

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802
(213) 590- 5512



Date: April 30, 1982
To: Stephen Horn, President
California State University,
Long Beach
From: Harry Harmon *Harry Harmon*
Executive Vice Chancellor
Subject: Electronic Data Processing Approval and Certification --
Delegation of Authority -- Executive Order 380

Your request for delegated authority under Executive Order 380 is hereby approved, effective May 1, 1982. While this delegation goes into effect immediately, you are reminded we are still subject to the Governor's Freeze until July 1, 1982.

Your plan for implementing the delegated authority was well stated in the documents you submitted.

There were a couple minor points of clarification which I have asked Thomas W. West, Director, Division of Information Systems, to discuss with your Business Manager and Vice President for Administration. Should there be any need for modification of your document, you will be informed.

HH:TWW:bh

Distribution: Vice President, Administration
Vice President, Academic Affairs
Director of Computer Center
Business Manager
Chancellor's Office Staff

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BUSINESS AFFAIRS

MAY 7 1982

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University and Colleges

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

Executive Order No.: 380
Title: Electronic Data Processing Approval and Certification — Delegation of Authority
Effective Date: May 1, 1982
Supersedes: No Prior Executive Order

This Executive Order is issued pursuant to Sections 1, 2, and 4-e, Chapter III of the Standing Orders of the Board of Trustees by virtue of Section 4819.3 of the State Administrative Manual issued under the authority of Section 4 of the Budget Act.

The purpose of this Executive Order is to provide for the delegation to campuses of the approval and certification authority for Electronic Data Processing (EDP) projects under \$75,000. Given the rapid growth of computing technology usage in support of each campus' mission, these decisions should be made in conjunction with other campus management decisions.

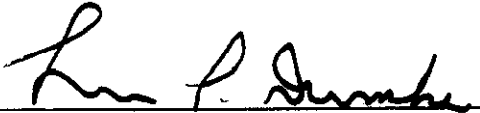
Basic to this delegation is the need for a systemwide framework within which individual campus decisions can be made. The attached document, *The California State University EDP Resources Management Guidelines: Summary*, provides such a framework. The success of the delegation will largely be determined by two key elements in this framework — the on-going campus EDP planning process, and an appropriate campus EDP project review/approval process.

Authority will be delegated effective May 1, 1982, to those campuses which submit a brief plan by April 1, 1982, for implementing the delegation. May 1 is the date that The California State University will assume full procurement responsibilities for EDP purchases from the Department of General Services.

The campus implementation plan shall:

- a. outline the campus' on-going planning process for EDP resources which produces a campus master plan document annually;
- b. specify the campus' review and approval procedures for appropriate individual EDP projects;
- c. outline the campus' annual budget planning review and approval process for items which require special budget recognition;
- d. indicate how the appropriate campus individuals involved in planning and acquiring EDP resources will be informed of the systemwide guidelines and campus policies and procedures;
- e. identify the President's designee who has the final sign-off authority for the approval and certification of EDP projects and the responsibility to report the status of appropriate EDP projects to the Chancellor's Office.

The campus Presidents, to whom authority will be delegated, shall be responsible for campus' adherence to the systemwide guidelines and relevant systemwide policies, and for compliance with State law, specifically, Section 4 of the Budget Act. Campus implementation of this delegated authority is subject to periodic management review by the Chancellor's Office and Department of Finance.


Glenn S. Dumke, Chancellor

Date: March 11, 1982

Attachment

THE CALIFORNIA STATE UNIVERSITY
EDP RESOURCES MANAGEMENT GUIDELINES: SUMMARY

• **PLANNING**

- A systemwide master plan will be prepared and submitted by the Chancellor's Office to the Department of Finance annually on October 1. This plan will be a synthesis of the master plans of the campuses and the Chancellor's Office.
- Each campus will submit to the Chancellor's Office a final version of its master plan for EDP annually on July 15. This plan will incorporate
 - a. an update of the inventory of EDP resources (software, equipment, communications, personnel, and facilities) available or on order at the end of the last fiscal year;
 - b. a status report on projects (software, equipment, communications, personnel, and facilities) requiring special attention, for example, over \$10,000, or involving the loss of instructional space, or having intercampus impact, etc., completed or in progress during the last fiscal year;
 - c. projected projects and resources (software, equipment, communications, personnel, and facilities) for the current year, which are part of the EDP budget, or for which special resources are being sought;
 - d. projected projects and resources (software, equipment, communications, personnel, and facilities) included in the EDP budget request for the next fiscal year, or for which special resources will be sought.

• **PROCUREMENTS UNDER \$75,000**

Full authority for EDP projects under \$75,000, including the appropriate justification, approval and certification, is delegated to the campus and the responsibility is vested with the Campus Designee. The Campus Designee must ensure, as appropriate (e.g., over \$10,000), that acquisitions:

- utilize appropriate master contracts and purchase agreements for equipment, products or services;
- conform to CSU standards for communications equipment and services which are intended to interface with the CSU Network;
- avoid duplicating applications software, services and equipment for the development and operation of administrative systems designated as common systemwide Administrative Systems;
- conform to standard operating systems and utilities for the common CSU Computer Systems, CDC Cyber 1700 and DEC PDP-11;
- are checked to determine whether major software packages for instructional uses have been or are being acquired systemwide for the common CSU Computer Systems, CDC Cyber 1700 and DEC PDP-11.

- **PROCUREMENTS OVER \$75,000**

A Feasibility Study Report, as justification, is required. Campus, Chancellor's Office and Department of Finance approvals are required. Based on these approvals, the Campus Designee certifies in accordance with Section 4 of the Budget Act before procurement.

- **BUDGETING**

The CSU special EDP budget requests developed and submitted to the State will reflect the needs and priorities articulated in the master plans and appropriate addenda. The EDP budget process will be integrated into the overall CSU budgeting cycle.

- **PROCUREMENTS**

The campus procurement office is responsible for executing all EDP procurement transactions in compliance with the current Executive Order, Chancellor's Office coded memoranda and State law. When appropriate, the procurement unit is responsible for coordinating with the Chancellor's Office and with the Department of General Services.

The Chancellor's Office will administer systemwide contracts and purchases.

- **EVALUATION**

Each campus will be responsible for maintaining accurate records on the status of projects, procurements and resources inventory. Each campus will report annually to the Chancellor's Office.

The Chancellor's Office will conduct periodic management reviews of the campus to ensure compliance with CSU policies and State law.

Memorandum

To : Vice Chancellors
Division Chiefs

Date: April 13, 1982

From : Glenn S. Dumke
Chancellor

Subject: Executive Order 380: Implementation

Executive Order 380 has been issued and calls for the delegation of authority for the justification, approval and certification of EDP projects under \$75,000 to each campus. Likewise, this applies to the Chancellor's Office. As part of this delegation, as the 20th unit in the system, a person must be named as designee to carry out this authority.

To separate the Chancellor's Office needs and plans from systemwide responsibilities, Russell Utterberg, Associate Director for the Division of Information Systems, will serve as the Chancellor's Office designee, identical to the role played by the campus designee.

Thomas W. West, Director and George Lanz, Deputy Director, will retain the overall CSU responsibility and authority for approvals over \$75,000. The Division of Information Systems, through the director, will represent the system, each of its campuses and the Chancellor's Office to the State Office of Information Technology, seeking their approval for CSU approved projects over \$75,000.

This plan goes into effect May 1, 1982.

GSD:bh