Dr. Paul F. Romberg, President  
California State College, Bakersfield  
9001 Stockdale Highway  
Bakersfield, California 93309  

Dear Dr. Romberg:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner  
Vice Chancellor, Business Affairs

Attachments

cc: Dr. Glenn S. Dumke  
Mr. H. E. Brakebill  
Vice President Administration/Business Affairs  
Business Manager  
Office of the State Controller, Division of Disbursements  
Department of Finance, Audits Division and Budget Division  
Chancellor's Office Staff
Dr. Stanford Cazier, President
Chico State College
Chico, California 95926

Dear Dr. Cazier:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Dr. Leo F. Cain, President  
California State College, Dominguez Hills  
1000 East Victoria Street  
Dominguez Hills, California 90246  

Dear Dr. Cain:  

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.  

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.  

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.  

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.  

A letter will be issued by Budget Planning and Administration providing further explanation.  

Sincerely,  

D. Dale Hanner  
Vice Chancellor, Business Affairs  

DDH:mm  

Attachments  

cc: Dr. Glenn S. Dumke  
Mr. H. E. Brakebill  
Vice President Administration/Business Affairs  
Business Manager  
Office of the State Controller, Division of Disbursements  
Department of Finance, Audits Division and Budget Division  
Chancellor's Office Staff
Dr. Norman A. Baxter, President  
Fresno State College  
Shaw and Cedar Avenues  
Fresno, California 93710

Dear Dr. Baxter:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner  
Vice Chancellor, Business Affairs

cc: Dr. Glenn S. Dumke  
Mr. H. E. Brakebill  
Vice President Administration/Business Affairs  
Business Manager  
Office of the State Controller, Division of Disbursements  
Department of Finance, Audits Division and Budget Division  
Chancellor's Office Staff
Dr. L. Donald Shields, President  
California State College, Fullerton  
800 North State College Boulevard  
Fullerton, California 92631  

Dear Dr. Shields:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner  
Vice Chancellor, Business Affairs

DDH:mm  

Attachments

cc: Dr. Glenn S. Dumke  
Mr. H. E. Brakebill  
Vice President Administration/Business Affairs  
Business Manager  
Office of the State Controller, Division of Disbursements  
Department of Finance, Audits Division and Budget Division  
Chancellor's Office Staff
Vice Chancellor, Business Affairs

Dr. Cornelius H. Siemens, President
Humboldt State College
Arcata, California 95521

Dear Dr. Siemens:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

Dr. Ellis E. McCune, President
California State College, Hayward
25800 Hillary Street
Hayward, California 94542

Dear Dr. McCune:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

Dr. Robert C. Kramer, President
California State Polytechnic College,
Kellogg-Voorhis
3801 West Temple Avenue
Pomona, California 91766

Dear Dr. Kramer:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
September 16, 1971

Dr. Stephen Horn, President
California State College, Long Beach
6101 East Seventh Street
Long Beach, California 90804

Dear Dr. Horn:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
    Mr. H. E. Brakebill
    Vice President Administration/Business Affairs
    Business Manager
    Office of the State Controller, Division of Disbursements
    Department of Finance, Audits Division and Budget Division
    Chancellor's Office Staff
September 16, 1971

Dr. John A. Greenlee, President
California State College, Los Angeles
5251 State College Drive
Los Angeles, California 90032

Dear Dr. Greenlee:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

Dr. Bernard L. Hyink, President
Sacramento State College
6000 J Street
Sacramento, California 95819

Dear Dr. Hyink:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

[Signature]

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Dr. John M. Pfau, President
California State College, San Bernardino
5500 State College Parkway
San Bernardino, California 92407

Dear Dr. Pfau:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

Attendments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

Dr. Malcolm A. Love, President
San Diego State College
5402 College Avenue
San Diego, California 92115

Dear Dr. Love:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mn

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

Dr. James N. Cleary, President
San Fernando Valley State College
18111 Nordhoff Street
Northridge, California 91324

Dear Dr. Cleary:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

Dr. S. I. Hayakawa, President
San Francisco State College
1600 Holloway Avenue
San Francisco, California 94132

Dear Dr. Hayakawa:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

Dr. John H. Bunzel, President
San Jose State College
125 South Seventh Street
San Jose, California 95114

Dear Dr. Bunzel:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

Dr. Robert E. Kennedy, President
California State Polytechnic College,
San Luis Obispo
San Luis Obispo, California 93401

Dear Dr. Kennedy:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Mr. Thomas H. McGrath, President  
Sonoma State College  
1801 East Cotati Avenue  
Rohnert Park, California 94928

Dear Mr. McGrath:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner  
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke  
Mr. H. E. Brakebill  
Vice President Administration/Business Affairs  
Business Manager  
Office of the State Controller, Division of Disbursements  
Department of Finance, Audits Division and Budget Division  
Chancellor's Office Staff
Vice Chancellor, Business Affairs

Dr. Carl Gatlin, President
Stanislaus State College
300 Monte Vista Avenue
Turlock, California 95380

Dear Dr. Gatlin:

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
    Mr. H. E. Brakebill
    Vice President Administration/Business Affairs
    Business Manager
    Office of the State Controller, Division of Disbursements
    Department of Finance, Audits Division and Budget Division
    Chancellor's Office Staff
Vice Chancellor, Business Affairs

September 16, 1971

(Letter shown below was sent to each college president individually)

Attached is a copy of Executive Order No. 137 which delegates authority to the colleges, subject to certain limitations.

It is my pleasure to extend this delegation to you. I look forward to working with you within the context of this delegation by the Chancellor, which provides increased authority to make changes to the authorized budget.

Attached also is an Acceptance of Delegation to be completed and forwarded to this office. The delegation is effective when signed by you and remains in effect unless modified by subsequent letters.

I or my staff will be happy to answer any questions you may have regarding the interpretation of this Executive Order.

A letter will be issued by Budget Planning and Administration providing further explanation.

Sincerely,

D. Dale Hanner
Vice Chancellor, Business Affairs

DDH:mm

Attachments

cc: Dr. Glenn S. Dumke
Mr. H. E. Brakebill
Vice President Administration/Business Affairs
Business Manager
Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Chancellor's Office Staff
Delegation of Budget Authority to College Presidents
Executive Order No. 137

This Executive Order is issued pursuant to authority granted by Education Code Sections 23605, 24053.1, and 24053.2; Section 28.7 of the 1971 Budget Act; and Sections 1, 2, and 4(e) of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges.

The authority delegated to college presidents by Executive Orders 101 and 106 is superseded and replaced by this Executive Order, effective September 1, 1971.

The Vice Chancellor of Business Affairs is hereby delegated authority to implement and administer this Executive Order, including modification, revocation and restoration, in whole or in part, in particular cases, of matters delegated in parts I and II of this Executive Order.

In implementing the authority delegated in parts I and II of this Executive Order colleges should not make commitments which would preclude them from achieving their budgeted salary savings.

I

A. Intra-Program Transfer of Budget Allotments

Effective immediately, authority to approve transfers within and between Personal Services and Operating Expense and Equipment object categories within program is hereby delegated to each state college president with respect to his particular state college, including the authority to further delegate to not more than two officers designated by him, all subject to the following limitations:

1. No transfers may be made which are not in accordance with all applicable statutes including but not limited to, the Budget Act; or which are not in accordance with all applicable regulations and policies of the Board of Trustees.

2. The revisions made by each transfer must provide sufficient funding for the affected activities for the entire remaining portion of the fiscal year based upon the best projection at the time of transfer.
3. Under this delegation, colleges may make transfers within or between the categories of Personal Services and Operating Expenses and Equipment. However, transfers between the categories of Personal Services and Operating Expenses and Equipment must demonstrably represent a change in methodology only, and not a change in budget objective. A change in the objective must be approved by the Chancellor's Office.

4. Approval of the Chancellor's Office is required if the transfer is to implement any of the following:

   a) New programs never formally authorized in the budget.

   b) Expansion of objectives and levels of service of existing programs that significantly go beyond that formally authorized in the budget.

   c) Reorganization plans that create additional organizational units, or administrative positions at the Deans' level or above, or both such units and positions.

   d) Restoration of budget reductions made by the Legislature or Governor.

   e) Transfer of funds from allotments designated as being financed by the student Materials and Service Fees.

5. No transfers from or to the reclassification budget allotments (Class and Rank and Non-Faculty) may be made under this delegation, except to implement reclassifications, promotions and other personnel transactions of the same character. Transfers from the Salary Savings Reserve Account to any other allotment may not be made under this delegation.

B. Accountability, Control, and Reporting Requirements

The following reporting procedures will be required:

1. Copies of all documents implementing these delegated transactions will be sent to the Chancellor's Office.

2. The Budget Planning and Administration unit of the Chancellor's Office will conduct periodic examinations of financial documents and transactions approved by the colleges pursuant to this delegation.

3. Colleges should continue to submit documents to the Chancellor's Office for implementation of category budget changes, whether approved in final form by the
college or by the Chancellor's Office. These documents will continue to be used as the basis for Budget Revisions and Allocation Orders sent to the Controller and the Department of Finance.

II

A. Approval Authority for Forms 607

Effective immediately, authority is hereby delegated to each college president with respect to his particular state college, to approve those Forms 607 effecting the kinds of position changes listed below, including authority to further delegate his authority to not more than two officers designated by him:

1. Establishment of all new positions, including renewal of all blanket positions as authorized in the budget.

2. Abolishment of positions.

3. Downward reclassifications and restorations to the level authorized in the most current printed budget.

4. Conversion of whole positions to fractional equivalents or of fractional equivalents to whole positions, within the same classification.

5. Reclassifications of positions excluding those involving College Presidents, Vice Presidents, College Business Managers and College Personnel Officers. Reclassifications of non-teaching, support staff positions, for which the basic step does not exceed $772 per month, may be established on a permanent basis. Reclassification, beyond this level, must be established on a temporary basis (i.e., expire June 30) until listed as a "Workload and Administrative Adjustment" in the printed budget. The reclassification document (Form 613) must be an action delegated to the college by the Faculty and Staff Affairs section of the Chancellor's Office.

6. Establishment of temporary parallel positions as required up to three months but not less than one week to cover absences of regular employees on military leave, jury duty, sick leave or workmen's compensation insurance leave; and up to one month but not less than one week for early departures of terminating employees with extensive accumulated overtime and vacation time.

7. Conversion of full-time or part-time teaching positions to blanket teaching positions, including establishment of four graduate assistant positions for each full-time faculty position. Such conversions will be for not less than one month nor more than one year in duration. In no event will conversions to graduate assistants exceed 2% of total faculty positions.
8. Conversion of non-teaching positions to blanket positions and vice versa.

9. Establishment of Temporary Help blanket positions for the administration of Capital Outlay equipment lists in the specific amount budgeted.

B. Limitations

All of the foregoing position changes are subject to the following limitations:

1. In accordance with Section 24053.1(d) of the Education Code, significant changes in grade or class of existing positions shall be shown as administrative adjustments in the subsequent budgetary submissions and shall be subject to review during the legislative budget process. Significant changes are defined as changes to classes with a base step of more than $772.

2. Temporary Help blankets for "various" classifications will not be used to appoint persons to professional positions with a base step above $1,101. Blankets for professional positions above this amount will be restricted to a given classification series and established by conversions of that given classification. Further, the intent is to restrict the use of Temporary Help blankets to part-year and to part-time employees.

3. The following conditions must be satisfied on all changes of positions (Forms 607):
   a) The financing is included in the approved budget, or the financing is provided by a transfer of funds that can be approved by the college. (Transfers to augment the reclassification allotments must be approved by the Chancellor's Office.)
   b) The Form 613, if applicable, has been approved pursuant to a delegation to the college of classification authority, by the Faculty and Staff Affairs section of the Chancellor's Office. (If the Form 613 must be approved by Faculty and Staff Affairs, the Form 607 and related funding document must be submitted to the Chancellor's Office for approval.)

4. Approval by the Chancellor's Office is required if the position change is to implement any of the following:
   a) New programs never formally authorized in the budget.
   b) Expansion of objectives and levels of service of existing programs that significantly go beyond that formally authorized in the budget.
c) Reorganization plans that create organizational units or administrative positions at the Deans' level or above, or both such units and positions.

d) Restoration of budget reductions made by the Legislature or Governor.

e) Transfers from allotments designated as being financed by the student Materials and Service Fees.

C. Accountability, Control, and Reporting Requirements

The following procedures will be required to be performed under this delegation:

1. Colleges will submit Forms 607 implementing delegated actions directly to the State Controller with an information copy to the Chancellor's Office. The current and subsequent year's effect of non-faculty reclass actions on resources will be reported on the reverse side of Forms 607 submitted to the Chancellor's Office. Information copies of locally approved funding documents will also be submitted to the Chancellor's Office.

2. The Budget Planning and Administration unit of the Chancellor's Office will conduct periodic examinations of financial documents and transactions approved by the college pursuant to this delegation.

Dated: September 15, 1971

Glenn S. Dumke, Chancellor

No. 137 - Delegation of Budget Authority to College Presidents
ACCEPTANCE OF DELEGATION

Please sign and return this form to Budget Planning and Administration accepting the delegation and indicating the two executive officers designated to act on behalf of the President in these matters. The two individuals appointed as the administrators of this delegation must be at the position classification of State College Business Manager II or higher. Any change in the individuals assigned responsibility for this delegation will require the completion of a new form and should be immediately submitted to this office.

The conditions, limitations and authority contained in Executive Order No. 137 are hereby acknowledged and accepted.

College President

Signature: __________________________
Typed Name: _______________________
Date: _____________________________

I hereby authorize and empower the following two individuals at ____________________________ (College)

to act for me under the provisions of the authorization contained herein.

First Executive Officer

Signature: __________________________
Typed Name: _______________________
Title: _____________________________

Alternate Executive Officer

Signature: __________________________
Typed Name: _______________________
Title: _____________________________
Date: _____________________________

cc: Office of the State Controller, Division of Disbursements
Department of Finance, Audits Division and Budget Division
Budget Planning and Administration