VICE CHANCELLOR – ADMINISTRATION & FINANCE

RE: Delegations of Authority held by the former Vice Chancellor – Administration position

This is to confirm that all Presidential delegations of authority (listed below) formerly held by the Vice Chancellor – Administration position, are now re-delegated to the position of Vice Chancellor – Administration & Finance, effective immediately.

DA 0124  Authority to sign Documents in Connection with use of Alcohol
DA 0303  Authority to Adopt Traffic Regulations
DA 0342  Payroll Deductions for Charitable Contributions
DA 0349  Health Service Fees for Summer Session Students
DA 0415  Found and Unclaimed Property
DA 0447  Minimum Benefit Criteria for Health Insurance Coverage of Foreign Students
DA 0483  Release of University Surplus Property
DA 0554  University Approval of Liquor Licenses for Campus Facilities
DA 0782  To File Actions in Small Claims Court
DA 0828  Classification Authority for Staff Personnel Positions (Pending Union Negotiations)
DA 0864  Policy to Permit Use of the University's Name
DA 0865  Policy to Permit Use of the Unofficial Seal
DA 0881  Salary Advances to newly Employed Aliens
DA 0882  Approval of Individual Exceptions Regarding Premium Overtime
DA 0886  Demotion or Downward Reclassification, Exceptions to Adjustment Upon
DA 1058  Execution of Agreements
DA 1064  Third Party Agreements, University Vanpool Programs
DA 1084  Compensation for Administrative and Professional Staff (A&PS) Health Care Titles
DA 1097  Claims against Debtors in Bankruptcy and against Estates
DA 2027  Authorization to Implement Revised UC Relocation Regulations
DA 2055  Declaration of Official Intent to Reimburse Capital Expenditures from Proceeds of Indebtedness
DA 2068  Uniform Replacement Allowances (Staff policy 35)
DA 2069  Reduced Fee Enrollments – Exceptions to Staff Policy 51
DA 2070  Exceptions to Staff Policy 30.L, Restrictions (Additional Compensation)
DA 2071  Compensation for Overtime, Exceptions to Staff policy 32.C.
DA 2073  Compensation for Holiday Work, Exceptions to Staff Policy 40.D.2
DA 2074  Ancillary Pay Practices
DA 2075  Classification Authority for Professionals/ Support Staff and Manager/
           Senior Professional Positions
DA 2076  Fair Labor Standards Act (FLSA) Exemption Status
DA 2085  Establishment of Catastrophic Leave Sharing Program
DA 2096  Execution of Certifications of Application for Hazard Mitigation Grant Program
           (HCGMP)
DA 2100  Execution of Purchase Contract, Subcontracts, and Standard Purchase Orders for
           Materials, Goods and Services to be Supplied to the University
DA 2106  To Enter into Written Agreements with Local Law Enforcement Agencies
           Consistent with California Education Code Section 67381
DA 2196  To Write Off Bad Debts
DA 2222  To Approve Settlements of Claims and Separation Agreements With a Value of
           $100,000 or Less and Voluntary Separation Program Agreements of Less Than
           $50,000
DA 2229  Transfer of Funds for Minor Capital Improvement Projects
DA 2230  Amendments to the Capital Improvement Program for Non-State Funded Minor
           Capital Improvement Projects with a Total Project Cost Not to Exceed $750,000, for
           Non-State-Funded Major Capital Improvements with a Total Project Cost Not to
           Exceed $5,000,000

Any re-delegation of the above authorities shall be in writing, with a copy to the Campus
Delegations of Authority Coordinator. Please contact Campus DA Coordinator Cindy Major,
Chancellor's Communications and Resource Center, @ 2-3115 or cmajor@berkeley.edu with any
concerns you may have regarding these delegations of authority.

Yours sincerely,

[Signature]

Robert J. Birgeneau

cc:  Associate Chancellor B. FitzPatrick
     Associate Chancellor L. Williams
     Chief Campus Counsel C. Patti
     Director – Audit & Advisory Services W. Riley
     Campus Delegations Coordinator C. Major
DELEGATION OF AUTHORITY

Title: To File Actions in Small Claims Courts

Authority Delegated to: Chancellors, Vice President--Agriculture and University Services, Vice President--Financial and Business Management

Source of Delegation: Saxon letter of April 8, 1983

Effective Date of Delegation: April 8, 1983

Delegation

*Authorized the above Officers to file actions in Small Claims Courts for the recovery of money due the University for the collection of those debts over which they have administrative control.

"Authority granted by The Regents to the President on February 17, 1968."
CHANCELLORS
VICE PRESIDENT--AGRICULTURE AND UNIVERSITY SERVICES
VICE PRESIDENT--FINANCIAL AND BUSINESS MANAGEMENT

Delegation of Authority--To File Actions in Small Claims Courts

The Regents granted the following authority to the President on February 17, 1968:

That the President be authorized to file actions in Small Claims Courts for the recovery of money due the University.

Effective immediately, you are authorized, in your respective areas of responsibility -- campuses, Cooperative Extension, Systemwide Administration -- authority for the collection of those debts over which you have administrative control.

Experience has demonstrated that actions in Small Claims Court are often more effective in the collection of relatively small amounts owed the University than assignment of unpaid accounts to a collection agency.

This delegation supersedes that issued on July 22, 1968 on this subject. Any redelegation of the above authority shall be in writing with copies to the Assistant President--Coordination and Review.

David S. Saxon
President

cc: Assistant President Everett
    General Counsel Reidhaar