

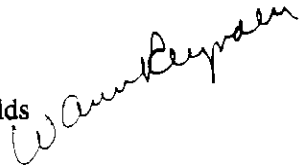
THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

(213) 590-5501

Date: May 6, 1988

To: Presidents

From: W. Ann Reynolds  
Chancellor



Subject: Revisions to Approved Campus Physical Master Plans  
Executive Order No. 528

In an effort to streamline the administrative and procedural practices associated with Campus Physical Master Plan Revisions, the Board of Trustees delegated certain authority to the Chancellor at the November 1985 Trustees meeting and they took action to amend the Standing Orders at that time. These streamlining actions from 1985 have resulted in the effective and expeditious processing of certain types of routine requests; these actions have benefited both the Board of Trustees and the requesting campuses.

Because of the success of this 3-year-old program, the Board of Trustees extended their delegations of authority at the January 1988 meeting. The attached Executive Order is intended to implement the January 1988 action of the Trustees. It distinguishes between major and minor Physical Master Plan revisions and sets forth the administrative procedures applicable to each. The *major* Master Plan revision proposals will continue to be considered by the Board of Trustees in the normal fashion, whereas the definition of what constitutes a minor Master Plan revision has been liberalized, per Trustee action, to include modulars and trailers (of less than 5 years siting) and projects of less than \$5,000,000 in project cost.

If you have any questions about this matter, please contact Ms. Sheila M. Chaffin, Assistant Vice Chancellor, Physical Planning and Development, at (213) 494-9468, or Mr. Bill Chatham, Chief of Planning, at (213) 494-9493.

It is your responsibility as President to implement Executive Order No. 528 as applicable and to maintain the campus repository and index for all Executive Orders.

WAR:sf

Attachment

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**Distribution:** Vice Presidents, Administration  
Building Coordinators  
Directors of Plant Operations  
Mr. Jordan W. Montano  
Mr. William Vaughn  
Dr. Anthony J. Moye  
Ms. Sheila M. Chaffin  
University Facility Planners

Executive Deans  
Business Managers  
Energy Coordinators  
Mr. Gerald E. Beavers  
Mr. Wayne Keithley  
Mr. Louis V. Messner  
Mr. Bill Chatham  
Chancellor's Office Staff

**THE CALIFORNIA STATE UNIVERSITY**  
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**Executive Order No.:** 528  
**Title:** Revisions to Approved Campus Physical Master Plans  
**Effective Date:** May 6, 1988  
**Supersedes:** Executive Order No. 482

This Executive Order is issued pursuant to Sections 1, 2 and 7-f of Chapter III of the Standing Orders of the Board of Trustees of The California State University and by virtue of Sections 66606 and 89035 of the Education Code.

Authority has been delegated to the Chancellor to approve minor revisions to the Campus Master Plans which were initially approved by the Board of Trustees. This delegation requires that the definition of minor revisions and the approval process for their implementation be disseminated through Executive Orders. Thus, the purpose of this Executive Order is to comply with that directive.

**DEFINITION OF A MINOR MASTER PLAN REVISION**

A minor revision to the approved Campus Master Plan is defined as follows:

1. A modification to the configuration of a future or existing building footprint (exterior building line at ground level) by no more than ten percent (10%);
2. A siting of a new capital outlay project for which the total project cost does not exceed \$5,000,000, provided that the planned facility is consistent with the adopted campus architectural vocabulary and that the project is not architecturally significant;
3. A siting of a relocatable and/or temporary facility which will be removed within five years from the date of the initial installation;
4. A relocation of a maximum of three approved but yet to be constructed facilities to a more advantageous site, provided that the overall utilization of the campus land area is not increased nor the amount of open space decreased;
5. A vertical addition to an existing or yet to be constructed facility that does not change the building footprint; and
6. Other criteria and parameters as the Board of Trustees may from time to time adopt through its Standing Orders or by Resolution.

**IMPLEMENTATION OF MINOR REVISIONS TO THE APPROVED MASTER PLAN**

Requests for minor Master Plan revisions should be addressed to the Assistant Vice Chancellor, Physical Planning and Development, and must include appropriate documentation as defined, required, and promulgated through coded memoranda and the State University Administrative Manual. Any approved minor Master Plan revision shall be subsequently incorporated in the approved Master Plan document maps.


## MAJOR MASTER PLAN REVISION

In accordance with Trustee resolution (ROR 11-85-05), each campus may request consideration by the Board of Trustees of one Major Master Plan revision each calendar year. This one agenda item, however, may include multiple revisions to the Campus Physical Master Plan. The Trustees, upon recommendation of the Chancellor, may grant an exception to the single item per year limitation when warranted by emergencies or when donor-sponsored capital projects require earlier consideration.

Given these provisos, a Major Master Plan Revision is defined as:

1. A modification to the configuration of an approved facility which increases the building footprint (exterior building line at ground level) by more than ten percent (10%);
2. A siting of a new capital outlay project for which the total project cost will exceed \$5,000,000;
3. A project which is architecturally significant, as determined by the Assistant Vice Chancellor of Physical Planning and Development;
4. A revision which changes more than three sites or land uses on the approved Master Plan;
5. A cumulative amount of \$5,000,000 or more in project costs of various minor revisions to any Campus Master Plan;
6. A siting of a relocatable and/or temporary facility which will remain on a site longer than five years from the date of its initial installation; and
7. Other criteria and parameters as the Board of Trustees may from time to time adopt through its Standing Orders or by Resolution.

All requests for revisions (minor or major) to the Campus Physical Master Plan shall be submitted to the Assistant Vice Chancellor, Physical Planning and Development and shall include appropriate documentation for processing the request. Required documentation and procedural matters shall be promulgated through coded memoranda and shall be subsequently codified in the State University Administrative Manual.

  
W. Ann Reynolds, Chancellor

Dated: May 6, 1988