

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590-5512

Date: August 31, 1978

To: Presidents

From: Harry Harmon *Harry Harmon*
Executive Vice Chancellor

Subject: Delegation of Authority - Establish, Increase, Decrease or
Abolish Miscellaneous Course Fees Not Exceeding (\$10) -
Executive Order No. 300

I am transmitting a copy of Executive Order No. 300 which continues the delegation of authority to Presidents to establish miscellaneous course fees required as a result of introduction of a new course as defined by the Executive Order. Delegation of authority to establish or increase miscellaneous course fees associated with already existing courses is rescinded for a period of one year ending June 30, 1979. Requests to establish or increase miscellaneous course fees in connection with existing courses must be approved by the Chancellor. This supersedes Executive Order No. 211 and is in response to legislative intent expressed in conjunction with the Budget Act of 1978 (Chapter 359, Statutes of 1978).

Please address any questions you may have regarding interpretation of this Executive Order to the Chief, Budget Planning and Administration.

It is your responsibility as President to implement Executive Order No. 300 where applicable and to maintain the campus repository and index for all Executive Orders.

HH:lf

Distribution: Vice President, Administration
Business Manager
Chancellor's Office staff

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No.: 300
Title: Delegation of Authority – Establish, Increase, Decrease or Abolish Miscellaneous Course Fees Not Exceeding Ten Dollars
Effective Date: July 1, 1978
Supersedes: Executive Order No. 211

This Executive Order is issued pursuant to Chapter III, Section 6, Subdivision (i) of the Standing Orders of the Board of Trustees of The California State University and Colleges and in accordance with the intent of the Legislature expressed in the Supplementary Report to the Committee on Conference on the Budget Bill (see Section 16 of the Budget Act of 1978), Item 337 relating to The California State University and Colleges, as follows:

“It is the intent of the Legislature that no tuition or fee increase may be charged by the Trustees in 1978-79.”

Effective July 1, 1978, there shall be a one-year moratorium on the authority of the Presidents to establish or increase miscellaneous course fees in amounts not exceeding ten dollars which are associated with already existing courses.

The Presidents shall continue to have the authority to decrease or abolish miscellaneous course fees for already existing courses and to establish miscellaneous course fees in amounts not exceeding ten dollars for services, materials or facilities required as a result of introduction of a new course. A new course is defined as a course that has not been offered prior to the fall term, 1978. A course offered prior to fall, 1978 which has been assigned a new number or a new title is not a new course.

Actions taken by the President which authorize a change in miscellaneous course fees shall be subject to the following requirements:

1. The miscellaneous course fee is established or adjusted in an amount which is determined by the President to be essential to the proper conduct of the course. This determination shall be made in light of the fact that monies allocated for instructional supplies and services in the General Fund are intended to cover the basic requirements in all courses. For example, if a film is necessary for a course, instructional supplies and services operating expense funds should be made available for its rental in the same manner as for other instructional materials.
2. The miscellaneous course fee is not required of all students on the campus.
3. The student receives some identifiable material benefit from the miscellaneous course fee being charged. An identifiable material benefit would include such things as clay, lumber, or paints but would not include chemicals or other perishables.
4. The student has the option of obtaining the materials or service from sources other than the campus so long as the materials or service meet the instructional requirements.
5. The materials or service for which the fee will be charged is not now funded by other authorized fees (such as health, placement, or counseling which is funded through the student services fee).

6. The funds from the miscellaneous course fee are budgeted and used precisely for the materials or services for which the fee is charged.
7. The funds from the miscellaneous course fee are deposited and maintained in the California State University and Colleges Trust Fund. Periodic billings, at least quarterly, will be made to the Trust Fund where expenditures are first charged in the reimbursed sections of the Support Budget.
8. Each authorized change in a miscellaneous course fee is recorded on the prescribed form which is attached to this Executive Order and is maintained on file by the President.
9. Information copies of each authorized change in a miscellaneous course fee is submitted to the Vice Chancellor, Business Affairs, at the time of approval for purposes of post-audit review and for reporting to the Board of Trustees.

Requests for miscellaneous course fees which are beyond the scope of this Executive Order shall continue to be submitted to the Vice Chancellor, Business Affairs for approval by the Chancellor.

No approval shall be granted for any change in the miscellaneous course fee which would not be in accordance with all applicable statutes, including the Budget Act, and with all applicable regulations and policies of the Board of Trustees.

"President" as used in this Executive Order shall include the President or President's designee.

This moratorium and Executive Order shall expire at the conclusion of the 1978-79 fiscal year.



Glenn S. Dumke, Chancellor

Date: August 31, 1978

**MISCELLANEOUS COURSE FEE
DESCRIPTION AND APPROVAL**

(Campus)		(Date)	
No. and Name of Course	Department	Description of What Fee Will Provide	\$ Amount of Fee

1. This fee does meet this criterion:

The miscellaneous course fee is established or adjusted in an amount which is determined by the President to be essential to the proper conduct of the course. This determination shall be made in light of the fact that monies allocated for instructional supplies and services in the General Fund are intended to cover the basic requirements in all courses. For example, if a film is necessary for a course, instructional supplies and services operating expense funds should be made available for its rental in the same manner as for other instructional materials.

Yes No If yes, how?

2. This fee does meet this criterion:

“The student will receive some identifiable material benefit from the miscellaneous fees being charged above and beyond that provided under the Student Services Fee. (Clay, lumber, paints, etc., would so qualify. Chemicals and other perishables do not qualify as a tangible benefit.)”

Yes No If yes, how?

3. This fee does does not meet this criterion:

“The student has the option of obtaining the materials or service from sources other than the campus so long as they meet the instructional requirements.”

4. This fee does does not meet this criterion:

“The purpose for which the fee will be charged is not now provided for in other authorized fees (such as Student Services; i.e., Health, Placement, Counseling).”

5. Additionally, these criteria are to be considered at the time of request:

“The income from the miscellaneous fee is to be budgeted and used precisely for the materials or services for which the fee was established.

“The funds from the miscellaneous course fee are deposited and maintained in the California State University and Colleges Trust Fund. Periodic billings at least quarterly, will be made to the Trust Fund where expenditures are first charged in the reimbursed sections of the Support Budget.”

Approved: _____
(Authorized Signature) (Date)