



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 26, 2001

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 we 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, you should submit three copies of a completed page 3 of the NCCCS 3-1 form; or, if the bid opening is eminent, incorporate the change in the NCCCS 3-2 form when it is submitted.
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.

CC01-014
E-mail

Chief Business Officials
Page Two
January 26, 2001

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 we 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 our office by this date, we 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 usually 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.

Please send all agenda items to Ms. Dee Burns.

PVA/db

Attachment

pc: Kennon Briggs
College Presidents

01/26/01

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

JANUARY – DECEMBER 2001

SIGNED 3-1 FORMS SIGNED OR DRAFT 3-2 FORM REQUESTS FOR OTHER ACTIONS SUBMITTED TO DEE BURNS	SIGNED 3-2 FORMS DUE	STATE BOARD MEETING
Thursday, January 4	Monday, January 8	Friday, January 19
Wednesday, February 14	Friday, February 16 10:00 am tentative	Wednesday, February 28
Thursday, March 1	Monday, March 5	Friday, March 16
Thursday, April 5	Monday, April 9	Friday, April 20
Thursday, May 3	Monday, May 7	Friday, May 18
Thursday, May 31	Monday, June 4	Friday, June 15
Thursday, July 5	Monday, July 9	Friday, July 20
Thursday, August 2	Monday, August 6	Friday, August 17
Thursday, September 6	Monday, September 10	Friday, September 21
Thursday, October 4	Monday, October 8	Friday, October 19
Thursday, November 1	Monday, November 5	Friday, November 16
Thursday, December 6	Monday, December 10	Friday, December 21*

*The State Board generally does not meet in December.

CC01-014
E-mail