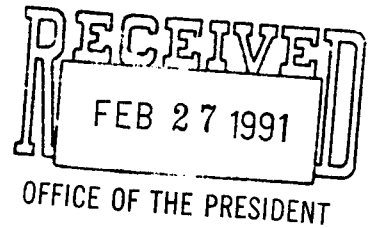


To: Grube - to implement Executive Order (w/o attach)

**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

*Grube*  
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**Distribution:** Vice Presidents, Academic Affairs  
*Armer* Vice Presidents, Administration  
*Russell* Executive Deans  
Deans of Academic Planning  
*Quinn* Business Managers  
Building Coordinators  
*Christofferson* Directors of Physical Plant

Mr. Gerald E. Beavers  
Ms. Judy Day  
Mr. Dennis Hordyk  
Mr. George Valverde  
Mr. Jordan W. Montano  
Mr. Robert Turnage  
Chancellor's Office Division Heads