



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

August 6, 2008

MEMORANDUM

To: HRD Program Coordinators/Directors

From: Robin R. Coates, Director
Human Resources Development

Subject: New HRD Coordinators'/Directors' Orientation

The Human Resources Development program, like most programs in the North Carolina Community College System, has experienced a great deal of staff transition. With this transition it is important to maintain a level of consistency.

On September 8-9, 2008, the New HRD Coordinators'/Directors' Orientation will be held at the System Office. The orientation is designed for HRD program managers who are new to their positions and college personnel whose newly acquired responsibilities include HRD. The orientation will be a review of HRD policies and procedures and relevant portions of the NC General Statutes and NC Administrative Code. Topics to be included are an HRD program overview, HRD program management, the program audit process, funding and budgetary issues, and resources for HRD program management.

Attached you will find an agenda and a registration form. In order for us to plan appropriately, if you plan to attend, please send the completed registration form to Temeka Hester via e-mail at hestert@nccommunitycolleges.edu or by fax to (919) 807-7169 no later than August 28, 2008.

RRC

Attachments

c: Presidents
Senior Continuing Education Administrators

CC08-173
Email Copy

2008 New HRD Coordinators'/Directors' Orientation
North Carolina Community College System Office
Gregory Poole Conference Room
5th Floor, Caswell Building

September 8-9, 2008

Agenda

Monday, September 8, 2008	
12:30 PM to 1:00 PM	Registration and Coffee
1:00 PM to 1:15 PM	Welcome and Introductions
1:15 PM to 2:15 PM	HRD Program Overview
2:15 PM to 2:30 PM	Break
2:30 PM to 3:30 PM	NC General Statutes and NC Administrative Code
3:30 PM to 3:45 PM	Break
3:45 PM to 4:45 PM	Program Management
Tuesday, September 9, 2008	
9:00 AM to 9:30 AM	Recap and Restart
9:30 AM to 10:30 AM	Program Audit Process
10:30 AM to 10:45 AM	Break
10:45 AM to 12:00 PM	Funding and Budgetary Issues
12:00 PM to 1:00 PM	Lunch
1:00 PM to 2:00 PM	Resources for Program Management
2:00 PM to 2:15 PM	Break
2:15 PM to 3:00 PM	Wrap-Up

