

January 11, 1999

IMPORTANT

MEMORANDUM

TO: Chief Business Officials
Community and Technical Colleges

FROM: Philip V. Albano, Director
Administrative & Facility Services

SUBJECT: Capital Improvement Related Agenda Items for the
State Board of Community Colleges

In order for agenda items dealing with capital improvements or land transactions to appear on the State Board agenda, you must adhere to the enclosed timetable for submission of data.

The date in the first column is the date on which agenda items are prepared and by which I must receive the following:

- 1) For beginning the planning and design of a new capital improvement project, submit three copies of completed and signed NCCCS 3-1 form (Tentative Approval for Capital Improvement). A form transmitted by FAX will be acceptable if original copies have been mailed.
- 2) For budget amendments of a project which previously received tentative approval, submit three copies of a completed page 3 of the NCCCS 3-1 form.
- 3) After construction bids have been opened and your board of trustees awards the contracts, submit three copies of the completed and signed NCCCS 3-2 form (Final Approval for Capital Improvement).

or

Submit a draft NCCCS 3-2 form that has not been fully completed or signed, but will be completed and received by the Community College System Office prior to the date shown in the second column. A form transmitted by FAX will be acceptable if original copies have been mailed.

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- 4) For budget amendments of a project which previously received final approval, submit a completed page 2 of the NCCCS 3-2 form.
- 5) For the acquisition (by purchase, gift, or exchange) or disposition (by sale, lease, gift, or exchange) of real property, submit letters requesting approval and, if required, the Certification for Purchase and Sale of Real Property (see page 22A of the NCCCS Construction Manual.)

The date in the second column is the date by which I must receive three copies of the completed and signed NCCCS 3-2 forms for the previously-submitted draft NCCCS 3-2 form. A form transmitted by FAX will be acceptable if original copies have been mailed. If a completed and signed NCCCS 3-2 form(s) is not in my office by this date, I must remove the item from the agenda.

The date in the third column indicates the State Board of Community Colleges' meeting. Committees of the State Board meet the day before the full board.

Failure to have capital improvements approved by the State Board at the proper time will delay requests for reimbursement of state funds.

If you have any questions about this timetable, please contact me, or Ms. Dee Burns of my office.

PVA/db

Attachment

pc: Kennon Briggs
College Presidents

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STATE BOARD OF COMMUNITY COLLEGES
SUBMITTAL SCHEDULE FOR CONSTRUCTION/REAL PROPERTY AGENDA ITEMS

JANUARY - DECEMBER 1999

SIGNED 3-1 FORMS SIGNED OR DRAFT 3-2 FORMS REQUESTS FOR OTHER ACTIONS SUBMITTED TO PHIL ALBANO	SIGNED 3-2 FORMS DUE	STATE BOARD MEETING
Thursday, December 29	Monday, January 4	Friday, January 15
Wednesday, February 3	Monday, February 8	Friday, February 19
Wednesday, March 3	Monday, March 8	Friday, March 19
Wednesday, March 31	Monday, April 5	Friday, April 16
Wednesday, May 5	Monday, May 10	Friday, May 21
Wednesday, June 2	Monday, June 7	Friday June 18
Tuesday, June 29	Friday, July 2	Friday, July 16
Wednesday, August 4	Monday, August 9	Friday, August 20*
Tuesday, August 31	Friday, September 3	Friday, September 17
Wednesday, September 29	Monday, October 4	Friday, October 15
Tuesday, November 2	Friday, November 5	Friday, November 19
Wednesday, December 1	Monday, December 6	Friday, December 17*

*The State Board generally does not meet in August and December.