



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

October 2, 2008

**MEMORANDUM**

**To:** Basic Skills Directors  
Volunteer/Community-Based Organization Directors

**From:** Delores Parker  
Senior Vice President  
Chief Academic Officer

**Subject:** Basic Skills Staffing Changes

Four Basic Skills coordinators have had title changes and/or job upgrades. New titles are: Bob Allen, Director of the NCCCS Resource Center; Karen Brown, Director of Adult Basic Education and English as a Second Language; Lou Ann Parker, Director of Adult High School and GED; Sillar Smith, Director of Compensatory Education and Special Populations. Due to funding issues, Lou Ann Parker will now be reporting directly to my position. She will still continue to work very closely with Basic Skills staff.

Basic Skills staff will also be changing some job responsibilities during this program year which include:

- Jannai Johnson will be trained how to process LEIS reports by Gloria Johnson.
- Karen Brown's duties with community based organizations will gradually move to Randy Whitfield and Sillar Smith. Karen will then be able to get more involved with curriculum and ABE. Karen will also become the manager of Project IDEAL.
- Sillar Smith will have more administrative duties and will oversee day-to-day operations when Randy Whitfield is out of the office.
- Bob Allen will take on additional responsibilities with distance education.

If there are any questions about these changes, please contact Dr. Randy Whitfield at [whitfieldr@ncccommunitycolleges.edu](mailto:whitfieldr@ncccommunitycolleges.edu) or 919-807-7132.

DAP/rlw

C: Presidents  
Senior Continuing Education Officers  
Mr. Bob Allen  
Ms. Karen Brown  
Ms. Lou Ann Parker  
Ms. Sillar Smith  
Dr. Randy Whitfield

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