

## 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.

<b>Committee on Campus Planning Buildings and Grounds submit to Capital Planning, Design and Construction</b>		<b>Submitted by Campus</b>
<b>Amend</b>	CPDC 1-4 Project Description (Housing/Parking Demand studies as applicable)	
	CPDC 1-4.5 Greenhouse Gas Calculation	
	CPDC 2-7 Construction Cost Estimate	
	Agenda Item	
	PowerPoint Visuals	
	Script - (typically for EVC/CPDC presentation only)	
	Campus Logo (w/ transparent background to be used in PPT)	
	Business Disclosures	
Question & Answer Sheet		
<b>Schematic Approval</b>	CPDC 2-7 Construction Cost Estimate	
	Agenda Item	
	SD Phase submittal as outlined in Major Capital Outlay Checklist	
	PowerPoint Visuals	
	President Intro (2 slides, w/ script. Approx 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	
	Business Disclosures	
Question & Answer Sheet		
<b>Major Master Plan Revision</b>	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 (2 slides, w/ script. Approx 60 seconds)	
	'Existing' Master Plan Map	
	'Proposed' Master Plan Map	
	CEQA Contested Issues (if any)	
Business Disclosures		
Question & Answer Sheet		
<b>Land Acquisition</b>	Agenda Item	
	Appraisal	
	Land Due Diligence	
	PowerPoint Visuals	
	Presidents Intro (2 slides, w/ script. Approx 60 seconds)	
	Site map of property to be acquired	
	Pictures of existing facilities on land (if any)	
	Business Disclosures	
Question & Answer Sheet		

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