

11-17-2000

2000 - Board of Trustee Meeting Minutes

Board of Trustees, Central Washington University

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Spall, Jr., Hugh M., Program Director, Business Administration, Ellensburg, 2000-2001 AY

Faculty Leave Without Pay - 30

Cioffi, Frank L., Associate Professor, English, 2000-2001 AY

Nott, Connie J., Professor, Business Administration, 2000-2001 AY

Faculty Professional Leave - 31

Emmans, Cindy C., Curriculum and Supervision, Fall 2000

Distinguished Civil Service Status - 32

Dunning, Sandra J., Secretary, Political Science, effective June 30, 2000 [13 years]

Stevenson, Joanne, Curriculum Coordinator, Enrollment Management and Marketing, effective August 31, 2000 [30 years]

Consent Action Items

Barge Hall Roof Repair – 33

Delegate authority to the Vice President for Business and Financial Affairs or designee to execute and accept as

complete the construction contract with V.K. Powell Construction.

Tomlinson Field Bleacher Repairs – 34

The Tomlinson Field Stadium Seating and Floor Board Repair/Replacement Project needs to be rescheduled to

Spring 2001. The Board of Trustees agrees to proceed to complete Tomlinson Field Bleacher Repairs (Project

#5204A) as defined by CWU Facilities Planning and Construction Department for the amount of \$500,000 including

Washington State Sales Tax

Jongeward Remodel – 35

Accept as complete the Jongeward Remodel (Contract #3974C) as performed by Belsaas and Smith Construction

Inc., of Ellensburg, Washington, for the amount of \$224,561.38 not including Washington State Sales Tax.

Randall Hall Roof Replacement – 36

Accept as complete Randall Hall Roof Replacement (Contract #4737C) as performed by M.G. Wagner Co., Inc.,

Yakima, Washington, for the amount of \$364,641.92 not including Washington State Sales Tax.

Next Meeting

The Board of Trustees will next meet in regular session Friday, November 17, 2000, in Barge 412 on the Ellensburg campus of Central Washington University.

Adjourned at 2:40 p.m.

A public debriefing session followed for 20 minutes

Judy B. Miller, Secretary to the
Board of Trustees
Central Washington University

Gwen Chaplin, Chair Board of Trustees
Board of Trustees
Central Washington University

Approved December 8, 2000

Central Washington University
Board of Trustees
Special/Regular Meetings
November 17, 2000

Board Committee Meetings (9:00 a.m. to 1:00 p.m.)

Three committees of the board – Academic Affairs, Resource Development, and Student Affairs – convened in Barge Hall conference rooms from 9:00 a.m. to 11:00 a.m. to discuss various issues with administrative staff, faculty, and students. A committee of the whole reviewed individual committee deliberations and discussed issues for presentation in the 1:00 p.m. session.

Lunch from 12:00 p.m. to 1:00 p.m.

Reconvened in Regular Session (1:05 p.m.)

Present

Mrs. Gwen Chaplin, Chair
Ms. Shawnte Pearson
Mr. Jay Reich
Ms. Nadine Romero
Mr. Mike Sells, Vice Chair
Ms. Judy Yu

Excused

Ms. Leslie Jones
Mr. Ken Martin

Others Present

Dr. David P. Dauwalder, Provost/Senior Vice President for Academic Affairs
Ms. Jen Gray, Interim Vice President for University Relations
Dr. Jeryllyn S. McIntyre, President
Ms. Judy B. Miller, Secretary to the Board
Mr. Abdul Nasser, Vice President for Business and Financial Affairs
Dr. Joshua Nelson, Chair, Faculty Senate
Ms. Maren Oates, President, Board of Directors, Associated Students of Central Washington University
Dr. James Pappas, Interim Vice President for Student Affairs and Enrollment Management

Introductions

Dr. McIntyre introduced two new university administrators – Mark Anderson, Director of University Relations and Marketing and Jack Bishop, Director of Athletics.

Dr. Ross Byrd, retiring chair of the Administrative Management and Business Education Department, expressed gratitude for his 31 years at the university. He praised the contributions of custodial and grounds crews, dining services staff, and computing support.

Approval of Minutes

Motion 00-52: Mr. Sells moved, seconded by Ms. Pearson, that minutes of the regular and special board meetings October 5-6, 2000 be approved. Motion carried.

Changes to the Agenda

The following changes to the agenda were accepted: Item 5 – Legislative Briefing Document; Item 9 – Contracting Authority Resolution position title change; Item 11, President Report – add three additional items: Report on Athletics, Washington Higher Education FTE Student Enrollment History, and CWU Enrollment Trends for Fall 1998-00.

Board Chair Report

Mrs. Chaplin reported that the trustees and Dr. McIntyre enjoyed dinner with Senator Harold Hochstatter and Representative Gary Chandler at the President's Reception Center November 16. University staff members have met with legislators in various settings over the past few weeks, discussing issues and generally preparing for the January legislative session. The board will join other members of the campus community in a dedication ceremony for the new Computation Geophysics Laboratory and Geodesy Laboratory in Hebel Hall.

Board Committee Reports

Academic Affairs – Nadine Romero, Chair

Ms. Romero reviewed six strategic principles developed at the board retreat last August. These principles will be used to guide the focus of the Academic Affairs Committee during the year.

1. Provide an outstanding academic and student life experience at the Ellensburg campus
2. Provide an outstanding academic and student life atmosphere at university centers
3. Establish more diversified funding
4. Create and enhance mutually beneficial partnerships
5. Maintain our leadership in the field of education
6. Provide a pleasant and protective workplace

Key agenda drivers for the year include accreditations, faculty scholarship, recruitment and retention, and program review. Faculty scholarship will be featured at the December 8 meeting.

Dean Roy Savoian reviewed some of the challenges facing the School of Business and Economics in its pursuit of AACSB (International Association for Management Education) accreditation. Achieving this accreditation is a lengthy process. Full accreditation is expected February 2006.

Rebecca Bowers, Dean of the College of Education and Professional Studies reviewed the timeline for a scheduled NCATE (National Council for the Accreditation of Teacher Education) review in April 2001. In January a group of experienced NCATE review visitors will assess our status and recommend adjustments in preparation for the April 2001 official visit. Our NCATE taskforce and the three colleges under the Center for Teaching and Learning umbrella have assembled materials for the spring review. A permanent NCATE document repository is now located in Black Hall, public comment notification has been placed, and various other components of the review preparation process are being addressed.

Mrs. Chaplin announced that Jay Reich will join Ms. Romero on this committee.

Resource Development – Judy Yu, Chair

Ms. Yu reported that members of the Resource Development Committee reviewed budget drivers and elements of the board work plan. University staff were encouraged to plan for strategic decisions that must come to the board as the budgeting process moves forward. The Resource Development and Student Affairs Committees will review revised guidelines for administration of the Services and Activities (S&A) Fees before presentation to the full board. Dr. McIntyre presented CWU's legislative agenda to the committee and the full board. In the future, students, alumni, faculty, administrative staff, and the trustees are urged to work closely with the Office of the President to develop and refine this legislative agenda so that all parties present a unified slate.

Student Affairs – Ken Martin, Chair

In Ken Martin's absence, Ms. Pearson reported that the Student Affairs Committee discussed recruitment and retention issues and the Quality of Life Project. The latter collaborative project broadens the original SuperSUB concept to include housing, athletics, intramurals, and other student needs with the objective of improving the quality of student life at Central. An action plan will be presented to the board for review February 8. Maren Oates will present an executive summary of the proposal at the December 8 meeting.

Discussion Items

Legislative Issues

The university's revised description of its capital and operating budget request summary was reviewed. The four-page document will be used in conversations with legislators. The university will retain someone to serve as a legislative liaison in an interim capacity until the new director of government relations is hired.

Strategic Planning

Presidential forums held in September began a meaningful planning process that will be linked to budget decisions. A newly formed Strategic Planning Synthesizing Committee representing many constituencies will organize a university vision statement and operationalize board strategic directives. Members of the committee will facilitate discussions with university community members over a four to five week period. Resulting suggestions will be used to draft specific measurable goal statements and will help us define who we are and where we are going. A market study will provide additional information. The final plan will be presented to the Board of Trustees in June.

Action Items

Internal Audit Charter

The Internal Audit Charter presented to the board was recommended through a peer evaluation process and is designed to formalize the current relationship of the internal audit function with the campus community. Internal audit function and state audit (external) function and their coordination were discussed.

Motion 00-53: Ms. Yu moved, seconded by Mr. Reich, that the Internal Audit Charter formalizing the current relationship of the internal audit function at the university be approved. Motion carried.

Appointing Authority Resolution

Proposed changes to the Appointing Authority Resolution were presented for approval. Titles and duties of some positions changed necessitating adjustments to the list of individuals authorized as *appointing authorities*.

Motion 00-54: Mr. Reich moved, seconded by Ms. Yu, that **Appointing Authority Resolution 00-05** be approved. Motion carried.

Contracting Authority Resolution

Proposed changes to the Contracting Authority Resolution were presented for approval. Titles and duties of some positions changed necessitating adjustments to the list of individuals authorized as *contracting authorities*.

Motion 00-55: Mr. Reich moved, seconded by Ms. Romero, that **Contracting Authority Resolution 00-06** be approved. Motion carried.

Voluntary Employees' Benefit Association Medical Expense Plan (VEBA-MEP)

Currently, retiring employees who accrue sick leave (civil service staff and some administrators), are eligible to receive cash remuneration at the rate of 25% for unused sick leave. Under VEBA-MEP, in lieu of cash, the university would deposit equivalent funds in a MEP account for each retiring employee who is part of an employee group that chooses to participate in the plan. Faculty would not be included in this plan because they do not accrue sick leave. By adopting the VEBA-MEP plan document, the Board of Trustees offers the plan to employees who will vote on whether members of their group will participate.

Motion 00-56: Mr. Reich moved, seconded by Ms. Yu, that the VEBA-MEP document be approved. Motion carried.

President's Report

Protection of Human Subjects Policy

Dr. Susan Lonborg, Psychology faculty member and chair of an ad-hoc Human Subjects Policy Task Force advised the board that the group was appointed last spring to review the university's human subjects research compliance with legal and ethical standards. Grant funding requires standards compliance. Researchers who use human subjects in their studies have an obligation to protect the rights and well being of those participants. Associate Vice President for Graduate Studies, Research, and Faculty, Richard Mack, complimented Dr. Lonborg on the smooth transition she provided the institution on this issue.

Administrative Searches

Dr. McIntyre reviewed the status of current searches. It is hoped that candidates for the director of government relations will be interviewed the first two weeks of December so the new director can begin tenure early in January. Search committees for the vice presidential vacancies are underway. Linda Beath is chairing the provost/senior vice president for academic affairs search and Terry Martin is the chair of the search for the vice president for student affairs and enrollment management.

Jack Bishop, Central's Athletic Director, reviewed the successes of our athletic teams this fall and indicated that ten institutions from the PacWest Athletic Conference have formed the Great Northwest Athletic Conference. The university will realize travel savings and increased support for the athletics program through this change.

Enrollment and budget issues were discussed. Members of the administration have had discussions with Office of Financial Management (OFM) and Higher Education Coordinating Board (HECB) staff regarding our enrollment decline and our efforts to redirect our energies to recruitment and retention in this tight budget year. This budget crisis has prompted a stronger focus on strategic planning. Short- and long-term initiatives to address the enrollment shortfall were reviewed.

Other Reports

Faculty Senate

Dr. Nelson reported that faculty have responded to the enrollment situation with proposals of practical solutions and offers of expertise. He commended the board for their interest in faculty scholarship efforts.

Board of Directors, ASCWU

Maren Oates expressed her pleasure that students have offered their support to remedy the enrollment situation.

Staff Associations

Kari Taylor, Employee Council Chair, reported that staff organizations support the synthesizing committee's planning efforts. CWU classified staff have been proudly wearing staff buttons. Those buttons are available for all interested employees.

Communications - none received

Consent Agenda

Motion 00-57: Mr. Sells moved, seconded by Mr. Reich, that report items 17, 18, 19, 20, 21, 22, 23, and 24 be received collectively, and action items 25, 26, 27, and 28 be approved collectively. Motion carried. (*Ms. Pearson abstained. Student trustees are not permitted to vote on personnel matters.*)

Personnel Consent Reports

Faculty Retirements - 17

Alexander, James M., Anthropology, full retirement effective June 16, 2001 [36 years]
Owen, William B., Mathematics, full retirement effective December 16, 2001 [32 years]

Faculty Resignations - 18

Emmans, Cindy, Curriculum & Supervision, effective end of Winter Quarter, 2001
Southard, Peggy Dee Ann, Assistant Professor of Sociology, effective June 16, 2001

Non-Tenure-Track Appointments - 19

Bangs, Leilani, Lecturer, Curriculum and Supervision, 21%, Fall 2000
Bicchieri, Pedro, AUAP Lecturer, 27%, September 15, 2000-November 30, 2000
Blodgett, Debra, Lecturer, Curriculum and Supervision, 27%, Fall 2000
Britschgi, Matthew, UESL Lecturer, 100%, Fall 2000 and Spring 2001
Britschgi, Reka, UESL Lecturer, 33%, Fall 2000
Fissel, Stephen A., Lecturer, Music, 4%, Fall 2000
Fitch, Landon, Lecturer, Curriculum and Supervision, 20%, Fall 2000
Freeman, Randi, UESL Lecturer, 100%, Fall, 2000, Winter 2001, Summer 2001
Goedecke, Patricia, AUAP Lecturer, 100%, September 16, 2000-February 28, 2001
Graves, Janine, UESL Lecturer, 100%, Fall 2000
He, Meiqi, UESL Lecturer, 100%, 2000-2001 Academic Year
Henson, Roy, Lecturer, Curriculum and Supervision, 21%, Fall 2000
Horowitz, Katherine, Adjunct, OISP, 33%, Fall 2000
Horowitz, Steve, UESL Director, 2000-2001 Academic Year
Hu, Beiyin, UESL Lecturer, 100%, Winter, Spring, Summer 2001
Jasinek, Gary, Lecturer, Communication, 27%, Fall 2000
Kaufmann, Marcia, Lecturer, Music, 33%, Fall 2000
Keur, Cynthia, Lecturer, Curriculum and Supervision, 20%, Fall 2000
Kiesel-Nield, Kathleen, Lecturer, Curriculum and Supervision, 20%, Fall 2000
Lampard, Hillary, Lecturer, Physical Education, Health Education and Leisure Services, 80%, Fall 2000
Lovely-Wright, Linda, Lecturer, Teacher Education Programs, 13%, Fall 2000
Obregon, Minnie, Lecturer, Curriculum and Supervision, 27%, Fall 2000
Otjen, Doug, Lecturer, Curriculum and Supervision, 16%, Fall 2000
Phillips, Carroll, Lecturer, Music, 5%, Fall 2000
Ramos, Jenee, UESL Lecturer, 33%, Fall 2000
Rosser, Carl, UESL Lecturer, 100%, Fall 2000, Spring, Summer 2001
Schafer, Kevin G., Lecturer, Music, 23%, Fall 2000
Schussler, Don, Lecturer, Teacher Education Programs, 13%, Fall 2000
Weitz, Sally, UESL Lecturer, 66%, AUAP Lecturer, 27%, Fall 2000
Zentner, Nicolaus, Geological Sciences, 27%, Fall 2000

Visiting Scholars - 20

Chen, Lin, Anhui University, China, 100%, 2000-01 Academic Year
Kim, Hakyun, Pukyong National University, China, 100%, Fall 2000
Nagyvaradi, Laszlo, PECS-Hungary, 100%, 2000-01 Academic Year
Roditeleva, Maria, Herzen University, Russia, 100% Fall 2000
Takemori, Tetsushi, Shimane Women's College, Japan, 100% Fall 2000, Winter 2001
Yue, Fansui, Anhui University, China, 100%, 2000-01 Academic Year

Coaching Appointments - 21

Amrine, Steve, Assistant Football Coach, Athletics, effective October 1 through November 30, 2000
Fetter, Josh, Assistant Football Coach, Athletics, effective October 1 through November 30, 2000
Strandley, Brian, Assistant Football Coach, Athletics, effective October 1 through November 30, 2000

Exempt Staff Appointments - 22

Ritterreiser, Wendy, Assistant Human Resources Director for Benefits, effective September 1, 2000

Exempt Staff Reassignments - 23

Klippenstein, Stacy, Interim Associate Director of Residence Living, effective September 16, 2000
Orcutt, Jill, Manager of Admissions Admin and Computing Operations, effective September 16, 2000

Exempt Staff Resignations - 24

Herbert-Hill, Maxine, Associate Director, Career Development Services, effective December 29, 2000
Miller, David, Human Resources Area Representative, effective August 11, 2000

Personnel Consent Action Items

Emeritus Professor Appointments - 25

Owen, William B, Emeritus Professor of Mathematics effective December 15, 2001 [32 years of service]

Faculty Overload Assignments - 26

Amby, Joan, Associate Professor, Family and Consumer Sciences, 27%, Fall 2000
Bowers, Jan, Professor, Family and Consumer Sciences, 17%, Fall 2000
Breedlove, Lois, Assistant Professor, Communication, 33%, Fall 2000
Britschgi, Matthew, UESL Lecturer, 33%, Fall 2000
Gray, Loretta, Professor, Anthropology, 7%, Fall 2000
He, Meiqi, UESL Lecturer, 33%, Fall 2000
Hosford, David, AUAP Lecturer, 13%, Fall 2000
Lonborg, Susan, Professor, Psychology, 33%, Fall 2000; 25%, Winter, Spring 2001
Thyfault, Alberta, Associate Professor, Foreign Languages, 33%, Fall 2000

Faculty Leave Without Pay - 27

Nott, Connie, Business Administration, 2000-01 academic year, with time to count toward seniority

Next Meeting

The Board of Trustees will next meet in regular session Friday, December 8, 2000, in Barge 412 on the Ellensburg campus of Central Washington University.

Adjourned at 3:10 p.m. – *a public debriefing session followed for 20 minutes*

Judy B. Miller, Secretary to the
Board of Trustees
Central Washington University

Gwen Chaplin, Chair
Board of Trustees
Central Washington University

Central Washington University
Board of Trustees
Resolution No. 00-05

A resolution of the Board of Trustees of Central Washington University delegating the Board of Trustees' powers and duties to employ members of the classified staff.

A resolution of the Board of Trustees of Central Washington University designating certain persons as "Appointing Authorities" for employment purposes and delegating the Board of Trustees' powers and duties of employment under RCW 28B.35.120(2) to certain designated persons.

Whereas, RCW 28B.10.528 provides:

The governing boards of institutions of higher education shall have power, when exercised by resolution, to delegate to the president or his designee, of their respective university or college, any of the powers and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards. [1996 ed.]

And whereas, the Board of Trustees has determined that it is in the best interest of Central Washington University that the President of the University or his designees have the power and duty to employ members of the classified staff under the provisions of the Washington Department of Personnel.

Now, be it therefore resolved, that under the provisions of RCW 28B.10.528 and under the provisions of the Washington Department of Personnel rules, the Board of Trustees of Central Washington University designates that person now holding or subsequently appointed to the position of President of Central Washington University as "Appointing Authority" for the purposes of employment, discipline, or termination of any classified staff employee of Central Washington University and to delegate to that person now holding or subsequently appointed to the position of President of Central Washington University the powers and duties vested in and imposed upon the Board of Trustees of Central Washington University by the Legislature in RCW 28B.35.120(2), to employ individuals as members of the classified staff of the institution, who, except as otherwise provided by law, shall hold their positions until discharged therefrom by the President or designee for good and lawful reasons.

and

Be it further resolved, that under the provisions of RCW 28B.10.528 and under the provisions of the Washington Department of Personnel rules, the Board of Trustees of Central Washington University designates those persons now holding or subsequently appointed to any of the presidentially designated positions set out below as "Appointing Authority" for purposes of employment, discipline, or termination of any classified staff employee under that person's immediate supervision; and delegate to those persons now holding or subsequently appointed to any of the presidentially designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120(2), to employ individuals as members of the classified staff of the institution in positions of employment under that person's immediate supervision, who, except as otherwise provided by law, shall hold their positions until discharged therefrom by any of the persons now holding or subsequently appointed to any of the presidentially designated positions, set out below, of Appointing Authority, for good and lawful reasons and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.

It is further resolved, that the following list shall constitute the presidentially designated positions to which the designation as "Appointing Authority" and the delegations of powers and duties set forth in this resolution are made:

President

Executive Assistant to the President
Provost/Senior Vice President for Academic Affairs
Associate Vice President for Graduate Studies, Research, and Faculty
Associate Vice President for Undergraduate Studies
Assistant to Provost for Learning Technologies and Director of Academic Computing
Assistant to Provost for Student Academic Support Services
Assistant to Provost for University Centers and Community College Relations
Dean, College of Arts and Humanities
Dean, College of Education and Professional Studies
Dean, College of the Sciences
Dean, Libraries
Dean, School of Business and Economics
Executive Director, International Studies and Programs
Vice President for Business and Financial Affairs
Associate Vice President for Business and Financial Affairs
Director, Business Services and Contracts
Director, Computing and Telecommunication Services
Director, Dining Services
Director, Facilities Management
Director, Facilities Planning and Construction
Director, Financial Services
Director, Human Resources
Director, Public Safety and Police Services
Director, Residential and Conference Services
Vice President for Student Affairs and Enrollment Management
Associate Vice President Enrollment Management/Registrar
Assistant Vice President for Student Affairs
Vice President for University Relations
Director, Alumni Relations
Director, Development
Director, Public Relations and Marketing

Provided, that the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially designated positions and shall notify the Board at its next regular meeting of such action; provided, further, that any additions to the aforementioned list of presidentially designated positions must be approved by resolution of the Board of Trustees of Central Washington University.

Be it further resolved, that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

Adopted this 17th day of November, 2000.

Approved:

Gwen Chaplin, Chair
Board of Trustees
Central Washington University

Attest:

Judy B. Miller
Secretary to the Board of Trustees
Central Washington University

**Central Washington University
Board of Trustees
Resolution No. 00-06**

A resolution of the Board of Trustees of Central Washington University delegating their powers and duties for contracting as defined by RCW 28B.35.120, subsections (6), (7), (9), and (11) to certain designated persons.

A resolution of the Board of Trustees of Central Washington University delegating their powers and duties for contracting as defined by RCW 28B.35.120, subsections (6), (7), (9), and (11) to certain designated persons.

Whereas, effective May 6, 1971, and as still in effect, RCW 28B.10.528 reads as follows:

"The governing board of institutions of higher education shall have power, when exercised by resolution, to delegate to the President or his designee, of their respective university or college, any of the powers, and duties vested in or imposed upon such governing board by law. Delegated powers and duties may be exercised in the name of the respective governing boards";

Be it therefore resolved, that under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates that the person now holding or subsequently appointed to the position of President of Central Washington University as the authority for contracting for current operations of Central Washington University when such contracting is in accordance with budgets approved by the Board of Trustees and delegates to that person now holding or subsequently appointed to the position of President of Central Washington University by the Legislature in RCW 28B.35.120, Subsections (6), (7), (9), and (11) to so; and

Be it further resolved, that under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University designates those persons now holding or subsequently appointed to any of the presidentially-designated positions set out below as authorities for contracting for current operation of Central Washington University when such contracting are in accordance with budgets approved by the Board of Trustees, and delegates to those persons now holding or subsequently appointed to any of the presidentially-designated positions set out below the powers and duties vested in or imposed upon the Board of Trustees of Central Washington University by RCW 28B.35.120, subsections (6), (7), (9), and (11) to so contract, purchase and lease, and all actions taken pursuant to this resolution may be subject to the approval or disapproval of the President of Central Washington University.

Be it further resolved, that the following list shall constitute the presidentially-designated positions to which the designation as authorities for contracting for current operations of Central Washington University and the delegations of powers and duties as set forth in this resolution are made:

FOR ALL UNIVERSITY CONTRACTS:

President
Provost/Senior Vice President for Academic Affairs
Vice President for Business and Financial Affairs
Associate Vice President for Business and Financial Affairs
Executive Assistant to the President

FOR ALL PURCHASED GOODS, SERVICE CONTRACTS, AND LEASES:

Director, Financial Services
Director, Business Services & Contracts
Purchasing Manager and at the Purchasing Manager's discretion:
 Buyer II up to the amount where the State requires formal written bids.
 Buyer I up to one-half the amount where the State requires formal written bids.

FOR SELECTED CONTRACTING ACTIVITIES AS SET FORTH BELOW:

Vice President for Student Affairs and Enrollment Management - All contracts as may be required for delivery of student services or for the operation of the Student Affairs and Enrollment Management Division.

Vice President for University Relations – all contracts as may be required for operation on the University Relations Division.

Associate Vice President for Graduate Studies, Research, and Faculty - All contracts as may be required to further University research or academic development.

Dean, Libraries - Limited to purchasing and contracting for the acquisition of library books, films, prerecorded tapes (audio and video), other audio records, library subscriptions and periodicals, and delivery of library services to students.

Executive Director, International Studies and Programs – limited to contracting personnel and other services required to conduct Central Washington University international programs.

Director, Athletics - Limited to contracting with other colleges and universities for "Athletic Contest Agreements" when such do not require expenditure of Central Washington University funds, and to contracting for officiating services requiring expenditure of funds in amounts not to exceed \$500.00 per contract. This authority shall include the responsibility for maintaining files of such agreements in the Department of Physical Education, Health Education, and Leisure Services in lieu of submission to the CWU central file of contracts.

Director, Campus Life - Limited to contracting for entertainment activities for the Student Union and the Associated Students of Central.

Director, Computing and Telecommunication Services - Limited to contracting for computing and voice/data equipment, software, and supportive services in accordance with the policies, procedures, and Washington Administrative Codes established by the State Information Services Board pursuant to Chapter 43.105 RCW.

Director, Continuing Education - Limited to contracting for personnel and other services required to conduct the Central Washington University Continuing Education Programs.

Director, Facilities Management - Limited to contracting between Central Washington University and contractors for the completion of capital projects as specifically approved by the State Legislature and the University Board of Trustees. This authority extends to contracts, change orders and field authorizations up to a limit of \$100,000 per transaction. The Director of Facilities Management may, with the written concurrence of the Associate Vice President for Business and Financial Affairs, delegate contracting authority at a lower level to licensed architects and engineers who are Project Managers on individual construction projects, and to the two senior managers in charge of building maintenance and custodial/landscape maintenance. Such delegation shall not exceed \$50,000. Authority for the actual disbursement of funds after the completion of work will require the signatures of the Project Manager and a higher level supervisor.

Director, Residential and Conference Services - Limited to contracting between Central Washington University and occupants, or potential occupants of university housing and to purchasing and contracting for items for resale through the University Store.

Manager, University Store - Limited to purchasing and contracting for items for resale through the University Store.

Chair, Department of Music - Limited to contracting for the rental of performance music to be used by departmental ensembles and chamber groups and for agreements related to the loan of musical instruments for departmental use. These performance music rental and instrumental loan agreements may not exceed \$500 for any one contract.

OTHER SIGNATURE AUTHORITIES:

For contracts for services only (does not include contracting for purchase goods) in amounts less than \$2,500.00, and which are written within the respective appropriate areas as designated below. Also delegated to the specified positions are authorities to ratify "after-the-fact" purchase requisitions for both goods and services when such ratification is found by the Principal Budget Administrator to be in the best interest of Central Washington University, and when ratification will not violate Washington State Purchasing Law by circumventing competitive bidding requirements, the receipt of competitive quotations, or the Minority and Women's Business Enterprises purchasing law: Chapter 39.19 RCW and Chapter 326 WAC.

Associate Vice President for Graduate Studies, Research, and Faculty
Associate Vice President for Undergraduate Studies
Dean, College of Arts and Humanities
Dean, College of Education and Professional Studies
Dean, College of the Sciences
Dean, Libraries
Dean, School of Business and Economics
Executive Director, International Studies and Programs
Director, Computing and Telecommunication Services
Director, Residential and Conference Services

Provided, that the President may, at any time, withdraw the presidential designation from any one of the aforementioned presidentially-designated positions and shall notify the Board at its next regular meeting of such action; provided, further, that any additions to the aforementioned list of presidentially-designated positions must be approved by resolution of the Board of Trustees of Central Washington University.

Be it further resolved, that all actions taken pursuant to this delegation of powers and duties may be exercised in the name of the Board of Trustees of Central Washington University.

Adopted this 17th day of November, 2000.

Approved:

Gwen Chaplin, Chair
Board of Trustees
Central Washington University

Attest:

Judy B. Miller
Secretary to the Board
Central Washington University