

**CAPITAL CONSTRUCTION**

*References: Education Code §§81005, 81820  
Title 5, §§57150 et seq.*

**Capital Outlay Program – Comprehensive District Master Plan**

The Superintendent/President will ensure that the District has a comprehensive District master plan that includes a comprehensive Facilities Master Plan. The comprehensive Facilities Master Plan will normally be updated every five years, and its contents will include the following components:

- a) Preventative and scheduled maintenance for major facilities and infrastructure.
- b) New facilities.
- c) Major modernization and conversion projects.
- d) Technology.
- e) Roads and parking.
- f) Sustainability.
- g) Way finding.
- h) Design standards and guidelines.

**Capital Outlay Program – Five Year Capital Construction Plan**

The Superintendent/President will annually report to the Board of Trustees and to the State Chancellor's Office a five year capital-outlay program that is developed within the framework of the District's comprehensive master plan. The program will consist of the plans of the District concerning its future academic and student service programs and the effects of such programs on construction needs.

Specifically, the five year capital-outlay program will include the following:

- a) Statement of educational plans.
- b) Statement of energy plans.
- c) Statement of disabled persons' barrier-removal plan.
- d) Location of program delivery.
- e) District-wide priority lists.
- f) District-wide capacity/load ratios.
- g) District-wide supporting detail.

**Conversion and Modernization of Buildings**

Proposals for the conversion, modernization, expansion, and repurposing of existing buildings will normally come through either the master planning process or program review. Such proposals will be reviewed and prioritized by the Institutional Facilities Committee and recommendations will be forwarded to the Planning and Budget Committee for the development of a recommendation to the Superintendent/President. The Institutional Facilities Committee shall develop the necessary procedures, processes, and forms to ensure that all proposals are evaluated within the framework of the District's comprehensive master plan and mission statement, and that all indirect and total cost of ownership issues are taken into consideration.

**Contracts**

Construction contracts will be let in accordance with Administrative Procedure 6350, Contracts–Construction, and will comply with applicable laws relating to public works and District construction manuals and standards.

**Sustainability**

The District shall consider the cost/benefit of maximizing the sustainability of all facilities projects and will make every fiscally responsible effort to minimize the total environmental impact of all capital projects.

Office of Primary Responsibility: Vice President for Business and Financial Affairs