

Approved
January 27, 2009
Revised
September 29, 2016

AP 6600 CAPITAL CONSTRUCTION

References:

Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Capital Outlay Program

The Chief Business Officer or designee shall annually prepare a Five Year Capital Outlay Program for review and approval by the District Chancellor and the Board of Trustees. The Program shall 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 Program shall be formatted per the requirements of the California Community Colleges Chancellor's Office and shall include the following:

- Location of all owned lands.
- District-wide enrollment projections.
- District-wide capacity/load ratios.
- District-wide weekly student contact hours.
- Construction project intent and scope information with projects prioritized and sized to support the campuses' Facility Master Plans.

Upon approval of the District Chancellor and the Board, the Program shall be submitted to the California Community Colleges Chancellor's Office.

Contracts

Construction contracts will be let in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

Conversion of Buildings

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is

determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).

- The total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by, the District.
- The District has complied with facility site review guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

Building Modifications

Requests to modify the physical structure or characteristics of buildings, grounds, classrooms, storage areas, laboratory areas, etc., shall first receive written authorization from the Chief Business Officer or designee and College President or District Chancellor as appropriate. Employees who disregard such approval procedures may be held liable for all costs incurred by the District resulting from the modification and/or correction made.

The following information is required when submitting requests:

- Funding source.
- Detailed construction plans including schedules that minimize impact to students, classroom instruction, and operations.
- Validation that all affected departments have been consulted.

District Energy Conservation

The District is committed to conservation of energy at all of its facilities. The District Chancellor and College Presidents or designees, in cooperation with the Chief Business Officer or designee, shall implement an energy conservation program at each facility. The Chief Business Officer or designee shall monitor energy consumption, on a total campus and on an individual basis, as appropriate. The Chief Business Officer or

designee shall recommend projects and capital expenditures that would result in reduction of energy use.

Periodic reports shall be made by the Chief Business Officer to the District Chancellor and Board of Trustees.

Neighborhood Outreach

The Board of Trustees is committed to clear, proactive communication with the Colleges' neighbors regarding campus development. This procedure establishes a protocol for the dissemination of information related to capital projects and encourages early and frequent communication between District staff and the public.

Outreach Procedures

The College President or designee shall prepare a community outreach plan for each large capital project. The scale of the outreach effort shall be designed to match the size and scope of the project and the likely level of community interest. In all cases, the California Environmental Quality Act (CEQA) requirements for notification shall serve to denote the minimum level of effort.

Outreach Modes

1. Web Site

All capital projects and support documentation shall be posted on the District and/or Campus website(s). When the project size warrants, electronic means may be used to provide ongoing updates to interested parties.

2. Community Meetings

For projects that are exceptionally large or that may otherwise generate significant neighborhood interest, there shall be at least one community meeting no fewer than 30 days prior to the end of the public review period as defined by CEQA. It is preferable to conduct the community meeting early in the CEQA process. Midweek evening meetings are preferred. A minimum of two weeks shall be allowed for notifying the community of the meeting. Home-Owner Association meetings may be used as the primary community meeting venue.

3. Other Outreach

The minimum level of effort shall include a letter to the campus neighbors outlining the purpose and composition of the project, the schedule of activities, and what construction activity may be expected. The convening of periodic community meetings is appropriate in the case of particularly large projects or those with significant neighborhood interest.