TO: State College Presidents
FROM: Glenn S. Dumke
Chancellor
SUBJECT: Delegation of Authority - Establish, Increase, Decrease or Abolish Miscellaneous Fees Not Exceeding Ten Dollars ($10) Executive Order No. 142

I am transmitting to you a copy of Executive Order No. 142 which delegates authority to each State College President regarding Miscellaneous Fees.

Please address any questions you may have regarding interpretation of this Executive Order to the Assistant Vice Chancellor, Business Affairs.

GSD:vm
Attachment
Copies to: Vice Presidents for Business Affairs or Administration Business Managers Chancellor's Office Staff
Delegation of Authority —
Establish, Increase, Decrease or
Abolish Miscellaneous Fees
Not Exceeding Ten Dollars ($10)

Executive Order No. 142

This Executive Order is issued pursuant to Paragraph III, Section 6, subdivision (j) of the Standing Orders of the Board of Trustees of the California State Colleges.

Effective the Spring Semester and Spring Quarter, 1972, authority is hereby delegated to the College President to establish, increase, decrease, or abolish miscellaneous fees in amounts not exceeding ten dollars ($10) for services, materials or facilities not presently provided by other authorized fees. The President may further sub-delegate his authority to a single academic officer to approve the transactions previously noted.

Actions taken by the College President or his designee are subject to the following requirements:

1. a. Each miscellaneous fee change authorized must meet the following criteria, be recorded on the prescribed form which is attached and be maintained on file by the President.

b. The criteria are as follows:

(1) The College President shall determine those courses for which a miscellaneous fee is essential to the proper conduct of the course and he shall determine the amount of that fee; however, the administration and teaching operating and expense funds allocated from the Materials and Service Fee should cover the basic requirements in all courses. No user fee may be established which all
students of the college would be required to pay.

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

(3) The student has the option of obtaining the materials or service from sources other than the college so long as they meet the instructional requirements.

(4) 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 or Counseling).

(5) If a film is necessary for a course, administrative and teaching OE funds should be made available for its rental in the same manner as for other instructional materials.

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

(7) All miscellaneous fees are to be accounted in regular college accounts and not channeled through Foundations or other auxiliary organizations.

2. Information copies of each miscellaneous fee change transaction authorized by the President or his designee shall be 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 fees which are beyond the scope of this Executive Order should continue to be submitted to the Vice Chancellor of Business Affairs.

Dated: January 31, 1972

Glenn S. Dumke, Chancellor

No. 142: Delegation of Authority - Establish, Increase, Decrease or Abolish Miscellaneous Fees Not Exceeding Ten Dollars ($10).
ACCEPTANCE OF DELEGATION

The conditions, limitations and authority contained in Executive Order No. 142 are hereby acknowledged and accepted.

I hereby authorize and empower ________________________________,

(Name)

College President ________________________________, and ________________________________,

(Name)

College Academic Affairs Vice Pres. ________________________________, at ________________________________,

(TITLE) (College)

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

January ____, 1972

Signature

Chancellor, Trustees of the California State Colleges

Title

ACCEPTED:

__________________________
Name

College President

Title

__________________________
Name

College Academic Affairs Vice Pres.

Title

cc: Chancellor's Office, Academic Affairs
## MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>No. and Name of Course</th>
<th>Department</th>
<th>Description of What Fee Will Provide</th>
<th>$ Amount of Fee</th>
</tr>
</thead>
</table>

1. This fee does meet this criterion:

   "The College President shall determine those courses for which a miscellaneous fee is essential to the proper conduct of the course and he shall determine the amount of that fee; however, the administration and teaching operating and expense funds allocated from the Materials and Service Fee should cover the basic requirements in all courses. No user fee may be established which all students of the college would be required to pay."

   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 Materials and Service 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 college 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:

   "If a film is necessary for a course, administrative and teaching OF funds should be made available for its rental in the same manner as for other instructional materials.

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

   "All miscellaneous fees are to be accounted in regular college accounts and not channeled through Foundations or other auxiliary organizations."

Approved: ____________________________

   (Authorized Signature)  (Date)