Board of Trustees Agenda Item Checklist

This list is intended to identify typical documents needed to support the campus request for board action.
Additional project specific items may be needed or proposed depending on the project or need.

Committee on Campus Planning, Buildings and Grounds (Submit to Capital Planning, Design and Construction)		Submitted by Campus
Amend	CPDC 1-4 Project Description (Housing/Parking Demand studies as applicable)	
	CPDC 2-7 Construction Cost Estimate	
	Agenda Item	
	PowerPoint (PPT) Visuals	
	Script (typically for EVC/CPDC presentation only)	
	Campus Logo (w/transparent background to be used in PPT)	
	Business Disclosures	
	Question & Answer Sheet	
Schematic Approval	CPDC 2-7 Construction Cost Estimate	
	Agenda Item	
	SD Phase submittal as outlined in Major Capital Outlay Checklist	
	PowerPoint Visuals	
	President Intro (1 slide, w/script - approximately 60 seconds)	
	Master Plan Map w/Project	
	Site Plan	
	'Before' Photo	
	'After' Rendering	
	Campus Logo (w/transparent background to be used in PPT)	
	Rendering Board (optional)	
	Business Disclosures	
	Question & Answer Sheet	
Major Master Plan Revision	Agenda Item	
	Master Plan Map and Legend (Before and After)	
	CEQA Documentation (IS/MND, EIR, etc.)	
	Off-Site Mitigation table and fair share costs calculations (if applicable)	
	MOU with local agency (if applicable)	
	PowerPoint Visuals and Script	
	President Intro (1 slide, w/script - approximately 60 seconds)	
	'Existing' Master Plan Map	
	'Proposed' Master Plan Map	
	CEQA Contested Issues (if any)	
	Question & Answer Sheet	
Land Acquisition	Agenda Item	
	Appraisal	
	Land Due Diligence	
	PowerPoint Visuals	
	President Intro (1 slide, w/script - approximately 60 seconds)	
	Site map of property to be acquired	
	Pictures of existing facilities on land (if any)	
	Business Disclosures	
	Question & Answer Sheet	

Committee on Finance (Submit to Financing & Treasury)		Submitted by Campus
Issuance of Bonds	CPDC 2-7	
	Updated Pro forma	
	Cashflow	
	Agenda Item	
	PowerPoint Visuals	
	Business Disclosures	
	Question & Answer Sheet	
P3 Concept	Agenda Item	
	PowerPoint Visuals	
	President Intro (1 slide, w/script - approximately 60 seconds)	
	Site map of property	
	Pictures of existing facilities on land (if any) or concept rendering	
	Business Disclosures (if any)	
	Question & Answer Sheet	
P3 Development Agreement	Agenda Item	
	Summary Terms and Conditions	
	Draft Ground Lease	
	Other draft agreements if applicable (sub-lease, operating agreement)	
	Appraisal	
	PowerPoint Visuals	
	President Intro (1 slide, w/script - approximately 60 seconds)	
	Site map of property	
	Pictures of existing facilities on land (if any) or concept rendering	
	Business Disclosures	
	Question & Answer Sheet	