

BOARD OF TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

**POLICY ON THE ROLES IN THE PHYSICAL DEVELOPMENT OF CSU
CAMPUSES**

The Board of Trustees approved the original policy on administering CSU's capital outlay program in December 1961 and modified it on September 8, 1966. The policy defined the roles, procedures and relationships in physically developing CSU campuses. In 1997, the Board of Trustees delegated design professional appointment authority to the campuses for approved capital outlay projects. This was done in conjunction with an executive order shifting capital outlay management to the campuses. This new policy updates role definitions for campus physical development; namely, Consulting Master Plan Architect, Consulting Landscape Architect, Project Architect, Project Landscape Architect, Project Engineer, Campus, Chancellor's Office, and the Board of Trustees.

The Board of Trustees

Although the primary contractual relationships for architects, landscape architects, project engineers, and other consultants serving the CSU campuses are with the Board of Trustees, the Board has delegated the negotiation, execution, administration, and supervision of these contracts and the services involved to the Chancellor who further delegated the authority to campus presidents or designees. The Board has retained authority to review and approve the following:

1. Capital outlay budgets.
2. Site selections.
3. Campus master plans in complete detail.
4. Schematic designs for major capital outlay projects.

The Chancellor's Office

The Board of Trustees has delegated authority to the Chancellor to perform the following actions while reporting to the Board of Trustees:

1. Prepare one-year and five-year capital outlay programs for review and approval by the Board.
2. Review and approve scope of projects.

3. Review campus master plans and schedule for review and approval by the Board when satisfactory.
4. Approve minor campus master plan revisions designated by the Board of Trustees.
5. Review schematic plans for buildings and schedule for review and approval by the Board when satisfactory.
6. Approve schematic plans for certain projects designated by the Board of Trustees.
7. Validate conformance of preliminary plans to scope, schedule and budget for all projects within limits designated by the Board of Trustees.
8. Validate conformance of working drawings to scope, schedule and budget for all projects within limits designated by the Board of Trustees.

The Campus

The campus President—acting with the advice and assistance of an administrative officer that he or she appoints—and a Campus Planning Committee that the President also appoints, initiates all planning, services, and projects. The President or designee directly manages all approved capital outlay projects. Membership of the Campus Planning Committee includes educational policy, finance, and master planning representation. The Consulting Master Plan Architect serves as an ex-officio member of the Committee. The Committee recommends actions to the President on the campus' long-range plan physical development, all capital outlay related matters and other areas of study delegated by the President.

The Consulting Master Plan Architect

The Consulting Master Plan Architect (MP Architect) advises the campus on developing its physical master plan. The MP Architect serves as an ex-officio member of the Campus Planning Committee and advises the President on developing, coordinating, and controlling the long-range, physical development plan. The MP Architect supplies continuity in planning for the growth of the campus, and in maintaining and updating the campus physical master plan.

The MP Architect's responsibility is toward the total building program. Working with the President and Campus Planning Committee, the MP Architect develops a general architectural vocabulary or character for the campus, which lends efficiency, distinction, and unity to campus buildings. This role also includes guiding Project Architects in complying with Board of Trustees procedures and standards. The MP Architect also recommends approval of schematic designs including architectural vocabulary, building color and material palettes. Finally, the MP Architect also advises the President on other long-range development matters.

The Consulting Landscape Architect

The Consulting Landscape Architect plays a similar role to the Consulting Master Plan Architect except that it applies to landscaping and developing campus grounds. The Consulting Landscape Architect works with the Consulting Master Plan Architect to align landscape design with building design. The Consulting Landscape Architect prepares and maintains a long-range, landscape master plan and advises the Consulting Master Plan Architect and the campus on all landscaping and campus grounds development issues. In addition, the Consulting Landscape Architect serves as a Project Landscape Architect when designated.

The Project Architect, Project Landscape Architect or Project Engineer

The Project Architect, Landscape Architect or Engineer looks to the university for direction, guidance, and approvals regarding their project-related work. This includes interpretation of CSU standards, policies, and procedures. The person in this role should seek guidance from the Consulting Master Plan Architect, and the Consulting Landscape Architect when appropriate, to prepare a project design that satisfies both the approved campus master plan and the campus design vocabulary.