

Information Only

**DATE:** September 25, 2024

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

**FROM:** Steve Relyea   
Executive Vice Chancellor and  
Chief Financial Officer

**SUBJECT:** 2025 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 2025 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, 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 campus 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 campus, review by the Chancellor and the Executive Vice Chancellor, and revision as applicable.

---

**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

## 2025 BOARD OF TRUSTEES BUSINESS AND FINANCE DUE DATES

BOT Meeting Dates:	Jan 28-29	Mar 25-26	May 20-21	Jul 22-23	Sep 9-10	Nov 18-19
<i>Schematic Design / Capital Program Amendments Approvals</i>						
Schematic Design Package* Due to CPDC Planner	Two weeks before CPDC review					
Submittal of Draft Financial Plans for Projects to F&T	8-Oct	10-Dec	4-Feb	8-Apr	10-Jun	5-Aug
Completed Schematic Design Review w/CPDC	22-Oct	17-Dec	18-Feb	15-Apr	24-Jun	19-Aug
Capital Outlay Amendment Package* Due to CPDC Planner	29-Oct	7-Jan	25-Feb	22-Apr	1-Jul	26-Aug
<i>Major Master Plan (New or Revision)</i>						
Master Plan New or Revision/Land Acquisitions/EIR	15-Oct	17-Dec	11-Feb	8-Apr	17-Jun	12-Aug
All Other Items and Required CEQA Documents	29-Oct	7-Jan	25-Feb	22-Apr	1-Jul	26-Aug
<i>P3 Projects</i>						
P3 Final Development Agreement	15-Oct	17-Dec	11-Feb	8-Apr	17-Jun	12-Aug
P3 Concept	29-Oct	7-Jan	25-Feb	22-Apr	1-Jul	26-Aug
<i>Financing</i>						
Submittal of Draft Financial Plans for Projects Requiring Bond Financing to F&T	1-Oct	10-Dec	28-Jan	25-Mar	3-Jun	29-Jul
Complete Due Diligence Items for Review for Projects requiring Financing to F&T	29-Oct	7-Jan	25-Feb	22-Apr	1-Jul	26-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:AF: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

September 25, 2024

Page 3 of 3

**Distribution:**

Executive Facilities Officers

Financial Officers

Delegates Budget Officers

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