

September 14, 1999

**IMPORTANT  
DEADLINE: SEPTEMBER 29, 1999**

**MEMORANDUM**

**TO:** Business Officers

**FROM:** Philip V. Albano, Director  
Administrative and Facility Services

**SUBJECT:** Adjustments to Construction Formula Data

The Legislative Issues Study Group for the Community Colleges System is reviewing and updating the data in the new construction formula adopted by the State Board earlier this year. Part of this formula uses projected available assignable square feet (ASF). This ASF is obtained by adjusting the data you furnished to the Higher Education Facilities Commission for their fall **1998** Facilities Inventory and Utilization Study. The data will be adjusted to add buildings that have been recently constructed or acquired and not on the inventory or fully funded from any source of funds. Similarly, buildings that are scheduled for termination will be deducted. If plans have not yet been developed and the ASF has not been determined, a dollar per square foot cost factor will be used to determine the number of ASF the available financing would build. These adjustments are similar to those we have made in past formulas.

Enclosed is a survey form with instructions for completing the form. Please complete the form and transmit it by September 29, 1999 to Ms. Lori Grove at grovel@ncccs.cc.nc.us. If you have questions concerning this form, please contact Ms. Dee Burns or me at 919-733-7051.

PVA/lg  
c: Presidents  
Kennon Briggs

CC99-254  
E-MAIL