

**(910) 592-8081**

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**2015 NCWORKS CUSTOMIZED TRAINING PROGRAM  
CONFERENCE REGISTRATION FORM  
Cape Fear Community College  
Wilmington, NC**

**December 1 – 3, 2015**

NAME: Kate L. Brown

TITLE: Director: NC Works Customized Training & Workforce Development Programs

COLLEGE: Sampson Community College

ADDRESS: PO Box 318, Clinton, NC 28329

TELEPHONE: 910-592-7176 Ext: 4010

FAX: 910-592-8048

E-MAIL: kbrown@sampsoncc.edu

**REGISTRATION FEE: \$150.00**

**Please return completed form and check (no credit cards), payable to NCCCS by October 30<sup>th</sup> to:**

Jerrie Farmer  
NC Community College System  
5003 Mail Service Center  
Raleigh, NC 27699-5003  
(919) 807-7183

**REGISTRATION AND PAYMENT MUST BE RECEIVED BY OCTOBER 30<sup>th</sup>. NO EXCEPTIONS!**

**Receipts will be mailed directly to the college by the System Office.**

For additional information, please call:

Maureen Little, Associate VP, NCWorks Customized Training Program @ 919-218-7133 -or-  
Deb Caudle, Program Manager @ 704-290-5272.

Registration Includes:

- Breakfast on Wednesday, and Thursday
- Lunch on Tuesday and Wednesday
- Dinner on Wednesday evening\*\*
- Miscellaneous Materials/Handouts/Refreshments

\*\* Wednesday Dinner guests, please indicate guest name and include personal check for \$60 for each guest.

# CONTINUING EDUCATION

## CERTIFICATION OF TRAVEL

Attached are the requests for travel advancement and reimbursement for the Continuing Education Division for the month of December 2015. Budget balances in each travel account will support these expenditures for request for budget adjustments have been forwarded to the Division of Finance and Operations. This information is complete and accurate to the best of my knowledge and can be used for the preparation of financial statements if necessary.

### EMPLOYEE

Kate L. Brown

### AMOUNT REQUESTED

\$274.54

\_\_\_\_\_  
Dean of Continuing Education

SAMPSON COMMUNITY COLLEGE  
IN-STATE OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

TRAVELER: Kate L. Brown DATE SUBMITTED: October 9, 2015

TRAVEL TO: Wilmington, North Carolina

DATES OF TRAVEL: PERIOD BEGINS Dec 1, 2015 ENDS Dec 3, 2015

PURPOSE OF TRAVEL: 2015 NC WORKS Customized Training Program Annual Conference

MODE OF TRANSPORTATION: State Vehicle AIR FARE: \$ N/A

REGISTRATION FEE: \$ 150.00 (DEDUCT COST OF ANY SOCIAL FUNCTIONS OR UNRELATED ITEMS. ANY MEALS INCLUDED IN REGISTRATION FEE ARE NOT TO BE CLAIMED IN DAILY MEAL ALLOWANCES.)

TOTAL ESTIMATED EXPENDITURES: \$ 424.54

REQUEST APPROVAL FOR:

- ☒ IN-STATE OVERNIGHT TRAVEL
  - ☐ OUT-OF-STATE TRAVEL
  - ☒ EXCESS LODGING \$ 212.44 PLUS TAX PER NIGHT (TOTAL FEES)
  - ☒ EXCESS REGISTRATION FEES OF \$ 62.10 (TOTAL FEES)
- (Meals not included in Registration): \$29.10 and Parking Fees: \$33.00

APPROVED BY: \_\_\_\_\_ DEPARTMENT HEAD

APPROVED BY: \_\_\_\_\_ DIVISION HEAD

APPROVED BY: \_\_\_\_\_ PRESIDENT OR DESIGNEE

- NOTES:
1. IF EXCESS REGISTRATION FEES ARE REQUESTED, A COPY OF THE PROGRAM REFLECTING THE CHARGES IN THE REGISTRATION FEE MUST BE ATTACHED TO THIS FORM. ALSO, THE COPY OF THE PROGRAM SHOULD BE ATTACHED FOR ALL OUT-OF-STATE TRAVEL REQUESTS.
  2. THIS REQUEST IS TO BE APPROVED PRIOR TO ANY IN-STATE OVERNIGHT TRAVEL OR ANY OUT-OF-STATE TRAVEL.
  3. THIS REQUEST, UPON APPROVAL, IS TO BE FILED WITH EACH REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES FORM. ANY UNAUTHORIZED TRAVEL REQUESTS SUBMITTED TO THE BUSINESS OFFICE WILL NOT BE REIMBURSED.
  4. IN-STATE OVERNIGHT TRAVEL, OUT-OF-STATE TRAVEL, EXCESS REGISTRATION FEES, AND EXCESS LODGING FEES MUST BE APPROVED BY THE PRESIDENT FOR ALL EMPLOYEES.

SAMPSON COMMUNITY COLLEGE  
REQUEST FOR TRAVEL ADVANCEMENT


NAME Kate L. Brown

DEPARTMENT Continuing Education

PURPOSE OF TRAVEL: 2015 NC WORKS Customized Training Program Annual Conference

DATE OF TRAVEL December 1, 2015

I hereby request the sum of \$ 274.54 to be used as travel advancement during my overnight travel on official school business to Wilmington, NC. I understand that these monies are to be deducted from my travel request for reimbursement for this trip when the request is submitted to the Business Office for payment. If the amount of the advancement exceeds the reimbursement total, I will refund the balance.

  
(Signature)

Approval is hereby granted for the above request for travel advancement subject to the stated agreement.

\_\_\_\_\_  
(President or Designee)

This form is to be filed in DUPLICATE with the Business Office when approved by the President or Designee. It should be filed with the Business Office TWO weeks prior to the date needed.

	<u>Amount</u>	<u>Code</u>
Amount requested for Transportation (mileage, parking, taxi, etc.)	<u>\$33.00</u>	<u>11-310-97-531110-53601</u>
Amount requested for Lodging	<u>\$212.44</u>	<u>11-310-97-531140-53601</u>
Amount requested for Meals	<u>\$29.10</u>	<u>11-310-97-531150-53601</u>
Amount requested for other travel expenses (registration fees, etc.)	<u>                    </u>	<u>                                    </u>
Total Request	<u><u>\$274.54</u></u>	





Reservations:  
Dec 1-3, 2015  
Confirmation #  
3206098272

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

September 10, 2015

### MEMORANDUM

TO: NCWorks Customized Training Program Directors

FROM: Maureen Little  
Associate Vice President, NCWorks Customized Training Program

SUBJECT: 2015 NCWorks Customized Training Program Annual Conference

\*94.00  
tax: 12.32  
\$106.22 x 2 = \$212.44  
Parking 32.00  
(\$11.00 x 3 Days) = \$33.00  
\$212.44 + \$33.00 = \$245.44  
+ \$29.10  
\$274.54

The 2015 Annual Conference will be held December 1 – December 3, 2015 at Cape Fear Community College in downtown Wilmington. The conference will be held in the beautiful Union Station building which overlooks the Cape Fear River. The campus is within walking distance of the hotel. You can access directions and a campus map at <http://cfcc.edu/maps-directions/wilmington-campus-map/>.

The Conference Registration Form and the Conference Agenda are attached to this email. The registration fee is \$150. **Your conference registration form and check (credit card payments are not accepted) are to be received in the System Office prior to Friday, October 30, 2015. There will be no exceptions to this registration deadline. Please mail registration form and check to: Jerrie Farmer, NC Community College System, Mail Service Center 5003, Raleigh, NC 27699-5003. If you plan to bring a guest to the dinner reception, please add \$60 per guest.**

We have a block of rooms reserved at The Hilton Wilmington Riverside, 301 North Water Street, Wilmington, group code "CCS". The rate will be \$94.00 + tax per night. You may make reservations at [www.hilton.com](http://www.hilton.com) or [www.wilmingtonhilton.com](http://www.wilmingtonhilton.com). Enter the requested dates and a screen will come up with a box for the code. If you want to come a day early or stay a day late, you may not be able to make the reservation online. You should call the hotel directly Monday-Friday between 9am and 5pm (910) 763-5900 and ask for Reservations. They will check availability of the discounted rate. **Cutoff date for hotel reservations is Friday, 10/30/2015. After the cut-off date, no reservations will be accepted at the discounted rate. The Hilton charges a parking fee of \$11 per day for overnight parking and \$15 per day for valet parking.** Remember to add the parking fees to your travel request. You must show State ID at check-in.

As a fun activity, please bring a door prize. The door prize can be a product from one of your local manufacturers or perhaps an item representing your community college. We'll plan to draw business cards for these items throughout the conference.

We are in the planning stages for this year's festivities at our evening dinner reception of Wednesday. Details will be forthcoming.

If you have any questions, please contact Deb Caudle at 704-290-5272. We look forward to seeing you at the conference.

# **NCWorks Customized Training Annual Conference 2015**

## **Alignment.... “Are We There Yet?”**

**December 1 – December 3, 2015**

**Cape Fear Community College  
Union Station  
411 N. Front St.  
Wilmington, NC 28401**

### **AGENDA**

#### **Tuesday, December 1, 2015**

- 12:00 noon**      **Check-in and Lunch**
- 1:00 p.m.**      **Welcome—Dr. Amanda Lee**  
President, Cape Fear Community College
- Ms. Maureen Little**  
Associate Vice President, NCWorks Customized Training
- 1:15 p.m.**      **The Future of Economic Development in North Carolina**  
Mr. Christopher Chung, Chief Executive Officer, EDPNC
- 2:00 p.m.**      **Spotlight on Local Industry**  
Cape Fear Community College  
Corning  
Acme Smoked Fish
- 3:00 p.m.**      **Networking Break**
- 3:20 p.m.**      **Collaboration on Steroids**  
Wilkes Community College: GE Aviation and the High Country WFDB  
Durham Technical Community College: Morinago and BioNetwork
- 4:20 p.m.**      **Alignment in Action: Boots on the Ground**  
Beaufort County Community College  
Lenoir Community College  
Pitt Community College  
Wayne Community College
- 5:00 p.m.**      **Adjourn, Dinner on Your Own**

#### **Wednesday, December 2, 2015**

- 7:15 a.m.                    Networking Breakfast**  
Enjoy networking opportunities with your colleagues
- 8:15 a.m.                    Commitment from the Top: What's the ROI for My College?**  
Lenoir Community College  
Richmond Community College  
Surry Community College
- 9:15 a.m.                    NCMEP and NCCCS: Evaluating Success**  
Ron Fite, Regional Trainer for Continuous Improvement
- 10:15 a.m.                  Break/Networking**
- 10:30 a.m.                  Industry Advisory Boards: Employer Engagement**  
Randolph Community College  
Southwestern Community College
- 11:30 a.m.                  Career Pathways: Creating a New Generation for Manufacturing**  
Carteret Community College  
Nash Community College
- 12:00 noon                  Lunch, Union Station**
- 1:30 p.m.                   Port of Wilmington Tour**
- 4:15 p.m.                   Depart Port of Wilmington**
- 6:00 p.m.                   Networking Reception, Hilton Cape Fear Room**
- 7:00 p.m.                   Dinner, Hilton Cape Fear Room**

**Thursday, December 3, 2015**

- 7:15 a.m.                    Networking Breakfast**  
Enjoy networking opportunities with your colleagues
- 8:30 a.m.                    Apprenticeship 321**  
Gaston College
- 9:30 a.m.                    Dealing with Difficult and Demanding Clients**  
Regional Trainers for Leadership Development
- 10:45 a.m.                  Break/Networking**
- 11:00 a.m.                  NCWorks/NCMEP**  
Ms. Maureen Little
- 12:00 noon                  Evaluation of Conference and Adjourn**
- 12:30 p.m.                  Adjourn**