



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

October 6, 2000

MEMORANDUM:

IMPORTANT!

TO: Business Officers

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

SUBJECT: Designation of Capital Project Coordinator

We would like to update our Capital Project Coordinator (CPC) list. The CPC is the person on your campus who will be responsible for the construction process at your college. He or she will also be responsible for completing and signing the designer and contractor evaluation forms. As such, the person selected as your CPC should be closely involved with the designers and contractors.

Please review the attached CPC list and respond to Ms. Dee Burns by e-mail at burnsd@ncccs.cc.nc.us if this is correct or if there are any changes that need to be made. We will maintain this list of CPCs, place it in the GroupWise address book, and furnish an updated version to the State Construction Office. Please inform Dee of any changes in responsibilities in order for our list to be current.

If you have questions, please contact Dee or me.

PVA/db

c: Presidents

CC00-235
E-MAIL

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
 200 WEST JONES STREET
 RALEIGH, NC 27603-1372
 (919) 733-7051

CAPITAL PROJECT COORDINATOR

August 30, 2000

<p>Debra Dixon Doss Alamance C.C. PO Box 8000 Graham, NC 27253-8000 (336) 578-2002</p>	<p>Wayne Robinson Central Carolina C.C. 1105 Kelly Drive Sanford, NC 27330 (919) 775-5401</p>	<p>Kenneth Jarvis Forsyth T.C.C. 2100 Silas Creek Parkway Winston-Salem, NC 27103 (336) 723-0371</p>
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