

## **CWUP 1-80-020 Contracting Authority**

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, subject to such direction as the Board may from time to time provide, the authority to so exercise the powers and duties vested in or imposed upon the Board of Trustees by the Legislature in RCW 28B.35.120, Subsections (6), (7), (9), and (11); 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 is 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/Vice President for Academic and Student Life**  
**Vice President for Business and Financial Affairs/Chief Financial Officer**  
**Chief of Staff**  
**Assistant Vice President for Finance and Business Auxiliaries**

### **FOR ALL PURCHASED GOODS, SERVICE CONTRACTS, AND LEASES:**

**Director, Business Services & Contracts**  
**Procurement & Supply Specialist IV and at the PSS IV discretion:**  
Procurement & Supply Specialist III up to the amount where the state requires formal written bids.  
Procurement & Supply Specialist II up to the amount where the state requires formal written bids.  
Procurement & Supply Specialist I up to one-half the amount where the state requires formal written bids.

### **FOR SELECTED CONTRACTING ACTIVITIES AS SET FORTH BELOW:**

**Dean, Student Success** – All contracts as may be required for delivery of student services or for the operation of the Student Success department.

**Associate Vice President, Enrollment Management and Institutional Effectiveness** – All contracts as may be required for delivery of student services or for the operation of the Enrollment Management and Institutional Effectiveness Units.

**Associate Provost** – All contracts as may be required to enhance and assess academic programs, the operation of the associate provost unit or services required to fulfilling responsibilities on behalf of the Provost

**Director, Institutional Effectiveness** – Limited to contracting for personnel and other services required for institutional effectiveness and research.

**Director, Police Services** – Limited to contracting for personnel and other services required for public safety.

**Assistant Vice President, 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 \$200,000 per transaction. The Assistant Vice President of Facilities Management may, with the written concurrence of the Vice President for Business and Financial Affairs/Chief Financial Officer, 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 \$75,000. 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.

**Assistant Vice President, Information Technology**– 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.

**Chief Human Resource Officer** – All contracts as may be required to enhance and assess staff and faculty programs and development. Other contracts limited to contracting for personnel and other services required to fulfill the responsibilities in human resources.

**Dean, Graduate Studies and Research** – Authorized representative for all contracts as may be required for delivery of research, economic development and graduate studies or for the operation of the unit.

**Dean, Library Services** – Limited to purchasing and contracting for the acquisition of collections including books, films, prerecorded audio and video tapes, library subscriptions and periodicals (print, electronic, and other formats), database and bibliographic utility services, bibliographic records, and delivery of services to students.

**Assistant Vice President, International Studies and Programs** – Limited to contracting personnel and other services required to conduct Central Washington University international programs.

**Associate Dean, University Housing and Student Living** – All contracts as may be required for delivery of student services or for the operation of the University Housing and Student Living Unit.

**Associate Dean, Student Achievement** – All contracts as may be required for delivery of student services or for the operation of the Student Achievement unit.

**Associate Dean, Student Life** – All contracts as may be required for delivery of student services or for the operation of the Student Life unit.

**Senior Director, Conference, Retail Services, and Auxiliary Business Development** – Limited to contracting for personnel and other services required to conduct the Central Washington University Conference Program.

**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.

**Director, Continuing Education** – Limited to contracting for personnel and other services required to conduct the Central Washington University Continuing Education and Summer Session Programs

**Director, Wildcat Shop** – Limited to purchasing and contracting for items for resale through the Wildcat Shop.

**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.

**Associate Director, Campus Life** – Limited to contracting for entertainment activities for Campus Life.

**Assistant Vice President, University Centers** – Limited to contracting for the CT3 contract forms and other contract forms associated with Worker Retraining and Workforce initiatives, as part of the Master Washington State Employment Security Department Agreement.

**Secretary to the Board** – All contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtedness's, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by order of the board of trustees and for all meeting arrangements (food, lodging, meeting space) for the board of trustees.

#### **OTHER SIGNATURE AUTHORITIES:**

For contracts for services only (does not include contracting for purchase goods) in amounts less than \$3,000, 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 Provost**

**Associate Vice President, Enrollment Management and Institutional Effectiveness**

**Dean, College of Arts and Humanities**

**Dean, College of Business**

**Dean, College of Education and Professional Studies**

**Dean, College of the Sciences**

**Dean, Graduate Studies and Research**

**Dean, Library Services**

**Dean, Student Success**

**Assistant Vice President, International Studies and Programs**

**Assistant Vice President, Facilities Management**

**Assistant Vice President, Information Technology**

**Chief Human Resource Officer**

**Senior Director, Conference, Retail Services, and Auxiliary Business Development**

**Director, Budget and Budget Development**

**Director, Police Services**

**Director, Institutional Effectiveness**

**Associate Dean, University Housing and Student Living**

**Associate Dean, Student Achievement**

**Associate Dean, Student Life**

**Director, Continuing Education**

**Director, University Advancement**

**Director, Public Affairs**

**Director, Athletics**

**Director, Inclusivity and Diversity**

**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 4<sup>th</sup> day of October, 2012.

*[BOT 02/02, Res. 02-02; BOT 06/03, Res. 03-03; BOT 12/03, Res. 03-07; BOT 06/04, Res. 04-08; BOT 06/05, Res. 05-02, BOT 06/07, Motion 07-43; BOT 12/08, Res. 08/05; BOT 12/09, Res 09/15; BOT 06/10, Res. 10-06; BOT: 10/10, Res. 10-14; BOT: 10/11, Res. 11-10; BOT: 05/12, Res. 12-04; BOT: 10/12, Res. 12-10]*