

AGENDA

COMMITTEE ON ORGANIZATION AND RULES

Meeting: 3:15 p.m., Tuesday, May 18, 2004
Glenn S. Dumke Auditorium

Anthony M. Vitti, Chair
Ricardo F. Icaza
Kyriakos Tsakopoulos

Consent Items

Approval of Minutes of March 16, 2004

Discussion Items

1. Revision of Trustees' Standing Orders, *Information*
2. Proposed Schedule of Board of Trustees' Meetings, 2005, *Action*

**MINUTES OF MEETING OF
COMMITTEE ON ORGANIZATION AND RULES**

**Trustees of The California State University
California State University, Fresno
Save Mart Center – Arena Floor
2650 East Shaw Avenue
Fresno, California 93710**

March 16, 2004

Members Present

Anthony M. Vitti, Chair
Debra S. Farar, Chair of the Board
Murray L. Galinson
Ralph Pesqueira, Vice Chair
Charles B. Reed, Chancellor

Members Absent

Ricardo F. Icaza
Kyriakos Tsakopoulos

Other Trustees Present

Roberta Achtenberg
Cruz Bustamante, Lt. Governor
William Hauck
Kathleen E. Kaiser
M. Alexander Lopez
Frederick W. Pierce

Chancellor's Staff

Christine Helwick, General Counsel

Chair Farar appointed Trustee Galinson a temporary member of the committee to provide a quorum.
Chair Vitti called the meeting to order at 4:45 p.m.

Approval of Minutes

Chair Vitti presented the minutes of the May 13, 2003 meeting, which were approved as submitted.

Revision of Trustees' Rules of Procedure

Chair Vitti noted that Agenda Item 1, Revision of Trustees' Rules of Procedure, which had been presented at the last meeting as an information item, was a consent action item at this meeting. He called for objections and, hearing none, stated that the item was approved as submitted.

Proposed Schedule of the Board of Trustees Meetings, 2005

Chair Vitti noted that the Committee had one information item for discussion, the proposed schedule of the Board of Trustees Meetings for 2005. This item is for your information at this meeting and will be an action item at the May meeting. He called for questions. Lt. Gov. Bustamante stated that he was on both the UC Regents and the CSU Trustees boards, and noted that the meetings overlapped. He asked the committee chairman to consider changing the schedule to accommodate attendance at both meetings. Chair Vitti agreed to consider the change.

Adjournment

Chair Vitti adjourned the meeting at 4:48 p.m.

COMMITTEE ON ORGANIZATION & RULES

Revision of Trustees' Standing Orders

Presentation By

Christine Helwick
General Counsel

Summary

When the Trustees' new Rules of Procedure were adopted in March 2004, it was contemplated that a similar update of the Standing Orders would follow. This item introduces those proposed changes.

The purpose of the Standing Orders is to define the permanent delegation of authority from the Trustees to the Chancellor and other various other officials in the California State University. Much of the text of the existing Standing Orders has become outdated, or is expressed in a more complicated way than is necessary. The proposed new Standing Orders are therefore a complete rewrite of the existing version. For purposes of comparison, both are attached as Exhibits A and B respectively. There is no change in the new version to the substantive authority that is delegated to any California State University official. Rather, it is an effort to restate existing authority in a manner that will be easier for the public to read and understand. The new version also includes a new statement of what are the currently accepted delegations to the Treasurer, University Auditor, and Presidents, which were not included in the existing Standing Orders.

This item is introduced for information and will be on the Board's agenda for action in July.

Exhibit A
(Proposed New)

STANDING ORDERS OF THE BOARD OF TRUSTEES
OF THE CALIFORNIA STATE UNIVERSITY

I. PURPOSE

The Standing Orders delegate authority from the Board of Trustees to the Chancellor and others within the California State University.

II. DELEGATION TO THE CHANCELLOR

The Chancellor is the chief executive officer of the California State University and has authority and responsibility to take whatever actions are necessary, consistent with Trustee policy and applicable law, for the appropriate functioning of the institution, which includes:

- a. Establishment and oversight of all academic programs
- b. Issuance of degrees
- c. Operation of educational opportunity programs
- d. Resolution of claims, settlement of litigation and discharge from accountability
- e. Establishment of policies and procedures for acquisition or sale of services, facilities, materials, goods, supplies, and equipment with the authority to sign agreements
- f. Development and oversight of the budget, including the capital outlay program
- g. Application, receipt and oversight of grants and loans
- h. Deposit, control, investment, and expenditure of funds
- i. Establishment and oversight of campus fees; establishment, adjustment and oversight of systemwide fees
- j. Oversight of construction, and authority to sign all construction documents
- k. Purchase, sale and exchange of real property

Attachment A

Org. & Rules, Item 1

May 17-19, 2004

Page 2 of 6

- l. Approval of minor changes to campus master plans
- m. Appointment of personnel, development and enforcement of personnel programs and discipline and termination of personnel
- n. Appointments to various boards and committees
- o. Development of a legislative program
- p. Acceptance of gifts
- q. Permission to use the name of the CSU
- r. Performance of all acts necessary to qualify for and receive benefits from the federal government
- s. Oversight of the systemwide advancement program

This list is not inclusive, and is not intended to limit the necessary actions of the Chancellor as the chief executive officer of the institution. The Chancellor may delegate his or her authority to others within the California State University. The Chancellor may issue executive orders as are necessary or convenient to the performance of his or her office.

The Chancellor shall regularly report to the Board of Trustees concerning the performance of his or her functions.

III. DELEGATION TO THE GENERAL COUNSEL

The General Counsel is the chief legal officer of the California State University and has full authority and responsibility for the legal affairs of the institution, which includes:

- a. Advice to and representation of the California State University, the Trustees, Chancellor, Presidents, and other officers and employees of the California State University in all legal matters of the institution or that may result from their service to, or employment by, the California State University.
- b. Retention of outside counsel to represent the California State University, who are accountable to the General Counsel for their professional work.

- c. Acceptance of service of process for the California State University, the Trustees, Chancellor and Presidents, for any matter arising out of their service to, or employment by, the California State University.
- d. In consultation with the Chancellor and/or appropriate campus Presidents, settlement, termination or other resolution of all claims and litigation, and signing all documents relating to such action(s) on behalf of the California State University, the Trustees, Chancellor, Presidents, and those officers or employees of the California State University for whom the Office of General Counsel also provides representation.
- e. As Secretary of the Board, is the custodian of the official seal, which appears below and may be used, at the discretion of the Chancellor, for any official purpose:



This list is not inclusive, and is not intended to limit the necessary actions of the General Counsel as the chief legal officer of the institution. The General Counsel may delegate his or her authority to other members of his or her legal staff.

The General Counsel shall regularly report to the Board of Trustees concerning the status of litigation of institutional significance and other matters of legal import.

IV. DELEGATION TO THE TREASURER

The Treasurer of the Board is responsible for the fiscal affairs of the California State University, which include:

- a. Implementation of a system of internal controls that plan, organize and direct the performance of actions to protect the California State University's assets, ensure records are accurate, promote operational efficiency, and encourage adherence to policies.
- b. Management of the programs that incur external debt on behalf of the University to ensure projects are financially sound, strategic and essential to the mission of the university to preserve the full faith and credit of the institution.
- c. Placement of investments to obtain the best possible return commensurate with the degree of risk that the University is willing to assume in obtaining that return.

This list is not inclusive, and is not intended to limit the necessary actions of the Treasurer as the chief fiscal officer. The Treasurer may delegate his or her authority to other members of his or her staff.

The Treasurer shall regularly report to the Board of Trustees concerning the performance of these functions.

V. DELEGATION TO THE UNIVERSITY AUDITOR

The University Auditor is responsible for implementing the Board of Trustees' audit program and represents the California State University in all audits conducted by external agencies.

The University Auditor shall regularly report to the Trustees' Committee on Audit concerning the performance of his or her functions.

VI. DELEGATION TO THE PRESIDENTS

The Presidents of the California State University campuses are the chief executive officers for their campuses and have authority and responsibility, with

appropriate consultation, to take whatever actions are necessary, consistent with Trustee and Chancellor's policy, and applicable law, for the appropriate functioning of each of their campuses, which includes:

- a. Development of curricular and instructional plans
- b. Academic, administrative and staff appointments
- c. Supervision, discipline and termination of employees
- d. Oversight of business and financial affairs
- e. Oversight of student affairs
- f. Oversight and adjustment of campus fees in accord with applicable policy
- g. Oversight of the campus advancement function, including alumni affairs and community relations
- h. Oversight of and responsibility for campus auxiliary organizations
- i. Use of campus buildings and grounds

This list is not inclusive, and is not intended to limit the necessary actions of the Presidents as the chief executive officers of their campuses. The Presidents may delegate their authority to other officials on their campuses.

The Presidents report to the Chancellor and shall keep him or her regularly informed as to the activities on their campuses.

VII. THE ACADEMIC SENATE

The constitution of the Academic Senate of the California State University has been ratified by the faculties and approved by the Board of Trustees. The Academic Senate is therefore constituted and functions in accord with the provisions of that constitution. Amendments to the Academic Senate constitution become effective when ratified in accord with the requirements of that constitution and approved by the Board of Trustees.

VIII. AMENDMENTS

Attachment A

Org. & Rules, Item 1

May 17-19, 2004

Page 6 of 6

These Standing Orders may be amended at any regular meeting of the Board of Trustees. Notice and a draft of the proposed amendment is required at the last regular meeting prior to the meeting at which action is taken. This advance notice requirement may be waived by a majority vote for matters that are not controversial and require no further discussion.

Exhibit B
(Existing)

STANDING ORDERS
OF
THE BOARD OF TRUSTEES OF
THE CALIFORNIA STATE UNIVERSITY

CHAPTER I -- GENERAL

The following Standing Orders are adopted to govern and regulate the business of the Board of Trustees and conduct of the California State University. Nothing in the Rules of Procedure or Standing Orders or any act or failure to act by the Board of Trustees shall be construed or operate as an abridgment or limitation of any rights, powers or privileges of the Board of Trustees.

CHAPTER II -- ADOPTION, REPEAL AND AMENDMENT

Each Standing Order shall continue in force and effect from and after the time of its adoption until its repeal or amendment. No Standing Order shall be adopted, repealed, or amended, except by the affirmative vote of eleven Trustees at a regular meeting of the Board of Trustees and unless at a regular meeting of the Board of Trustees held prior to the meeting at which a proposed Standing Order is voted upon, notice of intention to propose such Standing Order, or repeal, or amendment, including a draft thereof, shall be given. The requirement of notice at an earlier meeting may be waived by a majority vote of the Trustees present at the meeting in which the proposed amendment is first presented for matters that are not controversial and require no further discussion. The Board may adopt, reject, or adopt in an amended form, the proposed amendment.

CHAPTER III -C DELEGATION OF AUTHORITY TO THE CHANCELLOR

1. Chief Executive Officer

The Chancellor shall be the chief executive officer of the California State University and shall have full administrative authority and responsibility under the policy direction of the Board of Trustees. Any of the duties of the Chancellor may be delegated by her or him to any officer or employee of the California State University.

2. Executive Orders

The Chancellor shall issue such executive orders not inconsistent with the Rules of Procedure of the Board of Trustees, or its Standing Orders and resolutions, as may be necessary or convenient to enable her or him to perform the duties and exercise the powers of her or his office.

Attachment B

Org. & Rules, Item 1

May 17-19, 2004

Page 2 of 16

3. Academic Program

a. New Academic Programs.

The Chancellor may approve the establishment of new academic programs for individual campuses when such programs have been authorized by an academic master plan previously adopted for that campus, or by the Master Curricular Plan for the California State University. All such programs shall be consistent with such approved academic master plans or Master Curricular Plan and with the other policies of the Board of Trustees. The Chancellor shall report all programs so approved to the Board of Trustees at its regular meeting next following the action.

b. Issuance of Degrees, etc.

Upon recommendation of the faculty of the campus, the Chancellor shall issue, on behalf of the Board of Trustees, the appropriate diploma, certificate, or degree to a student who has completed the prescribed course of study.

c. Parietal Authority.

The Chancellor is authorized to empower the president of any campus to require unmarried minor students of that campus, who are not living with a parent or guardian, to reside in private homes or other housing approved by the campus, or to occupy student housing facilities provided at the campus by the State.

d. Educational Opportunity Programs.

Under the policy direction of the Board of Trustees, and subject to all provisions of applicable law, the Chancellor is authorized to provide policies and operational procedures for administration of Educational Opportunity Programs in the California State University.

e. Degree Programs Offered Through Special Sessions.

The Chancellor may approve the establishment of new academic programs for individual campuses for programs offered through special sessions leading to a degree. The Chancellor shall report all programs so approved to the Board of Trustees at its regular meeting next following the action, and shall indicate the period of time for which each such program is authorized.

4. Execution and Approvals

The Chancellor is authorized in the name of the Board of Trustees to enter into, execute and approve the following, when in her or his judgment they conform to the provisions of the Rules of Procedure of the Board of Trustees or its Standing Orders and resolutions, and conform to fiscal ability:

a. All proper claims against the California State University.

b. Certificates of acceptance of real property when acceptance has been authorized pursuant to Section 7, subdivision b of the Standing Orders.

c. Notices of non-responsibility and notices of completion.

d. Agreements, leases, contracts and other documents necessary to carry through capital outlay projects, provided that such projects have been approved by the Board of Trustees and all other State agencies required by law to make such approvals. In cases of emergency, the Chancellor may, with the prior approval of the Chairman of the Board of Trustees or, in the event of her or his unavailability, the Chairman of the Committee on Finance, approve capital outlay expenditures not exceeding \$500,000 in cost, and enter into, execute or approve all agreements, leases, contracts or other documents necessary with regard to such expenditures.

e. Agreements, leases, contracts, and other documents, including but not limited to, service agreements, insurance agreements, fiscal, budgetary and personnel documents, travel requests, grants of easement and grants of interests in real property received by gift, devise, or donation, contracts for the sale, exchange or purchase of real property, apparatus, furniture, equipment, stationery, books and supplies, and directives concerning any of the foregoing, including, but not limited to, agreements, leases, contracts, and other documents issued or entered into pursuant to Education Code Sections 89005.5, 89036, 89038, 89039, 89040, 89046, 89047, 89048, 89200, 89505, 89506, 89507, 89720, 89720.5, 89723, 89750.5, 89753, 89760, 90500 and Public Contract Code Sections 10706, 12100.5 and 12120, or any of them, all within the limits of fiscal ability and budgetary control and subject to such policies as may be established by the Board of Trustees. The Chancellor shall regularly report to the Board of Trustees of action taken hereunder.

5. Oaths

The Chancellor shall be authorized to administer oaths of allegiance and oaths of residence.

6. Finance

a. Budget Authority.

1. The Chancellor, through the Committee on Finance, shall present to the Board of Trustees her or his recommendations as to the support budget and capital outlay budget of the California State University.

2. The Chancellor shall establish a minor capital outlay program for each fiscal year which program shall assign priorities to the projects by campus based on need using the following categories:

- (a) Projects to correct safety or health code deficiencies
- (b) Instructional and non-instructional projects

b. Small Claims Court Proceedings.

Attachment B

Org. & Rules, Item 1

May 17-19, 2004

Page 4 of 16

The Chancellor or her or his designee is authorized to cause the institution of small claims court proceedings on behalf of the California State University, pursuant to Chapter 5-A (commencing with Section 116) of Title I, Part I, of the Code of Civil Procedure.

c. Grants and Loans.

Subject to the policy direction of the Board of Trustees, the Chancellor is authorized to make application to receive grants and loans pursuant to programs of the federal government, of the State of California, or of any agency or any subdivision of the State of California, to receive grants and loans from such sources, and to expend the proceeds thereof.

d. Deposit and Investment of Special Funds.

The Chancellor is authorized to approve the deposit, investment and reinvestment of student body organization membership fees authorized by Education Code Sections 89300 and 89301, student body organization building and operating fees authorized by Education Code Section 89304, monies in the State University Extension Programs Revenue Fund established by Education Code Section 89701, monies received by reason of Education Code Section 89720 as authorized by Education Code Section 89724, monies in the State University Special Projects Fund established by Education Code Section 89725, monies in the State University Dormitory Construction Fund established by Education Code Section 90073, monies in the State University Dormitory Interest and Redemption Fund established by Education Code Section 90075, by the State Treasurer or other legal custodian thereof, all subject to applicable provisions of law and, in the case of revenue bonds or notes, any indenture or resolution authorizing issuance thereof.

e. State University Publications.

The Chancellor is authorized to establish and change wholesale and retail prices to be charged and collected for all California State University publications, including but not limited to catalogs. Subject to the policy direction of the Board of Trustees, the Chancellor is further authorized to specify classes of persons and institutions which may receive copies of any California State University publication free of charge.

f. Fees, Deposits, and Charges.

1. Subject to overall policy direction of the Board of Trustees, the Chancellor is authorized to establish campus fees where all applicable requirements of the law and the applicable provisions of any revenue bond indenture which may be outstanding have been observed.

2. Subject to overall policy direction of the Board of Trustees and the Chancellor, the campus president is authorized to increase, decrease, or abolish campus fees where all applicable requirements of the law and the applicable provisions of any revenue bond indenture which may be outstanding have been observed.

3. Total annual mandatory fees may not exceed one-third of the systemwide cost of education. The systemwide cost of education is the total support expenditures (State University Fee revenue and General Fund support appropriations) divided by the number of full-time equivalent

students.

4. Each campus shall report to the Chancellor for the most recently completed fiscal year a complete inventory of all fees charged to students, and the total revenue collected for each fee. The fee report will be presented to the Trustees by the Chancellor to allow the Trustees to consider the level and range of fees charged to students.

5. The following fee categories shall be used to implement the policy provided in this section:

(a) Category I fees - Fees that must be paid to apply to, enroll in, or attend the university.

(b) Category II fees - Fees to pay the full cost of instruction required of some students by statute.

(c) Category III fees - Fees, other than Category I fees, paid to receive materials, services, or for the use of facilities provided by the university or to enroll in a course offered through a self-support instructional program.

(d) Category IV fees - Fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.

7. Campus Planning, Buildings and Grounds

a. Validation of Plans ; Construction Contracts.

1. Following approval of schematic plans and an estimated cost by the Board of Trustees, the campus president or designee may proceed with preliminary plans. The Chancellor will validate conformance of preliminary plans to scope, schedule and budget within any limits designated by the Board of Trustees.

2. Following completion of preliminary plans pursuant to this Section, the campus president or designee may proceed with working drawings. The Chancellor will validate conformance of working drawings to scope, schedule and budget within any limits designated by the Board of Trustees.

3. Upon completion of working drawings, the campus president or designee is authorized to solicit bids and to award and administer the construction contract, all pursuant to the California State University Contract Law.

4. The Chancellor shall annually report to the Board the progress of all capital outlay projects including an evaluation of the outcome of the project measured against performance criteria.

Attachment B

Org. & Rules, Item 1

May 17-19, 2004

Page 6 of 16

b. Acceptance of Interests in Real Property.

The Chancellor is authorized to accept interests in real property on behalf of the Board of Trustees, where such interests are acquired pursuant to an approved Campus Master Plan or other specific resolution of the Board of Trustees.

c. Minor Capital Outlay Projects.

Notwithstanding any provision of this Standing Order to the contrary, the Chancellor is authorized to approve Minor Capital Outlay Projects, and to enter into and execute any agreement, lease, contract, or other document necessary therefore, where funds are available for the project.

d. Approval of Schematic Plans.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to approve schematic plans for capital outlay projects with a project cost not to exceed \$3,000,000 provided the funding for such projects is approved by the Board.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to approve schematic plans for the following Capital Outlay projects provided the funding for these projects is approved by the Board:

Site Development, Utilities, Outdoor Physical Education Facilities excluding Stadiums, Air Conditioning, Remodels, Alterations and Interior Remodeling, Minor Additions, Structural Strengthening, Heating and Cooling Facilities, Agricultural Projects, Landscape Projects, Surface Parking, Temporary Facilities, Vending Facilities, Phase II Projects if approved by the Board of Trustees with the Phase I Portion, Corporation Yards, and Damage Projects where the exterior appearance is not of architectural significance to the overall campus design as determined by the Campus Consulting Architect and the Chancellor's Office.

All projects for which schematic plans are approved pursuant to this subdivision are subject to all other requirements of the Standing Orders that apply when the Board approves the schematic plans.

e. Professional Appointments.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor or designee is authorized to make all professional appointments relative to Capital Outlay projects and campus physical development.

f. Campus Master Plan Revisions.

Notwithstanding any provisions of these Standing Orders to the contrary, the Chancellor is authorized to approve minor revisions to the approved Board of Trustees Campus Master Plans, provided the definition and procedures for approving such minor revisions are defined in subsequent Executive Orders.

g. Policy and Procedure on the Acceptance and Installation of Exterior Artwork.

The Chancellor is authorized, on behalf of the Board of Trustees, to issue policy and procedure to be used by the President of a campus with regard to the acceptance and installation of exterior artwork.

8. Faculty and Staff Affairs

a. Overtime Payments.

The Chancellor shall be authorized to grant additional cash payment for overtime worked beyond established maximums where it can be shown that such is necessary to properly carry on the State business.

b. Trade Rates.

The Chancellor shall determine and promulgate, as often as conditions require, a trade rate salary range for those classes listed on pages 197 through 203 of the Minute Book (a part of the Minutes of the Board of Trustees' Meeting of September 1, 1961) as well as such other classes as may be subsequently established by the Board of Trustees as casual employment classifications. In each trade rate salary range so established:

1. The minimum salary limit shall be the prevailing rate paid in each locality for the type of work in question;
2. There shall be one intermediate step which shall be either 5 cents an hour or 40 cents a day higher than the minimum salary limit; and
3. The maximum salary limit shall be 10 cents an hour or 80 cents a day above the minimum salary limit.

In establishing a trade rate salary range, the Chancellor shall confer with and take into account the findings of state, county, municipal, and other official public bodies engaged in determining the prevailing rate in connection with the awarding of contracts for public works and shall consider such other sources of pertinent information as may be available.

Whenever the trade rate salary range for a class is revised, the salary of each incumbent in a position to which the revised range applies shall be adjusted to the step in the revised range that corresponds to the step he or she received in the previous range; and such salary adjustment shall not affect the date of her or his eligibility for a merit salary adjustment.

The salary which an employee shall receive upon appointment to a trade rate apprenticeship class shall conform to the wage rate provisions found to be prevailing for the apprenticeship.

Attachment B

Org. & Rules, Item 1

May 17-19, 2004

Page 8 of 16

c. Payments to Private Fund to Provide Health and Welfare Benefits.

The Chancellor is authorized to make findings, authorize payments, and to do all other acts consistent with law which are necessary or appropriate to provide for payments into a private fund to provide health and welfare benefits to certain non-permanent employees, all pursuant to Education Code Section 89503.

d. Position Classification.

The Chancellor is authorized to establish classifications for all positions, consistent with the classification determinations previously made by the Board of Trustees and pending the adoption of a classification system by the Board of Trustees, to allocate individual positions to the classes thereby established, to establish and adjust work week groups and to assign each class or position to a work week group, and to establish salary ranges for all classes except executive classes.

e. Position Categorization.

The Chancellor is authorized to place individual classes within the job categories established by the Board of Trustees.

f. Appointments at Advanced Steps.

The Chancellor is authorized to approve the appointment of individuals at salary steps above the minimum of the salary range established for the particular classification.

g. Fair Labor Standards Act.

The Chancellor is authorized to adjust salaries previously or hereafter adopted by the Board of Trustees and to take other actions necessary to comply fully with and implement the provisions of the Fair Labor Standards Act, as amended in 1966 (Public Law 89-601), and as the same may be subsequently amended.

h. Extension and Special Session Faculty Salary Schedules.

The Chancellor is authorized to establish, change, or abolish faculty salary schedules for Extension and Special Session (other than Summer Session), as necessary to ensure the academic quality and fiscal stability of self-supporting Extension and Special Session programs. At the request of campus presidents, the Chancellor may establish differential schedules when the requests are supported by campus extended education program plans that take into account different economic and marketing situations. The Chancellor shall report periodically to the Board concerning all actions taken pursuant to this provision.

i. Benefit Programs for Nonrepresented Staff Employees

The chancellor is authorized to establish, modify, or abolish benefit programs for confidential employees and for employees not represented by collective bargaining, excluding executive

employees.

- j. Use of State Motor Vehicles and Private Vehicles in State Business

The Chancellor is authorized to develop policies and procedures for the use of university vehicles and for the use of private vehicles in university business.

9. Miscellaneous Delegations

- a. Advisory Committee on Arabian Horses.

The Chancellor is authorized on behalf of the Board of Trustees to appoint members to the Advisory Committee on Arabian Horses of the California State Polytechnic College Kellogg Unit, as provided by Paragraphs 8 and 12 of the deed executed by W. K. Kellogg Foundation on October 31, 1949, conveying the "Kellogg Unit" to the State of California.

- b. Appointments of Certain California State University Representatives and Members.

The Board of Trustees may, by resolution, authorize the Chancellor to make appointments, on behalf of the Board, of members and representatives to boards and committees of associations and other entities of which the California State University is a member, where the rules of such organization provide for the appointment of such California State University members or representatives.

- c. Selection Committee for Hazel and Harry Kuhlman Scholarship Trust.

The Chancellor is authorized on behalf of the Board of Trustees to appoint members to the Selection Committee for the Hazel and Harry Kuhlman Scholarship Trust as provided by Paragraph 9 of the Final Order of Distribution of the Estate of Hazel Christine Kuhlman.

- d. Delegation to Chancellor Authorizing Positions on Pending Legislation.

The Chancellor is authorized to take positions on pending legislation on behalf of the Board of Trustees, but in taking such positions, the Chancellor shall consult, when practical, with the Chair of the Committee on Governmental Relations, the Committee on Governmental Relations, the full Board, or the Chair of the Board of Trustees. Further, the Chancellor shall keep the Board regularly informed of the positions taken and of such other matters affecting governmental relations as is deemed desirable and necessary.

- e. Motor Vehicle Inspections

The Chancellor is authorized to perform inspections of all motor vehicles owned by the California State University or under its jurisdiction as provided in Section 89031.5 of the Education Code.

Attachment B

Org. & Rules, Item 1

May 17-19, 2004

Page 10 of 16

CHAPTER IV - DUTIES OF OTHER OFFICERS AND EMPLOYEES OF THE CALIFORNIA STATE UNIVERSITY

1. General Statement of Duties of Officers and Employees

All other officers and employees of the California State University other than those whose duties are defined in the Rules of Procedure, Standing Orders, Administrative Rules or by resolution of the Board of Trustees, shall perform such duties and shall have such powers as the Chancellor shall prescribe.

2. General Counsel

a. The General Counsel is the chief legal officer of the California State University and has full authority and responsibility for the legal affairs of the institution.

b. The General Counsel has the authority to advise and represent the Trustees, the Chancellor, the Presidents, and other officers or employees of the California State University in legal matters that may result from their service to, or employment by, the California State University.

c. The General Counsel is authorized to accept service of process for the Trustees, the Chancellor and the Presidents, for any matter arising out of their service to, or employment by, the California State University.

d. The General Counsel is authorized, after consultation with the Chancellor and/or appropriate campus Presidents, to settle, terminate or otherwise resolve all claims and litigation, and to sign all documents relating to such action(s) on behalf of the Trustees, the Chancellor, the Presidents, and those officers or employees of the California State University for whom the Office of the General Counsel also provides representation.

CHAPTER V - SEAL

1. Design

The official seal of The California State University shall consist of a circle with an outer border on which shall be inscribed the words: The California State University. The design within the border shall consist of an outline map of the State of California in the center, an open book on which the date 1857 shall be inscribed in Roman numerals, a lamp of knowledge surmounting the book, and the motto: VOX VERITAS VITA in the lower left, as follows:



2. Use

a. The seal shall be used only in connection with the transaction of business of the California State University. The seal may be used on any document signed on behalf of the Board of Trustees by an officer. Permission may be granted by the Secretary for the use of the seal in the decoration of any public building or in other special circumstance.

b. The design of the seal, with the words, "The Great Seal of" deleted, may be used as a symbol of the California State University, at the discretion of the Chancellor, for any official purpose, or in connection with alumni, student or public projects, to the end that general understanding of the inter-relationship of various campuses of the California State University may be further promoted.

CHAPTER VI - HONORARY DEGREES

Honorary degrees may be awarded by the Board of Trustees upon recommendation of the Chancellor and approval of the Board of Trustees.

CHAPTER VII - ACADEMIC SENATE

1.

The Constitution of the Academic Senate of the California State University, duly ratified by the faculties, is hereby approved, and said body is hereby constituted in accordance with the provisions of said Constitution.

2.

Amendments to the Constitution of the Academic Senate of the California State University shall become effective when ratified according to its provisions and approved by the Board of Trustees.

CORRELATION TABLE

SOURCES OF PROVISIONS IN THE STANDING ORDERS

The following table summarizes the source of provisions in the Standing Orders. For convenience, the symbol "R" refers to the Rules or Procedure, and "50" to the Standing Orders.

<u>Number</u>	<u>Title</u>	<u>Source</u>	<u>Dates of Adoption and Amendments</u>
Ch.I	General	SO: Ch.I	1-4-60 as am. 5-15-85
Ch.II	Adoption, Repeal and Amendment	SO: Ch.I	11-4-60 as am. 12-2-65, 9-11-96
Ch.III	Delegation of Authority to the Chancellor	SO: Ch.III	11-8-63 as am. 4-30-65
Sec.1	Chief Executive Officer	SO: Ch.IV,	1-19-62 as am. 11-8-63, Sec.(a) 4-30-65, 5-15-85
Sec.2 Sec.(b)	Executive Orders	SO: Ch.IV,	1-19-62 as am. 4-30-65, 5-15-85
Sec.3	Academic Program		6-3-65
Sec.3-a	New Academic Programs		6-3-65 as am. 5-15-85
Sec.3-b	Issuance of Degrees, etc.		6-3-65
Sec.3-c	Parietal Authority		7-29-65
Sec.3-d	Educational Opportunity Programs	New	1-28-70 as am. 5-15-85
Sec.3-e	Pilot External Degree Programs		3-22-72 Repealed 1/30/02
Sec.3-f	Extension Program Service Areas		11-21-72 as am. 5-15-85
Sec.4	Execution and	SO: Ch.IV,	1-19-62 as am. 4-30-65,

Attachment B
Org. & Rules, Item 1
May 17-19, 2004
Page 13 of 16

	Approvals	Sec.(d) Sec.(e)	5-15-85, 5-20-92 1-27-93, 3-23-94
Sec.5	Oaths	SO: Ch.IV, Sec.(e)	1-19-62 as am. 4-30-65
Sec.6	Finance		4-30-65 as am. 5-15-85
Sec.6-a	Budget Authority		4-30-65 as am. 1-20-66, 9-24-80, 5-15-85
Sec.6-b	Small Claims Court Proceedings		4-30-65 as am. 3-27-73, 5-15-85
Sec.6-e	Student Body Organization Fees		9-2-65 as am. 3-27-73, 5-15-BS, repealed and replaced 9-11-96
Sec.6-d	Student Body Center Fee		9-2-65 as am. 3-27-73, 5-15-85, repealed and replaced 9-11-96
Sec.6-e	Housing Rental Rates		9-2-65 as am. 3-27-73, repealed and replaced 9-11-96
Sec.6-fc	Grants and Loans	SO: Ch.IV, 6-f	9-2-65 as am. 3-27-73
Sec.6-gd	Deposit and Investment Special Funds	SO: Ch.IV, 6-g	9-8-66 as am. 11-22-66, 7-27-67, 6-27-68, 3-24-71, 3-27-73, 5-15-85
Sec.6-he	State University Publications	SO: Ch.IV, 6-h	4-27-67 as am. 3-27-73, 5-15-85
Sec.6-i	Miscellaneous Fees		7-14-70 as am. 3-27-73, 7-8-81, repealed and replaced 9-11-96
Sec.6-j	Differential Parking Fees		5-22-73, repealed and replaced 9-11-96
Sec.6-k	Extension and Summer Session Fees in Pilot External Degree Programs		3-21-72 as am. 7-9-74 repealed 11-8-95
Sec.6-k	Extension and Summer Session Course Fee	6-l	9-25-73 as am. 11-12-80, repealed and replaced 9-11-96
Sec.6-l	Public Miscellaneous Fee	6-m	11-24-75, repealed and replaced

Attachment B

Org. & Rules, Item 1

May 17-19, 2004

Page 14 of 16

	for Use of University Facilities		9-11-96
Sec.6 m	Installment Payment Schedules and Fees	6-n	1-27-93, repealed and replaced 9-11-96
Sec.6 n	Enrollment Deposits and Charges	6-o	replaced 9-11-96
Sec. 6-f	Fees, Deposits, and Charges		1-26-94, repealed and
Sec.7	Campus Planning, Buildings and Grounds		9-11-96, 7-19-00
Sec.7-a	Validation of Plans; Construction Contracts		6-3-65
Sec.7-b	Acceptance of Interests in Real Property		6-3-65 as am. 5-28-69, 9-15-99
Sec.7-c	Minor Capital Outlay Projects		6-3-65 as am. 5-28-69
Sec.7-d	Approval of Schematic Plans		4-14-66 as am. 5-28-69
Sec.7-e	Professional Appointments		9-8-66 as am. 5-28-69, 1-25-78, 11-29-78, 11-13-85, 9-15-99
Sec.7-f	Campus Master Plan Revisions		5-28-69 as am. 11-13-85, 1-26-94, 1-29-97
Sec.7-g	Policy and Procedure on the Acceptance and Installation of Exterior Artwork		11-13-85
Sec.8	Faculty and Staff Affairs		4-30-65 as am. 5-15-85
Sec.8 a	Appointment of Persons Over 70 Years of Age	SO: Ch.IV, Sec.(f)	4-5-62 as am. 4-30-65, 11-23-71 Repealed 1-28-98
Sec.8-ba	Overtime Payments	SO: Ch.IV, Sec.(g)	5-4-62 as am. 4-30-65
Sec.8-eb	Trade Rates	SO: Ch.IV, Sec.(h)	2-8-63 as am. 4-30-65, 5-15-85
Sec.8-dc	Payments to Private Fund to Provide Health and Welfare Benefits		4-30-65 as am. 5-15-85

Sec.8-ed	Position Classification		9-2-65 as am. 1-25-68
Sec.8-fe	Position Categorization		9-2-65
Sec.8-gf	Appointments at Advanced Steps		9-2-65
Sec.8-hg	Fair Labor Standards Act		3-23-67
Sec.8 i	Extension of Employment of Certain Employees Serving in Academic-Administrative Assignments Beyond Age 65		7-10-73 Repealed 1/28/98
Sec.8-jh	Extension and Special Session Faculty Salary Schedules		11-12-80
Sec. 8-ki	Benefit Programs for Nonrepresented Staff Employees		3-20-96
Sec. 8. j	Use of State Motor Vehicles and Private Vehicles in State Business		11-9-00
Sec.9	Gifts, Trustees and Appointments Miscellaneous Delegations	SO: Ch.III, Sec.8	3-3-66 as am. 11-22-66, 11-11-98
Sec.9-a	Advisory Committee on Arabian Horses	SO: Ch.III, Sec.8	3-3-66 as am. 11-22-66
Sec.9-b	Appointments of Certain California State University Representatives and Members		11-30-67 as am. 5-15-85
Sec.9-c	Selection Committee for Hazel and Harry Kuhlman Scholarship Trust		9-22-76
Sec.9-d	Delegation to Chancellor Authorizing Positions on Pending Legislation		3-11-86
Sec. 9-e	Motor Vehicle Inspections		11-11-98
Ch.IV	Duties of Other Officers	SO: Ch.IV	1-19-62 as am. 4-30-65

Attachment B
Org. & Rules, Item 1
May 17-19, 2004
Page 16 of 16

	and Employees of the California State University		2-26-75, 5-15-85
Sec.1	General Statement of Duties of Officers and Employees		Am. 5-15-85
Sec.2	Presidents		2-26-75, Repealed 1/28/98
Sec.2 a	Appointments to Advisory Boards		2-26-75, Repealed 1/28/98
Sec. 2	General Counsel		7-8-99
Ch.V	Seal		
Sec.1	Design	R: Art.VIII, Sec.1 Resolution	10-31-60 as am. 1-19-62, 11-22-66, 11-18-81, 11-13-85
Sec.2	Use	SO: Ch.V, Sec.3(b) as proposed 9-8-61	9-8-61 as am. 11-22-66, 5-15-85
Ch.VI	Honorary Degrees	SO: Ch.V, Sec.1	2-8-63 as am. 11-22-66
Ch.VII	Academic Senate	SO: Ch.VI	3-8-63 as am. 11-22-66, 5-15-85

COMMITTEE ON ORGANIZATION AND RULES

Proposed Schedule of Board of Trustees' Meetings, 2005

Presentation By

Christine Helwick
General Counsel

Summary

The following schedule of the Board of Trustees' meetings for 2005 is presented for information and will be proposed for action at the May 2004 meeting.

Proposed 2005

January 25-26	Tuesday – Wednesday	Headquarters
March 15 – 16	Tuesday – Wednesday	Headquarters
May 10 – 11	Tuesday – Wednesday	Headquarters
July 19 – 20	Tuesday – Wednesday	Headquarters
September 20 – 21	Tuesday – Wednesday	Headquarters
October 27	Thursday	Headquarters
November 8 – 9	Tuesday – Wednesday	Headquarters