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## MEMORANDUM

**DATE:** July 13, 2011

**TO:** Vice Presidents, Finance / Administration

**FROM:** Benjamin F. Quillian   
Executive Vice Chancellor and  
Chief Financial Officer

**SUBJECT:** **Committees on Finance and Campus Planning, Buildings and Grounds  
2012 BOT Meeting Dates and Due Dates for Agenda Items in  
Business and Finance**

The following is the Board of Trustees' meeting schedule for 2012, and the associated due dates for Committees on Finance and Capital Planning, Buildings and Grounds related agenda items.

BOT Meeting Dates	Draft EIR/Master Plan Revisions	Completed Schematic Review *	Financial Plans **	All Other Items & Required CEQA Documents
Jan. 24-25, 2012	Nov. 22, 2011	Nov. 29, 2011		Dec. 6, 2011
March 20-21, 2012	Jan. 17, 2012	Jan. 24, 2012		Jan. 31, 2012
May 8-9, 2012	March 6, 2012	March 13, 2012		March 20, 2012
July 17, 2012	May 15, 2012	May 22, 2012		May 29, 2012
Sept. 18-19, 2012	July 17, 2012	July 24, 2012		July 31, 2012
Nov. 13-14, 2012	Sept. 11, 2012	Sept. 18, 2012		Sept. 25, 2012

\* **Campus schematic review meetings with AVC San Juan, Capital Planning, Design and Construction (CPDC) completed.**

**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

**\*\* Campus financial plans to Financing and Treasury (F&T) for non-state amend, schematic approval, and finance approval items.**

If you are unable to meet a deadline your item will not proceed to the Board for action, absent extraordinary circumstances. Guidelines for preparing Board of Trustees items can be found at <http://www.calstate.edu/cpdc/executive/bot.shtml>. Should you have any questions or concerns, or need additional information, please contact F&T staff for financial plans and/or your university planner in CPDC for all other items.

BFQ:ESJ:jdes

**Distribution:**

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Building Coordinators

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