



Policy

**6600 Capital Construction**

The Chancellor is responsible for planning and administrative management of the District’s capital outlay and construction program.

District construction projects shall be supervised by the Chancellor or Designee. The Director of Facilities Planning and Operations shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Chancellor or Designee shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five year capital construction plan as required by law. The Chancellor or Designee shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

**References:**

Education Code Sections [81005](#) and [81820](#); Title 5 Sections [57150 et seq.](#)

**Adopted:** June 28, 2004

**Revision Adopted:** October 14, 2009, August 9, 2017

**Last Reviewed:** August 9, 2017

## Administrative Procedure

### 6600 Capital Construction

#### Capital Outlay Program

The Chancellor or designee will annually report to the Board and to the California Community Colleges Chancellor's Office a five year capital outlay program. 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:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

#### Contracts

Construction contracts will be let in accordance with AP 6340 titled Bids and Contracts 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.

1 **References:**  
2 Education Code Sections [81005](#) and [81820](#); Title 5 Sections [57150 et seq.](#)

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4 **Procedure Last Revised:** August 9, 2017  
5 **Last Reviewed:** August 9, 2017