



Office of the President

# Memorandum

**Date:** November 10, 2014

**cc:** Cabinet  
Walter Marquez  
Jonna J. Lewis  
(all w/ attachments)

**To:** Dr. Steven N. Garcia  
Vice President for Administrative Affairs  
and Chief Financial Officer

**From:**   
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J. Michael Ortiz  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 691  
Motor Vehicle Inspection Delegation of Authority

Pursuant to Executive Order No. 691, I am delegating to the Vice President for Administrative Affairs, the authority to implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

(562) 985-2080

**Date:** November 23, 1998

**To:** Presidents

**From:** Charles B. Reed  
Chancellor



**Subject:** Motor Vehicle Inspections—Delegation of Authority—Executive Order No. 691

Prior to the issuance of this executive order, Executive Order No. 371—Motor Vehicle Inspection Program (MVIP) and the related SUAM section 2700 contained CSU policy to implement Education Code §89031.5 originally enacted into law in 1991. Section 89031.5 requires the trustees to perform inspections of all motor vehicles owned by the CSU or under its jurisdiction. The University Audit Report 96-01, Delegation of Authority Systemwide Report recommended updating and streamlining these MVIP requirements. This executive order accomplishes the objectives of the audit report and the law by superseding Executive Order 371 and providing general guidelines.

In accordance with the policy of The California State University, the campus president has the responsibility for implementing Executive Orders, where applicable, and for maintaining the campus repository and index for all Executive Orders.

Should you have any questions or need further information, please contact Mr. Richard Leffingwell, Director, Financing and Risk Management at 985-2790, or Ms. Charlene Minnick, Systemwide Risk Manager at extension 985-2080.

CR:rp

Attachment

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**Distribution:** Vice Presidents for Administration/Business Affairs  
Vice Presidents, Academic Affairs  
Risk Managers  
Financial Managers  
Chancellor's Office Staff

**The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275**

**(562) 985-2080**

**Executive Order No.:** 691

**Title:** Motor Vehicle Inspections—Delegation of Authority

**Effective Date:** July 1, 1998

**Supersedes:** Executive Order No. 371

In 1981, Education Code Section 89031.5 was enacted granting to the California State University the authority to perform inspections of all motor vehicles owned by the CSU or under its jurisdiction. This legislation mandates that the CSU provide for their inspections in the appropriate administrative manual. This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Chapter III, §§1,2 and 9e.

**Delegation**

The campus president is responsible for the implementation of a campus Motor Vehicle Inspection Program and shall ensure that all aspects of the vehicle inspection program guidelines are followed. The campus president shall assign this function to an individual on campus and notify the Chancellor's Office, Financing and Risk Management of that individual.

**Guidelines**

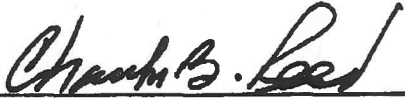
Each campus Motor Vehicle Inspection Program shall include:

- Maintenance, repair and replacement policies and detailed support procedures.
- An evaluation process to determine the need for replacement of state owned equipment and coordination of agency equipment needs and reutilization of surplus vehicles when feasible.
- Designation of an individual to serve as liaison with equipment manufacturers to keep current with and derive full benefit from engineering advances, warranty policies, modifications, and dealer services.
- A policy statement regarding disposition, by sale or otherwise, of surplus state-owned automotive equipment.
- A review process for estimates and invoices by ensuring that the State pays only for repairs that are needed at the proper labor rates and parts discounts.

- A complete and accurate record of all repair costs.
- An annual analysis of operating costs.
- Assistance in technical studies and reports as required by the Legislature or by management.

**Support**

The Office of the Chancellor will provide guidance for developing campus policy and programs. When requested or required, the Office of the Chancellor, through Financing and Risk Management will assist in obtaining competent advice on related matters, and is available to assist university management in meeting their responsibilities to control the risks associated with vehicle operations.

  
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Charles B. Reed, Chancellor

Dated: November 24, 1998