


HOUSTON COMMUNITY COLLEGE SYSTEM
CENTRAL COLLEGE

MEMORANDUM



Office of the
President

TO: Joyce Reynolds
Campus Manager

FROM: William W. Harmon, Ph.D. 
President, HCC-Central

DATE: April 14, 2005

SUBJECT: College Transition Team (CTT)

Congratulations! I am happy to inform you of your selection to serve on the HCC-Central College Transition Team. Your interest and selection to serve the College Community in this vital role represents a significant milestone in the transformation of the college's physical environment in support of our learning community.

As you are aware, the approval by the citizens of Houston of a general-obligation bond referendum and the subsequent HCCS Board of Trustees's recognition/approval of construction and renovation designs will require an effective and efficient system of communication to minimize the disruption at Central College. Accordingly, the College Transition Team (CTT) will serve as the vehicle for the purpose of communicating, and planning for matters related to construction and renovation on the campus of Central College. This will include the following responsibilities:

- a. Advising the President, Deans and Campus Community of current and accurate information related to construction/renovation on campus;
- b. Develop an interactive website designed to respond to questions both internally/externally to College Community;
- c. Conduct open forums to communicate and respond to college-wide concerns, and questions in matters related to construction/renovation;
- d. Plan for an orderly sequence(s) of transition of classrooms, offices, etc. within the College Community because of construction/renovation requirements;
- e. Other related contingencies not listed above.

A Breakfast Meeting to receive charge is scheduled for Friday, April 22, 2005 from 8:00 a.m. to 9:30 a.m. at the Central College, San Jacinto Building, President's Conference Room 221.