



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

March 8, 2000

**IMPORTANT!**  
**Response Requested**  
**DEADLINE: March 31, 2000**

**MEMORANDUM**

**TO:** Business Officers

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

**SUBJECT:** Renovation and Repair "Back-Up Detail" Form

On February 11, 2000, Mr. Kennon Briggs sent out a memorandum (CC00-037) asking for renovation and repair needs. At that time, we only requested the "Summary by Campus/Center" form. We are now asking for the "Back-Up Detail" form so that we will be able to respond to legislative inquiries. Please send it via FAX, mail, or electronically to Ms. Dee Burns at ([burnsd@ncccs.cc.nc.us](mailto:burnsd@ncccs.cc.nc.us)) by **March 31, 2000**.

We received the back-up data from the following colleges, so no further information is required from them.

|                  |                     |
|------------------|---------------------|
| Caldwell CC & TI | Martin CC           |
| Carteret CC      | Montgomery CC       |
| Gaston College   | Pamlico CC          |
| Haywood CC       | Pitt CC             |
| James Sprunt CC  | Richmond CC         |
| Johnston CC      | Western Piedmont CC |
| Lenoir CC        |                     |

PVA/DB

pc: Presidents  
Mr. Kennon Briggs

CC00-067  
E-mail