



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
R. Scott Ralls, President

May 9, 2008

MEMORANDUM

TO: Community College Presidents

FROM: Sandra W. Williams
Vice President for Administration

SUBJECT: College Information System Subject Matter Experts

We are in the final stages of selecting individuals who have applied for the ten new CIS Subject Matter Expert (SME) positions. As part of the hiring process, we need to identify college locations where the SMEs will be based that are reasonably close to each SME's residence. Final decisions will be made based on the needs of the project and the geographic location of the residence of the SME.

If your college is willing to provide an SME with a furnished office that assures reasonable privacy (for phone conversations with staff members from other colleges), network access as well as a place to park their personal or State vehicle, please return the information below to me by **Wednesday, May 14, 2008**.

If you have any questions, please contact me at swilliams@nccommunitycolleges.edu or (919) 807-6976.

Thank you for your help and support.

SWW:RRB:sh

College (name) _____
is willing to provide an office, network access and staff parking for a CIS Subject Matter Expert.

Contact: Name: _____ Phone: _____

Email: _____

CC08-112
Email Only