


Information Only

DATE: September 19, 2023

TO: Chief Administrators / Business Officers (CABO)

FROM: **Steve Relyea** 
Executive Vice Chancellor and
Chief Financial Officer

Steve Relyea (Sep 19, 2023 13:58 PDT)

SUBJECT: 2024 Board of Trustees Meeting Dates and Due Dates for Agenda Items for the Committees on Finance and Campus Planning, Buildings and Grounds

This memorandum is to provide the dates of the 2024 Board of Trustees meetings and the associated due dates for the Committees on Finance and Campus Planning, Buildings and Grounds agenda items. In addition, two links have been provided at the end of this memo: 1) a checklist of documents that are expected by the applicable due date for a specific type of Board of Trustees item, and 2) PowerPoint image specifications for presentations.

If the campus is unable to meet a deadline, the item will not proceed to the Board of Trustees, absent extraordinary circumstances. Vice Presidents are asked to transmit agenda items going to the Committee on Finance to the Assistant Vice Chancellor of Financing, Treasury & Risk Management (F&T), and for items going to the Committee on Campus Planning, Buildings and Grounds transmit to the Assistant Vice Chancellor of Capital Planning, Design and Construction (CPDC). Related supporting documents may be transmitted, as noted on the checklist, by appropriate campus staff directly to the Business and Finance lead staff.

As typical, the due dates for more complex agenda items, such as environmental impact reports and final development terms and conditions for Public-Private Partnership (P3) agreements, have been developed to provide Business and Finance and Office of General Counsel staff adequate lead-time for discussion with the campus, review by the Chancellor and the Executive Vice Chancellor, and revision as applicable.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

2024 BOARD OF TRUSTEES BUSINESS AND FINANCE DUE DATES

BOT Meeting Dates:	Jan 30-31	Mar 26-27	May 21-22	Jul 23-24	Sep 24-25	Nov 19-20
<i>Schematic Design / Capital Program Amendments Approvals</i>						
Schematic Design Package* Due to CPDC Planner	Two weeks before CPDC review	Two weeks before CPDC review	Two weeks before CPDC review	Two weeks before CPDC review	Two weeks before CPDC review	Two weeks before CPDC review
Submittal of Draft Financial Plans for Projects to F&T	10-Oct	5-Dec	6-Feb	1-Apr	10-Jun	6-Aug
Completed Schematic Design Review w/CPDC	24-Oct	19-Dec	20-Feb	15-Apr	24-Jun	20-Aug
Capital Outlay Amendment Package* Due to CPDC Planner	31-Oct	2-Jan	27-Feb	22-Apr	1-Jul	27-Aug
<i>Major Master Plan (New or Revision)</i>						
Master Plan New or Revision/ Land Acquisitions/ EIR	17-Oct	12-Dec	13-Feb	8-Apr	17-Jun	13-Aug
All Other Items and Required CEQA Documents	31-Oct	2-Jan	27-Feb	22-Apr	1-Jul	27-Aug
<i>P3 Projects</i>						
P3 Final Development Agreement	17-Oct	12-Dec	13-Feb	8-Apr	17-Jun	13-Aug
P3 Concept	31-Oct	2-Jan	27-Feb	22-Apr	1-Jul	27-Aug
<i>Financing</i>						
Submittal of Draft Financial Plans for Projects Requiring Bond Financing to F&T	3-Oct	5-Dec	30-Jan	25-Mar	3-Jun	30-Jul
Complete Due Diligence Items for Review for Projects requiring Financing to F&T	31-Oct	2-Jan	27-Feb	22-Apr	1-Jul	27-Aug

*Per CPDC Major Capital Projects Transmittal Sheet

Should you have any questions or concerns, or need additional information, please contact F&T staff for financial plan related items and/or your CPDC University Planner for all other items.

SR:AF:rc

Attachments

- Board of Trustees Submittals Checklist:
<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/BOT%20Submittals%20Checklist.pdf>
- PowerPoint Image Specifications:
<https://www.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/PowerPoint%20Image%20Specifications.pdf>

CABO

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Distribution:

Executive Facilities Officers Financial Officers and Delegates Budget Officers

Financing & Treasury

Office of General Counsel

Campus Facility Planner

Robert Eaton, Assistant Vice Chancellor, Financing, Treasury & Risk Management

Paul Gannoe, Assistant Vice Chancellor, Capital Planning, Design and Construction

Capital Planning, Design and Construction Management