2008, until 11:30 a.m. The Institute will be held at the **Comfort Suites**, the overflow hotel for the Sheraton RTP, Durham, North Carolina. The NCCCAEA conference begins on Wednesday afternoon and runs through Friday, May 2, 2008.

This Institute is **required training** for at least one person from each college. The training is designed for program managers who have the overall responsibility for Basic Skills. Although program coordinators are welcome to attend, it is important to note this training will only address Basic Skills issues from a management standpoint and may not be relevant to a coordinator's needs.

You need to make your room reservations before March 21, 2008 (see attached information) for attending the Basic Skills Directors' Institute and NCCCAEA, if you choose to do both. This year's NCCCAEA conference track is filled with Basic Skills workshops and plenty of networking sessions. Since NCCCAEA has already started promoting its program, you need to call ASAP to get a room. You can find registration information for the NCCCAEA conference on their web site www.ncccaea.org

Attached is a draft agenda, registration form, and hotel information.

c: Presidents
Senior Continuing Education Administrators

CC08-049
Paper and E-mail Copies



Changing Your Course: Directors Make It Happen

Basic Skills Directors' Institute

April 28-30, 2008

Comfort Suites - RTP

Monday, April 28

- 12:00 – 1:00 p.m.** **Check-in and Registration**
- 1:00 – 1:15 a.m.** **Welcome and Opening**
Katie Waters, Training Specialist
NCCCS
- 1:15 – 2:45 p.m.** **Take This Job and Love It!**
Dr. Iwana Ridgell
- 2:45 – 3:00 p.m** **BREAK**
- 3:00 – 4:15 p.m.** **The Changing Face of Adult Education: Key Issues and Updates**
Dr. Randy Whitfield
Associate Vice President of Basic Skills
NCCCS
- 4:15 – 4:30 p.m.** **Wrap Up**

Tuesday, April 29

- 8:30 – 9:30 a.m.** **Changing LEIS/CIS/Data Warehouse to Meet Business Requirements**
Dr. Randy Whitfield
Lou Ann Parker, GED/Adult High School Coordinator
Gloria Johnson, Basic Skills Applications Analyst Programmer
- 9:30 – 10:45 a.m.** **Getting the Most Out of Training**
Basic Skills Staff
- 10:45 – 11:00 a.m.** **BREAK**
- 11:00– 12:00 noon** **Hot Solutions**
- 12:00 – 1:00 p.m.** **Lunch (provided)**

Tuesday, April 29 (continued)

- 1:00 – 1:30 p.m. **Hot Solutions (continued)**
- 1:30 – 1:40 p.m. **Wrap Up and Assignments**
(System Office Staff dismissed)
- 1:40 – 4:15 p.m. **Making Change Work for the Regions**
(Regional Breakouts)

Wednesday, April 30

- 8:30 - 9:00 a.m. **Making Change Work for the Regions**
(*Regional Reports*)
- 9:00 – 10:00 a.m. **Managing for the Future: Understanding Quality and Compliance**
Barbara Boyce, Continuing Education Director
NCCCS
Randy Whitfield
NCCCS
- 10:00 – 10:15 a.m. **BREAK**
- 10:15 – 11:15 a.m. **Credentialing: What Kind of Changes Does That Mean?**
Kathi Polis, President and CEO
Strategic Training and Resources, Inc.
- 11:15 – 11:30 a.m. Wrap Up and Evaluations

NCCCAEA Opening Session: 1:00 p.m.

**Changing Your Course:
Directors Make It Happen**

Response requested by April 4, 2008

Registration for Training

Basic Skills Directors' Institute

Please return form to: Katie Golinowski
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
golinowskik@nccommunitycolleges.edu

Phone: (919) 807-7142

Fax: (919) 807-7164

Amount of Registration: **\$80.00 per person**

Sensitive Material
Sensitive Material
Handle with Care
Handle with Care

College/Agency Name: _____

Names of People Attending: _____

Contact Person: _____ Phone _____

*Email Address: _____

Please pre-register! Those who do not pre-register by April 1, 2008 may not receive handouts and will not be in the meal count!

***Important for confirmation of registration.**

Rooms are \$107.00 per night for single or double and \$10.00 extra for additional (3rd person).

Rooms are suites with microwaves and refrigerators.

Free full hot breakfast, Monday through Friday

Free continental breakfast on Saturday and Sunday

Free airport shuttle

Free area shuttle within five miles, Monday through Friday

Free high-speed Internet access in all rooms

Make your reservations early(before March 21th) to get this rate.



**5219 Page Road
Durham, NC 27703
(919) 314-1200**

<http://www.comfortsuites.com/ires/en-US/html/HotelInfo?hotel=NC013&promo=glocal>

Visit the hotel site for additional information.

DIRECTIONS

Take exit # 282 and take a right on Page Road. Go through the first stop light and you will see the hotel on the left.