The California State University
BUSINESS AND FINANCE

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Information Only

DATE: September 25, 2025

TO: Chief Administrative/Business Officers (CABO)

FROM: Patrick J. Lenz
Interim Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: 2026 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 2026 and the associated due dates for the Committees on Finance and Campus Planning, Buildings and Grounds agenda items (attached on page 3). In addition, please use this link for a checklist of documents that are expected by the applicable due date for a specific type of Board of Trustees item: BOT Submittals Checklist.xlsx.

If the university is unable to meet a deadline, the 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 university staff directly to 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 university, review by the Chancellor and the Executive Vice Chancellor, and revision as applicable.

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.

PJL:mc

c: Executive Facilities Officers
Financial Officers Association Delegates
Financing & Treasury
Office of General Counsel
Campus Facility Planners
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

2026 BOARD OF TRUSTEES - BUSINESS AND FINANCE DUE DATES

Meeting Dates	Jan 27-28	Mar 10-11	May 5-6	Jul 21-22	Sep 22-23	Nov 17-18
Schematic Design / Capital Program Amendments and Approvals						
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 Project to F&T	7-Oct	18-Nov	13-Jan	31-Mar	2-Jun	28-Jul
Completed Schematic Design Review w/ CPDC	21-Oct	2-Dec	27-Jan	14-Apr	16-Jun	11-Aug
Capital Outlay Amendment Package* Due to CPDC Planner	28-Oct	9-Dec	3-Feb	21-Apr	23-Jun	18-Aug
Master Plan (New or Revisions)						
Master Plan Revision / Land Acquisition	14-Oct	25-Nov	20-Jan	7-Apr	9-Jun	4-Aug
All Other Items and Required CEQA Documents / EIR	28-Oct	9-Dec	3-Feb	21-Apr	23-Jun	18-Aug
Real Property Development (P3) Projects						
Real Property Development (P3) Project Final Agreement	14-Oct	25-Nov	20-Jan	7-Apr	9-Jun	4-Aug
Real Property Development (P3) Project Concept	28-Oct	9-Dec	3-Feb	21-Apr	23-Jun	18-Aug
Financing						
Submittal of Draft Financial Plans for Projects Requiring Bond Financing to F&T	30-Sep	11-Nov	6-Jan	24-Mar	26-May	21-Jul
Complete Due Diligence Items for Review for Projects Requiring Financing to F&T	4-Nov	16-Dec	10-Feb	28-Apr	30-Jun	25-Aug

*Per CPDC Major Capital Projects Transmittal Sheet