

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802-4275

(213) 590-5501

Date: February 14, 1991

To: Presidents

From: Ellis E. McCune
Acting Chancellor



Subject: Policies and Procedures for the Administration of Capacity Space — Executive Order No. 565

I am transmitting to you a copy of Executive Order No. 565 which implements the administrative requirements detailed in the "Review of Campus Capacity," dated July 1990. This report was prepared in response to questions raised by the Department of Finance and the Office of the Legislative Analyst regarding the significant reductions in instructional capacity (lecture and teaching laboratory) that were reflected in the spring 1988 update of the Space and Facilities Data Base (SFDB). A copy of this report is transmitted with this Executive Order.

The space change proposals included in the report have been approved by the Department of Finance and notification has been provided to the Joint Legislative Budget Committee, pursuant to Provision 4, Item 6610-001-001, of the Budget Act of 1990. This approval is contingent upon the CSU's implementation of administrative policies and procedures that will ensure that all state-funded facilities are used for appropriate purposes and no space is reclassified without complete adherence to all applicable laws and regulations.

If you have any questions regarding the implementation of this Executive Order, please contact Mr. Jon H. Regnier, Acting Assistant Vice Chancellor, Physical Planning and Development, at (213) 985-9468, or Mr. George P. Dutra, Chief of Planning, Physical Planning and Development, at (213) 985-9493.

It is your responsibility as President to implement Executive Order No. 565 where applicable and to maintain the campus repository and index of all Executive Orders.

EEMcC: rp

Attachments

Distribution: Vice Presidents, Academic Affairs
Vice Presidents, Administration
Executive Deans
Deans of Academic Planning
Business Managers
Building Coordinators
Directors of Physical Plant

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Mr. Jordan W. Montano
Mr. Robert Turnage
Chancellor's Office Division Heads

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Executive Order No.: 565
Title: Policies and Procedures for the Administration of Capacity Space
Effective Date: February 14, 1991
Supersedes: No Previous Executive Order

This Executive Order is issued pursuant to Sections 1 and 2 of Chapter III of the Standing Orders of the Board of Trustees of The California State University. It implements the administrative requirements detailed in the "Review of Campus Capacity," dated July 1990, which was approved by the Department of Finance and submitted to the Joint Legislative Budget Committee on October 17, 1990.

Baseline Instructional Capacity

The fall 1989 instructional capacity space (lecture and teaching laboratory) reported in the "Review of Campus Capacity," dated July 1990, establishes the baseline instructional capacity for each campus. This data will be used both in the preparation of the 1992/93 Capital Outlay Program and for central planning and reporting purposes. Any additional capacity changes must be approved through the major capital outlay process or submitted for approval in accordance with the procedures addressed in this Executive Order.

Annual Reporting of Space Inventory Data

Annually, in the fall, each campus will report to the Chancellor's Office, Physical Planning and Development, the defined data elements that constitute the central space inventory and space utilization data base. This data will be reviewed to ensure that no space has been altered or reclassified without complete adherence to all applicable rules and procedures.

Certification by the President

The President shall certify the accuracy of the space data submitted to the Chancellor's Office and shall also certify that no unauthorized changes involving the reclassification of instructional capacity space, administrative space, library space, or faculty offices to other uses have occurred during the reporting period.

Procedures to Ensure Compliance with Provision 4 of the Budget Act

The annual Budget Act contains the following language as Provision 4 to Item 6610-001-001:

No funds appropriated . . . may be used by the Trustees of the California State University to reclassify instructional capacity space, administrative space, library space, or faculty offices to other uses unless and until any such proposed reclassification is first approved by the Department of Finance and 30 days' written notification is provided to the Chairperson of the Joint Legislative Budget Committee or his or her designee, or not sooner than such lesser time as the chairperson of the committee, or his or her designee, may in each instance determine.

The intent of Provision 4 is to ensure that state-funded CSU facilities are used for the purpose for which they were constructed. The following procedures are established to ensure compliance with this intent:

1. Major Capital Outlay Projects

Major capital outlay projects are specifically authorized by the Legislature and included as a line item in the Budget Act. These projects comply with the purpose and intent of Provision 4 and specific notification to the Joint Legislative Budget Committee is not required. This includes secondary effects of a major capital outlay project which are a part of the approved program. It does not include secondary or tertiary effects which will be accomplished through subsequent projects.

2. Minor Capital Outlay Projects

Following final approval of the minor capital outlay program, the Chancellor's Office shall prepare a letter of transmittal from the Director of the Department of Finance to the Chairperson of the Joint Legislative Budget Committee, listing any changes in instructional capacity, faculty office space, or changes in the net square footage assigned to library or administration that were included in the approved list of projects. The required 30 days' notification period will commence upon submission of these changes to the Chairperson of the Joint Legislative Budget Committee. Funds for these projects will not be allocated to the campuses until completion of the 30-day period.

Any subsequent revisions to the minor program which affect the classification of space subject to Provision 4 shall be submitted to the Department of Finance and the Joint Legislative Budget Committee in accordance with the above procedure.

The campus shall not implement any minor project which requires review pursuant to Provision 4 until notice to proceed has been received from the Chancellor's Office.

3. Special Repair Projects

The procedure for special repair projects is the same as that specified for minor capital outlay projects. However, it is very unusual for a special repair project to require notification pursuant to Provision 4.

4. Other "Support-Budget Funded" Activities That Reclassify Space

The following procedure is applicable to any activity funded from the support budget that affects the classification of space:

Prior to initiating any activity that involves a "reclassification" pursuant to Provision 4 of the Budget Act, the campus shall submit the following information to the Chancellor's Office, Division of Physical Planning and Development:

- Scope of proposed work
- Identification of the change in capacity
- Justification for the proposed change
- Estimated cost and proposed source of funding

The Chancellor's Office shall review and evaluate the proposed change in relation to its effect upon the ability of the campus to conduct its academic mission.

Physical Planning and Development shall coordinate with the Division of Budget Planning and Administration regarding the use of funds to ensure compliance with Section 6.00 of the Budget Act.

Within 15 working days of the receipt of all information supporting the reclassification request, Physical Planning and Development shall: (1) forward the campus's request, together with a letter indicating

Chancellor's Office support, to the Department of Finance; or (2) advise the campus in writing that the proposal cannot be supported and provide the reasons which justify such denial.

Physical Planning and Development shall notify the campus when a reply has been received from the Department of Finance or the Joint Legislative Budget Committee, or upon the expiration of the required 30 days' notification period. The campus shall not implement any project which requires review pursuant to Provision 4 until notice to proceed has been received from the Chancellor's Office.

5. Procedure for Approval of Other Changes Which Affect Instructional Capacity

The following procedure is established to ensure that changes made with funds other than those identified in the Budget Act, such as donor funds, nonstate revenue, etc., or with no funds at all, comply with the intent of the Legislature:

Prior to initiating any activity that will change the classification of any instructional space (i.e., mix of lecture and laboratory) or will change instructional capacity, faculty office space, or the net square footage assigned to library or administration, the campus shall submit the following information to the Chancellor's Office, Division of Physical Planning and Development:

- Scope of proposed work
- Identification of the change in capacity
- Justification for the proposed change
- Estimated cost and proposed source of funding, if applicable

The Chancellor's Office shall review and evaluate the proposed change in relation to its effect upon the ability of the campus to conduct its academic mission.

Physical Planning and Development shall coordinate with the Division of Budget Planning and Administration to ensure compliance with Section 6.00 of the Budget Act.

Within 30 working days of the receipt of all information supporting the request, Physical Planning and Development shall: (1) approve the request, or (2) advise the campus in writing that the proposal cannot be supported and provide reasons which justify such denial.

If the request is approved, Physical Planning and Development shall notify the Department of Finance and the Legislative Analyst Office of the change in the campus's instructional capacity, faculty office, administrative, or library space.

Management Responsibilities

Under the procedures established above, campuses will be responsible for the management and administration of their space and facilities and for compliance with all regulations and policies governing the uses of space in the CSU. Violation of these procedures will cause the Chancellor to take necessary and appropriate actions to re-establish the previously authorized space and facilities inventory as certified by the campus President. Such actions may include adjustments in the campus's Capital Outlay Program. The extent of the required actions will depend upon the magnitude of the unauthorized changes or reductions in instructional capacity, as determined by the Chancellor.



Ellis E. McCune, Acting Chancellor

Date: February 14, 1991