



Office of the President

Memorandum

Date: September 26, 2014

cc: Cabinet
Jonna J. Lewis
(all w/ attachments)

To: Dr. Steven N. Garcia
Vice President for Administrative Affairs
and Chief Financial Officer

From:

A handwritten signature in blue ink, appearing to read "J. Michael Ortiz".

J. Michael Ortiz
President

Subject: Delegation of Authority – EXECUTIVE ORDER NO. 630
Revisions to Approved Campus Master Plans

Pursuant to Executive Order No. 630, I am delegating to the Vice President for Administrative Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

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

(310) 985-2800

Date: February 6, 1995

To: Presidents

From: Barry Munitz 
Chancellor

Subject: Revisions to Approved Campus Master Plans—Executive Order No. 630

I am transmitting to you a copy of Executive Order No. 630 which revises the definitions of major and minor revisions to approved campus master plans.

At its May 1993 meeting, the Board of Trustees approved a resolution to define a major master plan revision as (1) a project which is architecturally significant; (2) a revision that changes more than three sites or land uses on the approved master plan; or (3) other criteria or parameters as the trustees may from time to time adopt. The purpose of this action is to further streamline the administrative and procedural practices associated with the approval of major revisions to campus master plans, thereby reducing the number of routine requests brought before the board. These streamlining actions have benefited both the Board of Trustees and the requesting campuses.

Procedures for implementing major and minor master plan revisions in accordance with this policy have been incorporated in the State University Administrative Manual (SUAM). If you have any questions regarding this, please contact Mr. Jon H. Regnier, Senior Director, Physical Planning and Development, at (310) 985-9468, or Ms. Elvyra F. San Juan, Acting Chief of Program Management, at (310) 985-9467.

It is your responsibility as president to implement Executive Order No. 630 as applicable and to maintain the campus repository and index for all Executive Orders.

BM:rp

Attachment

Distribution: Executive Deans
Vice Presidents, Administration
Vice Presidents, Academic Affairs
Ms. Sue Van Velkinburgh
Mr. Gerald E. Beavers
Ms. Molly Corbett Broad
Dr. Peter Hoff
Mr. Richard P. West
Program Managers

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

Executive Order No.: 630

Title: Revisions to Approved Campus Master Plans

Effective Date: February 1, 1995

Supersedes: Executive Order No. 528

This Executive Order is issued pursuant to Sections 1 and 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. The purpose of the 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).
2. A siting of a new capital outlay project provided the planned facility is consistent with the adopted campus architectural vocabulary and is not architecturally significant.
3. A siting of a relocatable and/or temporary facility.
4. A relocation of a maximum of three approved but yet to be constructed facilities to a more advantageous site, provided the overall utilization of the campus land area is not increased or the amount of open space decreased.
5. A vertical addition to an existing or yet to be constructed facility provided the addition is not determined to be architecturally significant; and
6. Other criteria and parameters as the Board of Trustees may from time to time adopt through its standing orders or by resolution.

DEFINITION OF A MAJOR MASTER PLAN REVISION

Each campus may request consideration by the Board of Trustees of one major master plan revision each calendar year. However, this request 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 emergency or when donor-sponsored capital projects require earlier consideration.

In accordance with trustees' resolution (RCPBG 05-93-12) a major revision to the approved campus physical master plan is defined as follows:

1. A project which is architecturally significant, as determined by the senior director, physical planning and development.
2. A revision which changes more than three sites or land uses on the approved master plan.
3. Other criteria and parameters as the Board of Trustees may from time to time adopt through its standing orders or by resolution.

IMPLEMENTATION OF REVISIONS TO THE APPROVED MASTER PLAN

All requests for master plan revisions (minor or major) should be addressed to the senior director, physical planning and development, and must include appropriate documentation as defined, required, and promulgated through coded memoranda and the State University Administrative Manual (SUAM). Any approved master plan revision shall be subsequently incorporated in the campus physical master plan document maps.


Barry Munitz, Chancellor

Dated: February 1, 1995