

February 11, 2000

IMPORTANT!
Response Requested
DEADLINE: February 22, 2000

MEMORANDUM

TO: Presidents
Business Officers

FROM: Kennon D. Briggs
Vice President for Business and Finance

SUBJECT: Renovation and Repair (R&R) Needs Survey

After much anticipation, the Joint Select Committee on Higher Education Facilities has been appointed by leadership of the General Assembly, and will begin meeting on Monday, February 28, 2000. At that time, consultants representing both the North Carolina Community College System (NCCCS) and the University of North Carolina (UNC System) will present their findings about the capital needs of both Systems, respectively.

With respect to the NCCCS, Dr. Kent Caruthers, senior consultant with MGT of America, Inc., will present the Capital Model developed in 1998-99 and refined in 1999-2000 by the Legislative Issues Study Group (of the Community College System). Conspicuously missing from the Model, because it was researched and developed under different circumstances, is a current estimate of renovation and repair (R&R) needs system wide. As you will recall, the Division of Business and Finance surveyed colleges in the fall of 1997 to determine R&R needs at that time. Our research ultimately led to the development of an R&R allocation formula by the Study Group, and initial funding by the General Assembly of R&R for the first time in the 1999 Session.

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As we prepare to present our complete package of needs to the Joint Select Committee on February 28, we feel we must include an accurate estimate of current R&R costs. You will also recall that the UNC System has heretofore included R&R needs with their capital needs package. Thus, we want to be on a level-playing field when we present our package.

Toward that end, we desperately need your assistance in completing a survey instrument with a fairly short turnaround time. Let me apologize for this request in advance, and offer only that we received notice of the meeting for the first time the morning of February 8. Thus, we have strategized that it is best to include this information with our consultant's report.

Attached you will find "Instructions for Completing the R&R Survey," a "Back-Up Detail" form, and a "Summary by Campus/Center" form prepared by Mr. Phil Albano and Ms. Dee Burns. To keep this as simple as possible, you only need to submit the "Summary by Campus/Center" form with one entry for each of your State Board approved campus(s) or center(s) that has a need. The detailed information that you collect for each possible project should be entered on the "Back-Up Detail" form and retained at the college in the event that it is requested by the Joint Select Committee to document your need.

Since it is important that we have a response from each college, this letter is being sent out electronically and by hard copy. Please make sure that someone at your college is responding and do not assume the other recipient is handling the matter.

The survey can be mailed or sent electronically to Ms. Dee Burns (burnsd@ncccs.cc.us, or located in the GroupWise address book).

/kdb

Attachments

pc: President H. Martin Lancaster
Dr. Steve Scott

INSTRUCTIONS FOR COMPLETING THE REPAIR AND RENOVATION SURVEYS

These two forms are Word tables and you can enter the data directly on the form electronically. To do this, save the document to a file, then open and place your cursor where you want to begin keying. Then use the **tab** key to move from cell-to-cell. If you have questions, please contact Ms. Dee Burns at 919-733-7051 Extension 235. When complete, you can submit the "Summary Form" by attaching it to an e-mail.

Back-up Detail Form - Complete one of these forms for each State Board approved campus or center. This form does not need to be submitted, but should be retained by the college as back-up for the "Summary Form."

Project(s) Needed - Identify and list your greatest needs for repair and renovation projects for the next three years. For purposes of this survey, you may include projects that heretofore were considered routine maintenance and were paid for out of local funds. Where possible, combine small projects that will be handled as one large project. For example, a project, "Repairs to Classroom Building." could include painting, repairing leaking windows, removing barriers, correcting life safety issues, etc.

Categories Served - Distribute the total cost for each "Project Needed" among all of the "Categories Served" that apply to this priority. The following examples may be helpful:

- A. **Maintenance** - The cost for such improvements as replacing roofs, chillers, or floor coverings; painting; repairing leaking windows; etc. These improvements would be of a general nature to the building. If the improvement more specifically helps the "Teaching Environment" or "Administrative Environment," it should be placed under that respective category.
- B. **Improve Teaching Environment** - The cost for modification to teaching or teaching related areas. For example, renovating a classroom or laboratory, creating a classroom out of a suite of offices, adding a raised teaching platform, etc.
- C. **Adapt to Modern Technology Requirements** - The cost for such improvements as wiring or cabling for an "information highway room," campus wiring or cabling for a telecommunications network, infrastructure for the Unix conversion, etc.
- D. **Administrative, ADA Compliance, Fire/Life safety** - The cost for such administrative improvements as renovating an office suite, creating offices

out of a classroom; or such ADA improvements as elevators, automatic doors, signage, accessible restrooms; or such fire/life safety improvements as upgrading fire alarms, correcting electrical hazards, installing sprinkler systems, etc.

- E. **Total Estimated Cost** - This is the sum of all of the "Categories Served," columns A through D and should be the total project cost including fees and contingencies.

The "Total Row" from this form should be entered on the "Summary Form" described below.

Summary By Campus/Center Form – Use one line for each State Board approved campus or center. Copy the "Total Row" from each of your campus' or center's "Back-up Detail form(s) to this "Summary Form." Each college should only complete and submit one of these forms.

The Summary by Campus/Center form should be mailed or sent electronically to Ms. Dee Burns by **February 22, 2000**. Her e-mail address is burnsd@ncccs.cc.us or you can locate it in the GroupWise address book.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
REPAIR AND RENOVATION NEEDS
SUMMARY BY CAMPUS/CENTER FORM

RETURN BY: _____

FEBRUARY 22, 2000

College: _____

Person Completing Form: _____ **Phone No:** _____

	Categories Served (provide cost distribution for each site)				E Total Estimated Cost (Sum of A-D)
	A Maintenance	B Improve Teaching Environment	C Adapt to Modern Technology Requirements	D Administrative, ADA, Fire/Life Safety	
Campus/Center					
Total					

*NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
REPAIR AND RENOVATION NEEDS
BACK UP-DETAIL FORM*

College: _____ Campus/Center: _____

	Categories Served (provide cost distribution for each project)				E Total Estimated Cost (Sum of A-D)
	A Maintenance	B Improve <u>Teaching</u> Environment	C Adapt to Modern Technology Requirements	D Administrative, ADA, Fire/Life Safety	
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					
11)					
12)					
13)					
14)					
Total Row (show this total on summary form)					