Memorandum

December 1, 2014

TO: Chief Executive Officers
    Chief Business Officers

FROM: Susan Yeager
    Administrator, Facilities Planning Unit

SUBJECT: Letter of Intent Suspension

The Chancellor’s Office will not be accepting or approving new Letters of Intent (LOIs) for new educational centers until further notice. Districts with previously approved LOIs may proceed with submittal of the Needs Assessment for the new educational center. However, we ask that districts resubmit the LOI with updated information if the approval was before fiscal year 2012-13 prior to submitting the Needs Assessment for a new educational center.

The Chancellor’s Office will be updating the system Long Range Master Plan completed in 1991. The revision of the plan is expected to be completed in October 2015. The Chancellor’s Office will be seeking district review and input throughout the process of updating the master plan.

If you have any questions or need assistance, please contact me at (916) 327-5366 or syeager@cccco.edu.