


Action: Information Only

**DATE:** October 17, 2022

**TO:** Chief Administrators / Business Officers (CABO)

**FROM:** Steve Relyea  Steve Relyea (Oct 19, 2022 15:35 PDT)  
Executive Vice Chancellor and  
Chief Financial Officer

**SUBJECT:** 2023 Board of Trustees Meeting Dates and Due Dates for Agenda Items for the Committees on Finance and Campus Planning, Buildings and Grounds

This memorandum serves to provide the Board of Trustees' meeting schedule for 2023 and the associated due dates for the Committees on Finance and Campus Planning, Buildings and Grounds agenda items. In addition, please find two links: 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, your item will not proceed to the Board of Trustees for action, 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 attached checklist, by appropriate campus staff directly to Business and Finance lead staff.

As typical, the due dates for more complex agenda items (e.g. 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 review, discussion with the campus, review by the Chancellor and the Executive Vice Chancellor, and revision as applicable.

### 2023 BOARD OF TRUSTEES BUSINESS AND FINANCE DUE DATES

BOT Meeting Dates:	Jan 24-25	Mar 21-22	May 23-24	Jul 11-12	Sep 12-13	Nov 7-8
<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	18-Oct	6-Dec	14-Feb	4-Apr	6-Jun	1-Aug
Completed Schematic Design Review w/ CPDC	1-Nov	20-Dec	28-Feb	18-Apr	20-Jun	15-Aug
Capital Outlay Amendment Package* Due to CPDC Planner	8-Nov	3-Jan	7-Mar	25-Apr	27-Jun	22-Aug
<i>Major Master Plan (New or Revision)</i>						
Master Plan New or Revision/ Land Acquisitions/ EIR	25-Oct	13-Dec	21-Feb	11-Apr	13-Jun	8-Aug
All Other Items and Required CEQA Documents	8-Nov	3-Jan	7-Mar	25-Apr	27-Jun	22-Aug
<i>P3 Projects</i>						
P3 Final Development Agreement	25-Oct	13-Dec	21-Feb	11-Apr	13-Jun	8-Aug
P3 Concept	8-Nov	20-Dec	28-Feb	18-Apr	20-Jun	15-Aug
<i>Financing</i>						
Submittal of Draft Financial Plans for Projects Requiring Bond Financing to F&T	18-Oct	6-Dec	14-Feb	4-Apr	6-Jun	1-Aug
Complete Due Diligence Items for Review for Projects requiring Financing to F&T	8-Nov	20-Dec	28-Feb	18-Apr	20-Jun	15-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:ESJ: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

October 17, 2022

Page 3 of 3

**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

Elvyra F. San Juan, Assistant Vice Chancellor, Capital Planning,

Design and Construction

Capital Planning, Design and Construction Management