



# Capital Planning Committee

## December 5th, 2016

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In attendance: Ron Cortez, Jennifer Summit, Tom Lollini, Jill Anthes, Robert Nava, Alison Sanders, Jason Porth, Troi Carleton, Linda Oubré, Luoluo Hong, Noriko Shinzato, Sophie Clavier, Keith Bowman, Wendy Bloom, Alvin Alvarez

**Note: Agenda items in bold.**

Minutes received, approved

Suggestions of additions to agenda: building heat, campus policy on space heaters

**1. Project Initiation Process for planning studies and capital projects** (Tom Lollini & Jill Anthes)

- New form for initiating projects. This process now online at [plan.sfsu.edu/project-initiation](http://plan.sfsu.edu/project-initiation).
- Allows wider view over all projects, and for similar/intersecting projects to be linked, and to focus work in areas where resources are available.
- Want to start this process in January.
- This will promote common understanding within divisions where projects are originating, available resources, what can be done.
  - a. **Project initiation for single projects**
  - b. **Capital Call**
    - **New process**: would be 1 ½-year-long process. Proposed annual call in Jan. for construction following year
    - Project submission for CSU funding due in May
    - Dean/Director would collect Capital Proj Request forms (draft shown in Jill Anthes' presentation).
      - Hope to integrate this into work order system eventually, with automatic routing to correct department
    - **Goal**: Request form a way to make division/department articulate their need and account for available resources. (See flow chart: "Project Initiation Process – DRAFT / Deferred Maintenance, Renovation...")
    - **Question**: Could a division only make requests for project within their own division?

- **Answer:** Group/collaborative process possible, but must come up through division/provost – usual channels.
- **Comment:** Could a project request also come from Deans/AVPs? Worry that some divisions not structured like others – don't want those divisions to lack ability to submit projects on equal footing.
- **Suggestion:** Projects, especially collaborative ones or those coming from students, to have “champions” to help usher through process.
- **Overarching question:** Exactly which projects will be addressed in this process? Need for \$ cutoff or definitional guidelines for a “capital project.” Otherwise committee runs risk of getting inundated with requests.
  - **Answer:** Jill pointed out this is reason for interest in automatic routing of requests (eventual, not immediate in this process).
  - Gateway proposed by Tom: whether or not project can go through Facilities.
- Projects elevated by divisions would then come up to Capital Planning Committee (CPC) before going to VP A&F (and vetted by Provost's office before coming to CPC).
- **Comment:** Worth considering whether or not donor capital projects should go through this process.
- **Comment/Question:** Need to consider soft money process where funds need to be spent by certain date, or when construction need is immediate (new lab for incoming faculty member, for instance). Possible to have expedited process?
- **Comment:** Capital project recommendations/prioritized list of projects should include all VPs, Cabinet – come from a truly representative body for the university. Suggestion that CPC make its recommendations directly to President, no intervening step where Provost/VP A&F make calls.

## 2. Current Planning

- Wants to use this committee to help shape Master Plan
  - Redevelopment feasibility studies
  - Policies, for instance housing policies to further enrollment and retention strategies. (Other policies in master plan: mobility, community, sustainability, more)

## 3. Campus Master Plan Update

### a. What is a master plan

### b. Why a master plan update

- CSU requires every campus to have a master plan. Current one expires in 2020.
- Last strategic plan published in '15.
- Plans tend to look 15 years in advance.
- SFSU last completed physical master plan in 2007. Many changes since then at University, and at city and state level: e.g. economic climate locally & nationally; new president and cabinet at SFSU.

- CSU Capital Outlay process has changed.
- Cost of Master Plan Process: \$1.65 million spent in 2005 for last Master Plan.
- **Question:** What happens to last plan – abandoned and we start over?  
**Answer:** Each plan is an amendment to the last one – update.
- Updated plan: housing & new initiatives as new focus due to changes in the market.
- Some of current plan still relevant – will build off those points.
- **Comment:** Working with neighbor’s key to building consensus. Vital.
- **Comment:** Want to include the Downtown Campus (DTC) in this discussion.  
(Widespread agreement among attendees.)

**c. Benchmarks in the CSU**

- CSU concerned especially with major goals of the Academic Master Plan
- Under SFSU’s master plan, subsection “Community,” this provocation item: Is the University willing to include informal community gathering spaces in its planning, despite cost?
  - CSU standards focus on cost efficiencies in building, tending to squeeze out informal gathering spaces.
  - CSU’s funding prioritizes academic space (based on 1966 student/space formulas) – performance spaces, as one example, are not included in this priority.

**d. The path to entitlements/schedule**

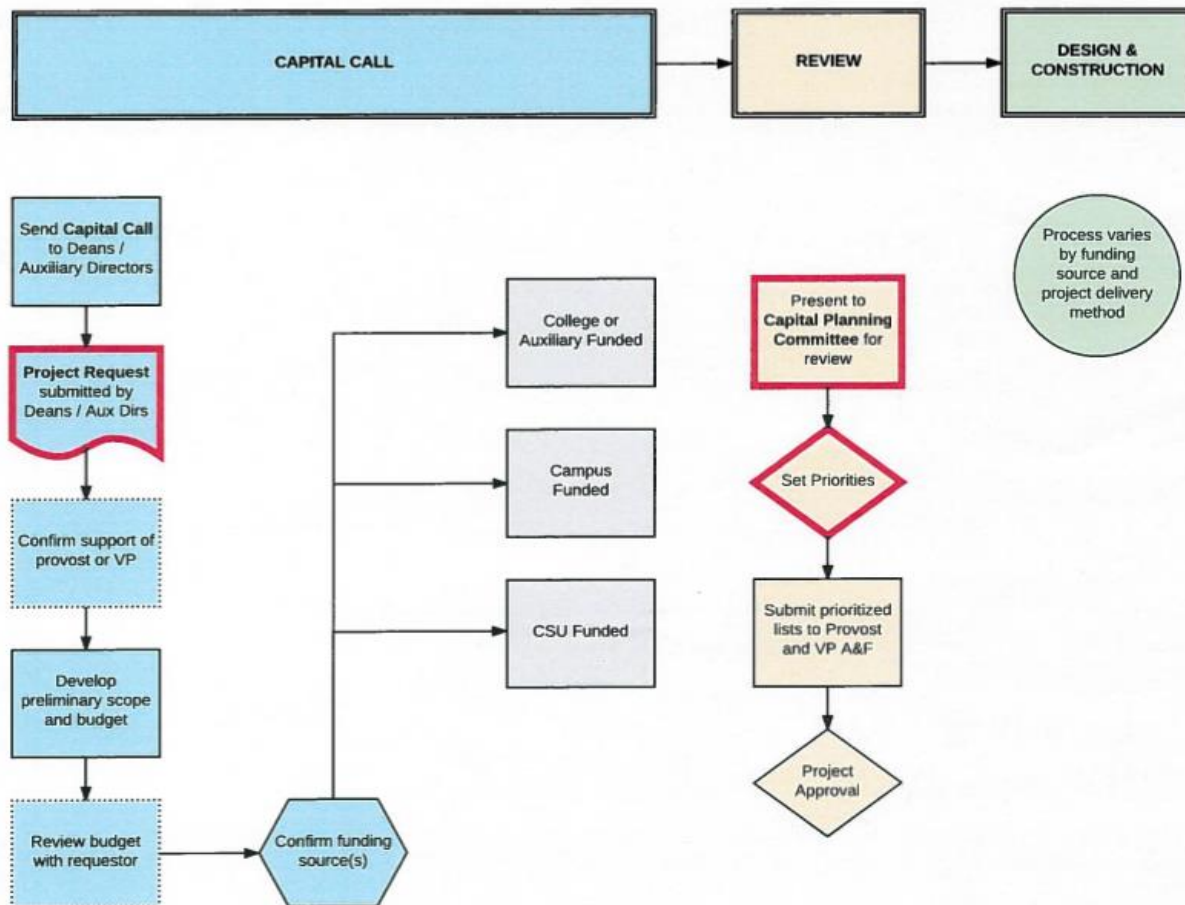
- Attempt to compress planning to maximize readiness to act when certain milestones are reached (RFPs readied and go out before approval/EIR step).  
Compress timeframe – saves time and money.
- In developing schedule, what can SFSU do in-house vs. requiring outside parties?
- Tom would like this committee to meet monthly.
  - **Comment:** Good idea, but big time commitment. And how do we bring University community along with us?
  - **Comment** (Troi Carleton): I would like to invite Tom & Jill to Academic Senate to present this.
  - **Comment:** Need to bring up current projects as part of this presentation.
  - **Comment:** Need to discuss this with President’s Cabinet before we take to anyone else. Organize ourselves first before we involve others.
- Tom is optimistic of 18-month schedule for updating Master Plan.

**e. An innovative approach for these times**

**Tom and Jill agreed to distribute their presentation to CPC members** *Comment from Jill Anthes:* We would prefer to present information about the master plan update in person. The slides are constantly being updated in response to comments, which makes us better. Any interested groups are encouraged to reach out to us. (I’d much prefer to do it this way than to circulate slides that are outdated—and the personal interaction is of great value to the process. Is that ok?)

**Project Initiation Process - DRAFT**

Deferred Maintenance, Renovation, Infrastructure, Fire and Life Safety, and ADA Compliance Projects



The requested modifications to this process have been identified and appear on the website in narrative form. [plan.sfsu.edu/project-initiation](http://plan.sfsu.edu/project-initiation)