


Date: August 10, 2009 Code: TECHNICAL LETTER
HR/Benefits 2009-07

To: Associate Vice Presidents/Deans of Faculty Reference: HR/Benefits 2008-15
Human Resources Directors
Benefits Representatives
Fee Waiver Coordinators

From: Evelyn Nazario 
Assistant Vice Chancellor
Human Resources Management

Subject: Fee Waiver Update: Graduate Professional Business Programs – Executive Order No. 1042

Overview

Audience: Human Resources Directors, Benefits Representatives, Fee Waiver Coordinators and/or campus designee(s) responsible for administering the fee waiver benefit.

Action Item: Review and update campus Employee Fee Waiver procedures, as appropriate.

Affected Employee Group(s)/Unit(s): Eligible represented and non-represented employees.

Summary

This technical letter announces fee structure changes for Graduate Professional Business Programs, beginning with the Fall 2009 academic term, as the result of Executive Order No. 1042.

Campus designees responsible for employee fee waiver administration should read the rest of this technical letter.

Information Regarding Executive Order No. 1042 and New Fee Structure

Per Executive Order No. 1042, released on July 31, 2009, the CSU is authorized to assess a Category I per unit fee in state supported professional graduate business programs, beginning with the Fall 2009 academic term. **This Graduate Business Professional fee is a per unit fee and is assessed in the amount of either \$210 per semester unit or \$140 per quarter unit.** This fee is in addition to any other applicable fees.

Professional Business Graduate Programs available at the following CSU campuses are impacted by the new fee structure:

Master of Science (MS) Accountancy – Fresno, Fullerton, Los Angeles, Pomona, San Bernardino, San Diego, San Jose, and San Luis Obispo

Distribution:

CSU Presidents	Payroll Managers
Vice Chancellor, Human Resources	Budget Officers
Vice Presidents (all Vice Presidents)	Employee Relations Designees
Business Managers	

Master of Business Administration (MBA) – Bakersfield, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus

Master of Science (MS) Business Administration – East Bay, Los Angeles, Pomona, San Diego, San Francisco, Stanislaus

Master of Science (MS) Health Care Management – Los Angeles

Master of Science (MS) Business and Technology – San Luis Obispo

Master of Science (MS) Information Systems – Fullerton, Los Angeles

Master of Science (MS) Taxation – East Bay, Fullerton

Impact of New Fee Structure on Employee and Dependent Fee Waiver

The following employee groups are eligible to have all Category I fees waived, including the newly established Graduate Professional Business fee:

- Faculty (Unit 3)
- Academic Professionals (Unit 4)
- CSUEU (Units 2, 5, 7, 9)

All other employee groups not listed above, along with all eligible dependents, are subject to the Graduate Professional Business fee as outlined in this technical letter.

Common Management Systems (CMS) Processing Instructions

There is no impact to CMS baseline.

General Information

A copy of Executive Order No. 1042 can be viewed and/or downloaded at: <http://www.calstate.edu/eo/EO-1042.html>.

Questions regarding faculty fee waiver may be directed to Margaret Merryfield in Academic Human Resources at (562) 951-4503 or via e-mail at: mmerryfield@calstate.edu. Staff and other questions may be addressed to Pamela Chapin in Human Resources Administration at (562) 951-4414, or via e-mail at: pchapin@calstate.edu.

This Technical Letter is also available on the Human Resources Management Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

EN/mh