



## Major Capital Outlay Projects

---

**Policy No.: 400-30**

Effective: 6/08/00

### **POLICY:**

The objective of the major capital outlay program is to provide facilities appropriate to CSU, Northridge's approved educational programs, to create environments conducive to learning, and to ensure that the quantity and quality of facilities throughout the campus serve the students, faculty, and staff.

### **DEFINITIONS:**

#### **Major Capital Outlay:**

Capital outlay projects that cost over \$250,000 are considered major projects. State site acquisition projects, regardless of the amount, are funded in the major capital outlay program. In general, major capital outlay funds are provided to support the design, construction, and the equipment needs of the new or renovated facility.

#### **Non-state Funded Projects:**

A non-state funded project is provided funds required to plan, construct and operate the new facility from mandatory fees, user charges, and gifts. The campus typically provides land for these projects and may provide utilities to the site. Non-state funded projects include parking lots and parking structures, student housing, student unions, health centers, stadiums, food service buildings, bookstores, and other facilities that help meet educational goals established by the Board of Trustees. In order to establish the operational viability of proposed non-state funded capital outlay projects and to secure bond financing, planning guidelines may require financial plans and market studies be prepared prior to receiving project approval from the CSU Board of Trustees.

#### **Temporary Facilities:**

The CSU Board of Trustees resolved in November 1972 that all temporary facilities should be phased out as soon as state funding can be provided for their replacement. Temporary facilities are defined as follows:

- **Trailers:** Mobile structures that are readily movable to other sites.
- **Relocatables:** Modular-type structures that are assembled at the site. These structures can be disassembled and moved to other sites.
- **"Other" Temporary Structures:** Existing houses, apartments, barracks, farm buildings and similar structures, and temporary initial buildings acquired or constructed for use for a limited time.

### **PROCEDURES:**

The Department of Facilities Planning, Design and Construction has been delegated the authority to manage the CSU, Northridge capital outlay program. This includes the authority to manage the planning, design, and construction of

all state funded major capital outlay projects. Academic Affairs, in coordination with Facilities Planning Design & Construction, analyze current and future space needs to determine and justify requests for capital outlay projects.

Academic master plans serve as the basis for campus planning of facilities. The resulting physical master plan reflects the projected physical requirements of academic programs and auxiliary activities. The CSU Board of Trustees must approve the campus master plan and all changes to the plan. The CSU, Northridge physical master plan depicts existing and anticipated facilities necessary to accommodate a 25,000 full-time-equivalent (FTE) student enrollment, in accordance with approved campus educational policies and objectives. Anticipated facilities as depicted on the physical master plan become requested and justified major capital outlay projects as the campus increases its enrollment toward the 25,000 FTE target.

The CSU capital outlay program is structured as a budget year followed by four subsequent planning years. The CSU Board of Trustees establishes criteria and categories to set priorities for state funded capital outlay projects. Although subject to change on an annual basis, the general criteria for campus submittal of projects to the Chancellor's Office is as follows:

1. Each CSU campus may submit a maximum of one new major capital project start for the budget year; and each CSU campus may submit a maximum of three major capital projects per year for the four planning years.
2. Priorities within the CSU major capital outlay program are categorized as follows:

**Renovation:**

1. Projects that are designed to correct structural, health and safety code deficiencies by addressing life safety problems and promoting code compliance in existing facilities.
2. Projects that are designed to make new and remodeled facilities operable by providing equipment, renovating building systems, and replacing utility services in order to make the buildings and the campus infrastructure operable.
3. Projects that are designed to meet campus deficiency needs by renovating or constructing new replacement buildings in response to academic and support program needs and deficiencies.

**Growth:**

1. Projects that are designed to eliminate instructional and support deficiencies, including new buildings, additions, land acquisitions, and site development.
2. All submitted projects must be depicted on the approved campus physical master plan.

**RESPONSIBILITIES:**

The Department of Facilities Planning, Design & Construction is responsible for managing the CSU, Northridge major capital outlay program and for enlisting broad participation by administrators, faculty, and students in the development of the capital outlay program.

**REFERENCES:**

[The California State University, Five-Year Capital Improvement Program](#) (Published annually).

[Physical Planning and Development, Sections 9000-9999](#)

[State University Administrative Manual, 6/98](#)

[Executive Order No. 672](#): Delegation of capital outlay management authority to the campus president.

Instructional space needs are calculated in conformity with space and utilization standards approved in September 1966 by the California Postsecondary Education Commission, as modified in March 1971 and June 1973. These standards, as well as those outlined in the Space Standards Chart (SUAM 9049.02), form the basis for planning capital outlay projects.

**FURTHER INFORMATION:**

Department of Facilities Planning, Design & Construction at 818-677-2561.

**APPROVED BY THE PRESIDENT**