

## **CWU 1-1**

### **Board of Trustees**

Legal power and responsibility for the operation of Central Washington University rests with the board of trustees. The board of trustees establishes and reviews university policies and oversees the general management of funds and properties. Its function in the area of policy contrasts with the purely administrative function exercised by the president. A comprehensive statement of board responsibilities and prerogatives is set forth in the Revised Code of Washington, chapter 28B.35.

#### **1-1.1**

##### **AUTHORIZATION**

The board of trustees is authorized and operates under the provision of RCW 28B.35.120. The powers and duties of the board of trustees shall be as prescribed by statute and such other powers and duties as are provided for herein or as are necessary for the government of the university.

#### **1-1.2**

##### **APPOINTMENT**

The board is composed of eight members, one of whom shall be a student. Trustees shall be appointed by the governor of Washington State for six-year terms, except for the student member, with the consent of the Senate (RCW 28B.35.100). Each member is required to subscribe to an oath of office (RCW 28B.10.520).

(1) The governor shall select the student member from a list of candidates, of at least three and not more than five, submitted by the governing body of the associated students.

(2) The student member shall hold his or her office for a term of one year from the first day of July and until his or her successor is appointed and qualified. The student member shall be a full-time student in good standing at the university at the time of appointment.

(3) A student trustee shall excuse himself or herself from participation or voting on matters relating to the hiring, discipline, or tenure of faculty members and personnel.

#### **1-1.3**

##### **REMOVAL**

No member of the board shall be removed during the term of office for which he or she is appointed, excepting only for misconduct or malfeasance in office (RCW 28B.10.500).

(1) A trustee may resign by notifying the governor in writing.

#### **1-1.4**

##### **OFFICERS**

The board shall elect a chair, vice chair, and secretary each year at the summer retreat to take office on September 1. The chair shall call meetings and preside. In his or her absence, the vice chair shall preside. (See Constitution of the Board of Trustees).

#### **1-1.5**

##### **MEETINGS**

The board shall hold a regular meeting at least once each calendar quarter, and may establish a schedule of regular meetings. Special meetings may be called at any time on or off campus by the chair or by any five members by giving notice of such meetings to all members. Any matters relating to the administration of the university may be considered at any meeting, whether special or regular, and five members shall constitute a quorum.

(1) All regular meetings, all special meetings, and all study sessions with a quorum of the board of trustees present excepting those portions specifically declared "executive sessions" as allowed by law shall be open to the public. A written agenda with supporting material shall be made available to the members of the board approximately one week in advance of announced meetings and except by action of the board, matters not included on that agenda or in written supplements made available prior to the meeting will not be acted upon in that meeting.

(2) All matters placed upon the written agenda shall be transmitted to the secretary to the board.

## **1-1.6**

### **POWERS AND DUTIES**

The twelve itemized general powers and duties listed under RCW 28B.35.120 shall be carried out by the board in addition to any other powers and duties described by law, and shall include but not be limited to review and approval of the budget, review of the fiscal audits of the university, approval of all degree program additions and deletions, setting tuition and fees within state guidelines, agreements with employee groups (employee benefits, bargaining agreements, faculty and exempt codes), ethics and nondiscrimination policies, health and safety, athletics, and student policies. During each ten-year period, the board will review the mission statement of the university and conduct a formal evaluation of itself and the president using an outside consultant. The board evaluates the president annually.

## **1-1.7**

### **RELATIONSHIP TO OTHER UNIVERSITY BODIES**

Unless as provided in specific board-approved policy, all substantive recommendations of university groups are subject to approval by the president of the university, who will transmit them to the board for review or action. The board of trustees may delegate to university groups or individuals certain appropriate operating responsibilities, provided that such delegation shall in no way set aside the authority or final responsibility of the president of the university, nor the policies or authority of the board of trustees itself. All such delegated responsibility may be revoked by the board of trustees by action in regular meeting.

## **CWU 1-2**

### **Advisory and Legislative Function of the Board of Trustees**

Although the board of trustees may initiate policy, for the most part it functions in an advisory and legislative manner. It delegates to the president duties which are initiatory and executive. It is the function of the board to approve or reject policies proposed by the president in the light of all available objective evidence. The president, with the administration and the faculty, develops educational and other programs for consideration, and the board furnishes the necessary legislation and authority for the president, the administration and the faculty to carry them out effectively. It is the board's opinion that sound administration springs from professional leadership and lay control.

The above does not in any way restrict the board of trustees from expressing its opinion on educational issues or matters of institutional welfare including long-range planning.

The board of trustees should seldom, if ever, concern itself with the details of administration. Upon the basis of recommendations and data presented by the president, it should determine how, in general, the various problems and administrative tasks are to be solved and leave it to the president to apply the policies decided upon. Whenever a case arises where no policy has been established, the president will analyze the situation and determine the issue upon which the board needs to act, and it will then be the function of the board to establish a policy. After the board has acted, the president will apply the new policy to all particular cases.

The board should always act as a unit. It governs the university as a body representing the people, and individual members have no authority. No member can bind the board by word or action, unless the

board has, in its corporate capacity, designated that trustee as its agent for some specific purpose, and then that person can go no further than he or she has been empowered.

Even during a regular meeting of the board, its control is exercised as a body and the individual member has no right beyond his or her own voice in any matter.

## **CWU 1-3**

### **Statement of Rights and Responsibilities—Board of Trustees**

#### **1-3.1**

##### **RIGHTS OF UNIVERSITY COMMUNITY MEMBERS AS CITIZENS**

Central Washington University recognizes a member of the university community to be no less a citizen than any other member of the American society. As citizens, members of the campus community enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as are all citizens. Among the basic rights are freedom to learn; freedom of speech; freedom of peaceful assembly, association and protest; freedom of political beliefs; and freedom from personal force, violence, abuse or threats of the same.

As a citizen, each member of the campus community also has the right to organize his or her own life and behavior so long as it does not violate the laws or agreements voluntarily entered into, and does not interfere with the rights of others or the educational process. The university is not a sanctuary from the law and the university does not stand in loco parentis for its members.

Disciplinary action will be taken if an individual or a group disrupts the university or attempts to close the school or any of its units.

#### **1-3.2**

##### **RIGHT OF THE UNIVERSITY TO SET STANDARDS OF CONDUCT**

The university has a right and a responsibility to set reasonable and explicit standards of conduct in order to safeguard the freedom to learn and provide for the safety of persons on the campus. The university must not, however, impose any unreasonable or arbitrary regulations which obstruct or infringe upon an individual's freedom to learn or an individual's right as a citizen. Members of the university community, in turn, have the right to be heard and considered at appropriate levels of the decision-making process about the development and content of policy matters of concern. As members of the university community, students and staff have the additional responsibility to respect the requirements for the search for truth and its presentation. Each member must support the freedom to learn and the freedom to conduct research and report the findings in the spirit of free inquiry.

Where a person stands charged with violation of a campus regulation, the institution must provide fair and equitable procedures to determine the validity of alleged violations. Members of the campus community should have the right of recourse if they believe their rights as citizens or as members of the campus community have been obstructed or denied.

#### **1-3.3**

##### **AUTHORIZATION TO SPEAK OR ACT ON BEHALF OF THE UNIVERSITY**

Members of the campus community have the right to identify themselves as members of the campus community and a concurrent obligation not to speak or act on behalf of the university without authorization. The university assumes no responsibility or liability for actions conducted in the name of the university without authorization.

The university has the right and the responsibility to prohibit persons from using its name, finances, or facilities for commercial, political, or unauthorized purposes.

The university also has the right and an obligation not to take a position as an institution in electoral politics or on public issues except on those issues which directly affect the freedom of its members, its financial support, or its educational function.

### **1-3.4**

#### **RESPONSIBILITY OF BOARD TO ASSURE ORDERLY OPERATION**

The board of trustees has the responsibility to assure the orderly operation of the university and to take the appropriate action if individuals or groups violate the laws of the state and nation and the policies of the university.

### **1-3.5**

#### **POLICIES OF GOVERNING THE RIGHT OF DISSENT**

Central Washington University is an educational institution; it is not a vehicle for political or social action. It appreciates and endorses the fundamental right of dissent, and fully protects and encourages the fair and reasonable exercise of this right by individuals within the university. Because the right of dissent is subject to abuse, the following policies are observed:

- (1)** Individuals associated with Central properly represent a wide variety of viewpoints and attitudes; the university fosters the free expression and interchange of differing views through oral and written discourse and logical persuasion.
- (2)** Dissent should be orderly and peaceful, and represent constructive alternatives reasonably presented. It is recognized that dissent is seldom expressed without emotion.
- (3)** Coercion, threats, demands, obscenity, vulgarity, obstructionism, and violence are not acceptable.
- (4)** Demonstrations, marches, sit-ins, or noisy protests which are designed or intended to or which do disrupt normal academic and institutional pursuits will not be permitted.
- (5)** Classes individually or collectively, and routine operations will not be suspended except for reasonable cause as determined under authority of the university president
- (6)** Central administrators, faculty, other employees and students are expected to abide by these standards of conduct in promoting their views, particularly dissent.
- (7)** Academic and administrative procedures of the university will protect individuals in their right of free expression, and provide for prompt and appropriate disciplinary action for those who abuse such rights.

### **1-3.6**

#### **PROTECTION OF RIGHT OF PEACEFUL PROTEST**

Because the rights of free speech and peaceable assembly are fundamental to the democratic process, Central Washington University supports rights of students and other members of the university community to express their views or peacefully protest against actions and opinions with which they may disagree.

The university also recognizes a concurrent obligation to maintain on the campus an atmosphere conducive to academic work, to preserve the dignity and seriousness of university ceremonies and public exercises, and to respect the private rights of all individuals.

The following regulations are intended to reconcile these objectives: campus demonstrations may be conducted in areas which are generally available to the public, providing such demonstrations: are conducted in an orderly manner; do not interfere with vehicular or pedestrian traffic; do not interfere with classes, scheduled meetings and ceremonies, or with other educational processes of the university; and are not held in a disruptive manner.

## **CWU 1-4**

### **Board Statement on Academic Freedom**

The board of trustees believes that an atmosphere of academic freedom is a fundamental prerequisite for excellence in higher education. Faculty and students engaged in the pursuit of truth must be free to grow intellectually and challenge conventional wisdom and to explore new avenues of thought, tempered by intellectual discipline and good taste. It is a prime objective of the Central Washington University board of trustees and administration to foster such freedom and to establish only those rules and regulations which are essential to the orderly operation of the institution or which enhance its quality. The board of trustees believes strongly that administrative rules are means, not ends, and they should be designed to further and not to interfere with the primary objectives of the institution: the pursuit of truth, the acquisition of knowledge, and the development of intellect.

A system of governance for a complex campus cannot exist, however, without explicit ground rules and guidelines.

Closely related to the question of academic freedom is meaningful and systematic involvement of the faculty and staff in the governance of the university. Appropriate formal means shall be employed to ensure that all employee groups have an effective voice on various matters relating to the institution. These should include all matters which have a direct bearing on the validity of the institution as a center of learning such as curriculum development, selection of principal academic personnel, faculty appointments, retention and promotions, and standards of conduct, both academic and social.

The means by which this involvement would occur at Central Washington University is best determined by the faculty, the staff, and the administration with the approval of the university board of trustees.

## **CWU 1-5**

### **Statement on Professional Ethics**

#### **1-5.1**

#### **BOARD OF TRUSTEES ETHICS STATEMENT**

The Board of Trustees is subject to the laws of the state of Washington regulating ethical behavior.

**(1) Open Public Meeting Act.** The meetings of all multimember governing boards, councils and commissions, or any committees thereof, are open to the public, except for matters authorized to be conducted in executive session, or which are exempt from the act.

**(2) Public Disclosure Commission Requirements.**

**(A)** In order to prevent conflicts of interest, each trustee must file a detailed financial affairs statement with the Public Disclosure Commission prior to April 15 of each year.

**(B)** State agencies and institutions may expend public funds for lobbying by providing information or communicating on matters pertaining to official agency business, or by advocating the official position or interests of the agency to any elected official or officer or employee of any agency, but they may not use the facilities of a public office or agency for or against the election of any person or for or against any ballot proposition.

**(3) Public Records Disclosure.** All records relating to the conduct of government or the performance of any governmental or proprietary function prepared, retained, used or owned by any state agency are available for inspection and copying, unless exempted by law.

**(4) Ethics in Public Service**

**(A) Basic Concepts.**

1. A trustee is a “state officer” within the meaning of the ethics laws.
2. A state officer or employee may not use his/her public position for private benefit, gain, or advantage.
3. A state officer or employee may not have a financial interest in or engage in any business or professional activity which is in conflict with his/her official duties.
4. A state officer or employee may not use his/her official position to secure special privileges or exemptions for him/herself or any other person.
5. A state officer or employee may not receive any compensation, gift, reward or gratuity except from the state for performing official duties.

(B) General Rules on Receipt of Gifts. A state officer or employee may not accept any gift if it could be reasonably expected to influence the performance or nonperformance of his/her official duties.

(C) Confidential Information. A state officer or employee may not disclose confidential information or use it for personal gain or private advantage.

(D) Use of State Resources. State resources may not be used for personal gain or private advantage. The Executive Ethics Board has authorized the “de minimis” use of resources under limited circumstances.

(E) Compensation for Outside Activities. A state officer or employee may not receive any compensation except from the state for performing official duties.

(F) Honoraria. “Honoraria” means money or anything of value for a speech, appearance, or article. Honoraria may not be received unless specifically authorized by the state officer’s or employee’s agency.

(G) Post-State Employment. Post-State employment is limited with those with whom the agency has had contractual relations.

(H) Assisting in Transactions. State officers or employees may assist persons or entities only in the course of their official duties.

(I) Outside Financial Interests/Financial Interests in Transactions. A state officer or employee may not be beneficially interested in a contract made by, through, or under his/her supervision.

#### **(5) Overexpenditure of Funds.**

(A) The Budget and Accounting Act contains severe penalties for the intentional or negligent overexpending or overencumbering of any appropriation made by law, for failing to properly account for any expenditure by fund, program or fiscal period, or for expending funds contrary to the terms, limits, or conditions of any appropriation made by law.

(B) The Washington Constitution prohibits gifts or loans of public funds to private entities, including private college foundations, with exceptions for intergovernmental transfers, support for the “poor and infirm” and for pension and other trust funds.

*[BOT 09/99, Motion 99-33]*

### **1-5.2**

## **BOARD OF TRUSTEES ETHICS EXPECTATIONS**

The board of trustees recognizes that ethics are expectations, not orders. The following statements are not meant as directives, but as guidelines observed by professionals in higher education that are endorsed by the trustees.

(1) Faculty members shall be guided by a deep conviction of the worth and dignity of the advancement of knowledge, and recognize the special responsibilities placed upon them. Their primary responsibility is to seek and to state the truth as they see it. To this end, they shall devote their energies to developing and improving scholarly competence. They shall accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They shall practice intellectual honesty and integrity. Although faculty may follow subsidiary interests, these interests must never seriously hamper or compromise freedom of inquiry or excellence of performance.

(2) As teachers, faculty members shall encourage the free pursuit of learning in students. They shall hold before them the best scholarly standards of their disciplines. They shall demonstrate respect for students as individuals and shall adhere to their proper roles as intellectual guides and counselors. They shall make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. Faculty shall respect the confidential nature of the relationship between faculty members and students. They shall avoid any exploitation of students for private advantage and shall acknowledge significant assistance from them. Faculty shall protect students' academic freedom.

(3) As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They shall respect and defend the free inquiry of associates. In the exchange of criticism and ideas, faculty shall show due respect for the opinions of others. They shall acknowledge academic debts and strive to be objective in professional judgment of colleagues. They shall accept their share of faculty responsibility for the governance of the institution.

(4) As members of the institution, faculty should seek, above all, to be effective teachers and scholars. Although they shall abide by the stated regulations of the institution, provided they do not contravene academic freedom, they shall retain their right to criticize and seek revision. Faculty shall determine the amount and character of the work they do outside the institution with due regard to the paramount responsibilities within it.

When considering interruption or termination of service, faculty shall be cognizant of the effect of their decision upon the program of the institution and shall give due notice of their intentions as provided in this code.

(5) As members of the community, faculty shall have the same rights and obligations of any citizen. They shall measure the urgency of these obligations in light of their responsibilities to their subjects, to their students, to their profession, and to their institution. When faculty speak or act as private persons, they shall avoid creating the impression that they speak or act for the university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to understanding academic freedom.

## **CWU 1-6**

### **Constitution of the Board of Trustees**

*[Original adoption, November 16, 1962; Revised, September 9, 1977 (Resolution No. 76-15), November 2, 1985, and February 21, 1986]*

#### **1-6.1**

##### **NAME, COMPOSITION AND POWERS OF THE BOARD OF TRUSTEES**

(1) Name. The name of the governing board of this university shall be the "BOARD OF TRUSTEES OF CENTRAL WASHINGTON UNIVERSITY," hereinafter referred to as the "board of trustees."

(2) (B) Composition and powers. The form and composition of the board of trustees, its duties and its powers, are prescribed in RCW 28B.10.020, RCW 28B.10.050, and 28B.35.100 through 28B.35.120.

#### **1-6.2**

##### **THE BOARD OF TRUSTEES OF CENTRAL WASHINGTON UNIVERSITY**

(1) Exercise of Powers. The board of trustees shall act only at meetings called and held as provided herein and except as otherwise specifically provided herein. All matters coming before the board for determination shall be determined by the vote of the majority of the members present.

(2) Policies and Procedures. The board of trustees from time to time may adopt policies and procedures, consistent with this constitution, for the government of Central Washington University and the conduct of the business of the board of trustees, and may amend or repeal the same, in whole or in part, as it may be advised after notice given as hereinafter provided, provided that no policy or procedure shall be adopted, amended, or repealed except by affirmative vote of five members of the board of trustees.

### **1-6.3**

#### **SPECIAL PROVISIONS RELATING TO THE BOARD OF TRUSTEES**

(1) Contracts. Except when specifically authorized by the board of trustees, no trustee may make or enter into any contract on behalf of Central Washington University.

(2) Miscellaneous. No trustee shall receive salary or other compensation for services as a trustee. A trustee may be reimbursed for expenses incurred by reason of attendance upon any meetings of the board of trustees or a committee thereof or in the performance of other official business of the trustees in accordance with existing statutes.

### **1-6.4**

#### **OFFICERS OF THE BOARD**

(1) Designation and Qualifications. The officers of the board of trustees shall be chair, vice chair, secretary, and treasurer. The chair and vice chair shall be members of the board of trustees. The secretary and treasurer may or may not be members of the board of trustees.

(2) Election of Chair, Vice Chair and Secretary. The board of trustees shall elect the chair, vice chair, and secretary. The chair, vice chair, and secretary shall be elected annually at the summer retreat of the board of trustees, and shall hold office for one year or until their successors are elected. In the event of an interim vacancy in the office of chair or vice chair or secretary, successors may be elected to hold office for the unexpired term.

(3) Appointment of Treasurer. The board of trustees shall appoint a treasurer who shall be the financial officer of the board and who shall hold office at the pleasure of the board.

### **1-6.5**

#### **POWERS AND DUTIES OF OFFICERS**

(1) Chair and Vice Chair. The chair of the board of trustees shall preside at meetings of the board of trustees. In event of the chair's absence or inability to act, the vice chair shall preside.

The chair of the board and the vice chair are severally authorized, on behalf of the board of trustees, to execute, and except where express authority has been elsewhere conferred by law, or by rule, order, or resolution of the board of trustees, all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases, and satisfactions of mortgages and indebtednesses, reconveyances under deeds of trust, and all other releases, when the same have been authorized to be executed by the board of trustees.

In case of the absence of the chair and vice chair from any meeting of the board of trustees, or in case of the inability of both of the two to act, the board of trustees shall elect for that meeting a chair PRO TEMPORE, and may authorize such chair PRO TEMPORE to perform the duties and acts authorized or required by said chair or vice chair to be performed, as long as the inability of these said officers to act may continue.

(2) The Secretary to the Board of Trustees. The secretary to the board of trustees shall give public notice of all meetings of the board of trustees and all meetings of committees of the board of trustees. The

secretary shall record and keep the minutes of the proceedings of the board of trustees, and the proceedings of all committees. The secretary shall be the custodian of all official records of the board of trustees including the minutes of all meetings of its committees and of all deeds, contracts, and other documents and papers of the board of trustees, unless otherwise directed by the board of trustees. The secretary is authorized, with the chair or vice chair of the board of trustees, on behalf of the board of trustees, to execute or to attest all contracts, deeds, leases, notes, mortgages, deeds of trust, bonds, indentures, warrants, undertakings, powers of attorney, releases and satisfactions of mortgages and indebtednesses, 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. The secretary shall be custodian of the seal of the board of trustees, and shall affix the seal to documents and certifications executed on behalf of the board of trustees.

**(3) Treasurer.** The treasurer of the board of trustees shall, in the name of the board of trustees, receive and take charge of all moneys and property of the university subject to the control and direction of the board of trustees. The treasurer shall make such reports on all matters pertaining to the fiscal operations of the board of trustees, as shall be requested by the board of trustees. The treasurer is authorized to receive on behalf of the board of trustees, any funds, securities, properties, or other assets distributed to the board of trustees of Central Washington University or departments or divisions thereof, from any estate or trust, or received as gifts, and to issue appropriate receipts and releases in connection therewith. The treasurer is likewise authorized to receive and to issue receipts and releases for any funds or other assets payable or deliverable to the board of trustees of Central Washington University as a result of any court action.

**(4) Special Authority of Officers.** The officers of the board of trustees shall have such powers and shall perform such duties in addition to those in this constitution set forth as may be delegated to them by the board of trustees.

## **1-6.6 COMMITTEES**

**(1) Committees of the Whole.** The board of trustees shall act as a committee of the whole for the conduct of its business.

**(2) Special Committees.** Special committees may be appointed by the chair of the board upon authority of the board with such powers and duties as the board may determine, provided that no special committee shall act for more than one year from the date of appointment, and shall be considered discharged upon the expiration of said year, unless specifically authorized by the board of trustees at the time of their appointment, or from year to year, to act for a longer period.

**(3) Standing Committees.** Committees shall be activated as necessary to meet the needs of the board. Membership on committees shall be for a one-year term and shall be by appointment of the chair. The committees shall have such powers and duties as the board may determine.

**(4) Ad Hoc Committees.** The chair may also appoint ad hoc committees of the board with its concurrence. These committees shall have such powers and duties as the chair may determine.

## **1-6.7 MEETINGS**

**(1) Regular Meetings.** A regular meeting of the board of trustees shall be held at least once each calendar quarter, unless dispensed with by the board of trustees at such time and place as the board of trustees by motion from time to time may direct.

**(2) Special Meetings.** The chair of the board of trustees, or any five members thereof, may call special meetings of the board of trustees at any time.

**(3) Public Meetings; Executive Sessions.** Meetings of the board of trustees shall be open to the public except in executive sessions. Executive sessions are restricted to matters delineated in RCW 42.30.110.

**(4) Quorum.** Five trustees shall constitute a quorum of the board of trustees for the transaction of business.

**(5) Rules of Procedure.** Rules of order designated by the board of trustees shall govern the proceedings at and the conduct of the meetings of the board of trustees and its committees, in all cases to which they are applicable and which are not covered in or by the rules and standing orders of the board of trustees.

### **1-6.8**

#### **UNIVERSITY SEAL**

The design of the seal of Central Washington University shall be approved by the board of trustees.

### **1-6.9**

#### **BOARD LEGISLATION**

**(1) Classification of Board Legislation.** Legislation by the board of trustees shall be classified as: a) bylaws, and b) policies and procedures. Such legislation shall be classified by the secretary of the board of trustees with the advice and consent of the board of trustees, previous to or at the time of the adoption of the legislation.

**(2) Bylaws of the Board of Trustees.** Legislation concerning the organization, procedures, and functions of the board of trustees itself shall be classified as bylaws of the board of trustees.

**(3) Policies and Procedures.** Legislation concerning the basic structure of the internal operating organization of the university shall be classified as policies and procedures.

**(4) Amendment of Board of Trustees Legislation**

(A) No bylaw shall be adopted, repealed, or amended, except by the affirmative vote of at least five trustees at a regular meeting of the board of trustees, and unless at a regular meeting of the board of trustees held prior to the meeting at which a proposed bylaw, repeal or amendment of bylaw is voted upon, notice of intention to propose such bylaw, or repeal, or amendment, including a draft thereof shall have been given.

(B) Policies and procedures may be changed or amended and additional policies and procedures adopted at any regular or special meeting of the board of trustees by a vote of the majority of the total membership of the board of trustees, provided that not less than one week's notice of the intention to change, amend, or add to the policies and procedures in whole or in part (which notice may be included in the call for the meeting) shall have been given to the members of the board of trustees, and provided further that other board policies or agreements on amendment procedures are not violated. Such notice shall be in writing and shall include the exact wording proposed.

Changes, amendments, and additions shall be upon formal motion, indicating specifically the change in, amendment of, or addition to the policies and procedures that is intended. An action of the board of trustees which fails to embody such indication shall not have the status of a regulation.

### **1-6.10**

#### **AMENDMENTS**

**(1) Procedure.** This constitution may be amended at any regular meeting of the board of trustees by the affirmative vote of five trustees, provided that notice of any proposed amendments, including a draft thereof, shall have been given at the regular meeting of the board of trustees next preceding the meeting at which such amendment is voted upon. Nothing in the constitution or bylaws or any act or failure to act by the board shall be construed or operate as an abridgement or limitation of any rights, powers, or privileges of the board of trustees.

## **CWU 1-7**

### **Bylaws of the Board of Trustees**

#### **1-7.1**

#### **PROTOCOL FOR MEETINGS**

**(1) Order of Business of the Board of Trustees.** The order of business at each meeting of the board of trustees shall include:

Roll Call  
Approval of the Minutes of Last Meeting  
Proposed Changes to the Agenda  
Action Items  
Board Discussion  
Reports  
Communications  
Consent Agenda  
Adjournment

**(2) Agendum.** At least seven days prior to each regular meeting the secretary shall mail to each member of the board of trustees an agendum setting forth all substantive matters which are to be considered at the meeting. The board chair and the president shall jointly determine the agenda. Any board member may request agenda items to the board chair.

(A) Distribution. Agendas for each regular meeting shall be available on the board of trustees website 4 days prior to the trustees' meeting [<http://www.cwu.edu/~board/agenda.html>]

Copies of the agenda will be available at the board meeting for general distribution.

As to those matters which are the subject of consideration and recommendation by committees after the mailing of said agendum, a detailed report shall be made to the board of trustees at its meeting.

**(3) Communications.** Communications for presentation to the board of trustees shall be in writing and shall be presented by the president at the next regular meeting following their receipt. Communications from the president or members of the faculty or student body or employees of the university shall be presented only by the president. With the permission of the board chair, individuals, or representatives of organizations may appear before it. All communications presented to the board of trustees shall be filed by the secretary.

**(4) Minutes.** Minutes of each meeting of the board of trustees, regular or special, shall be mailed or delivered to each board member as soon as possible following the meeting and no later than the mailing of the agendum for the next meeting.

Minutes of the board of trustees' meetings are available online at <http://www.cwu.edu/~pres/minutes/>. Paper copies are available in the President's Office and in the library.

**(5) Seating.** Members of the board will be seated at the focal point in the meeting room. At an adjoining table, those who must serve as "staff" to trustees during meetings (president, vice presidents, secretary to the board, assistant attorney general) should be seated.

The chair of the faculty senate, the president of the board of directors of the associated students of Central Washington University, and the chair of the association of exempt administrative and professional staff will be seated at an adjoining table. They are invited to report to the board of special interests and to act as a resource for the trustees. If the chair of any of the advisory groups is unavailable, a designated representative will be seated.

Neither staff nor representatives to the board have the authority to make motions nor to vote. This authority is limited exclusively to the eight trustees.

A press table will be available, but it is not mandatory for media representatives to be seated there.

[BOT 11/97]

## **1-7.2**

### **PROVISIONS RELATING TO DUTIES OF CERTAIN OFFICERS OF THE BOARD OF TRUSTEES**

**(1) Secretary.** The secretary shall assist all committees of the board of trustees as required by them, and shall cooperate with all other officers of the board as may be requested by them in the performance of their duties.

The secretary may certify to any action of the board of trustees or its committees, or to the identity, appointment, and authority of officers of the board of trustees or to the provisions of the board of trustees constitution and

The secretary shall cause to be filed or recorded in appropriate offices of public record, or posted, or published, as may be required by law or as may be necessary for the protection of the university, documents and notices which it is necessary or appropriate for the secretary to file, or record, or post, or publish, in the performance of his or her duties.

The secretary is authorized, in the name of the board of trustees, to execute proxies, sign receipts and acknowledgements, and notices and declarations, as may be appropriate or necessary in the performance of his or her duties as ordered by the board of trustees.

**(2) Treasurer.** The treasurer is authorized to give receipts for all money due the board of trustees, and for all securities which the board of trustees is entitled to possess, which are received by the treasurer.

The treasurer is authorized to endorse checks and warrants in the name of the board of trustees as ordered by the board of trustees, but only for deposit in depository accounts of the board of trustees.

## **1-7.3**

### **BUSINESS PROCEDURE**

**(1) Legislative Matters.** The president shall represent the board of trustees and the university in all matters requiring action by the legislature or officers of the state of Washington.

**(2) Gifts.**

(A) General Policy. Article V, section 3 of the constitution of the board of trustees of Central Washington University (part 1-6.5.3 of this manual) names the vice president for business and financial affairs as the treasurer of the board of trustees. This is the only position therein named as authorized to receive "on behalf of the board of trustees, any funds, securities, properties, or other assets distributed to the board of trustees of Central Washington University or departments or divisions from any estate, or received as gifts, or from any trusts, and to issue appropriate receipts and releases in connection therewith."

Accordingly, in order to implement these policies, a procedure has been developed which is set forth in detail in the PROCEDURES manual.

(B) CWU Foundation Relationship. Central Washington University has entered into a separate agreement with the Central Washington University Foundation (a Washington nonprofit corporation).

Any gifts, devises, bequests and trusts which the university receives from the foundation, whether tendered in the name of the original donor or in the name of the foundation itself, shall, if accepted, be received and administered in the same manner as if received from any other source.

### (3) Business Procedure – Board Travel Policy

Under RCW 38B.10.525, trustees are entitled to receive travel expenses in accordance with RCW 43.03.050 and 43.03.060 for each day or portion thereof in which he or she is actually engaged in business of the board. According to the OFM State Administrative and Accounting Manual (SAAM), central's board of trustees is classified as a Class Three board and is entitled to reimbursement on the same basis, and under the same regulations, as regular state officials and employees [Option 2]. Claims for reimbursement shall be submitted using a state travel expense voucher form (A20-A) after the travel has occurred. Reimbursement requires prior written approval from the agency head or authorized designee.

*Board business* is defined as any activity – meetings, conference calls, university sporting events, commencement events, conferences, or university function – in which a trustee is communicating or acting together with one or more other persons in an official capacity. *Portion of day* is defined as any period over 30 minutes in a calendar day.

#### 1-7.4

### UNIVERSITY SEAL

The seal shall be used only in connection with the transaction of business of the board of trustees. The seal may be used on any document signed on behalf of the board of trustees by an officer. Permission must be granted by the president for the use of the seal or any representation of the seal as a decoration or in other special circumstances.

#### CWU 1-8

### Delegations of Authority

#### 1-8.1

### APPOINTING AUTHORITY

#### (1) Classified Staff Appointing Authorities

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**, effective May 6, 1971, and as still in effect, RCW 28B.10. 528 reads as follows:

*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.*

**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 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 there from 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 there from 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 in which the designation as “Appointing Authority” and the delegations of powers and duties set forth in this resolution are made:

**President**

Chief Planning Officer

**Provost/Senior Vice President for Academic Affairs**

Associate Vice President for Faculty Affairs

Associate Vice President for Graduate Studies, Research, and Continuing Education

Associate Vice President for Undergraduate Studies

Assistant to the Provost for University Centers and Community College Relations

Dean, College of Arts and Humanities

Dean, College of Business

Dean, College of Education and Professional Studies

Dean, College of the Sciences

Dean, Library Services

Executive Director, International Studies and Programs

Director, Academic Computing

Director, Continuing Education

**Vice President for Business and Financial Affairs**

Assistant Vice President, Business Auxiliaries and Public Safety

Assistant Vice President, Facilities Management

Assistant Vice President, Financial Affairs

Assistant Vice President, Human Resources

Assistant Vice President, Information Technology Services

Director, Business Services and Contracts

Director, Conference and Retail Services

Director, Dining Services

Director, Facilities Planning and Construction

**Vice President for Student Affairs and Enrollment Management**

Associate Vice President for Enrollment Management

Associate Vice President for Student Affairs

Assistant to the Vice President for Student Affairs & Enrollment Management

Senior Director, University Housing and New Student Programs

**Vice President for University Relations**

Senior Director, Development

Director, Alumni Relations  
Director, Public Relations and Marketing

**Provided**, that the President may, at any time, withdraw the presidential designation from any one or 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 8<sup>th</sup> day of June, 2007.

[BOT 02/02, Res. 02-01; BOT 06/03, Res. 03-02; BOT 12/03, Res. 03-06; BOT 06/04, Res. 04-07; BOT 06/05, Res. 05-01; BOT 06/07, Motion 07-44]

## **(2) Special Faculty**

A resolution of the Board of Trustees of Central Washington University delegating to the president and the president's designees the power and duty to make changes in assignments of faculty and special (up to one year) appointments to the faculty. The Board of Trustees retains all powers and authority vested in it by the state of Washington which are not addressed in the Collective Bargaining Agreement between the Board of Trustees and United Faculty of Central.

**Whereas**, RCW 28B.35.120, provides:

*In addition to any other powers and duties prescribed by law, each board of trustees of the respective regional universities:(2) Shall employ the president of the regional university, his assistants, members of the faculty, and other employees of the institution, who, except as otherwise provided by law, shall hold their positions, until discharged therefrom by the board for good and lawful reason, and*

**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, and*

**Whereas**, the Board of Trustees has determined that it is in the best interests of Central Washington University to confirm that the university president and the president's designees have the power and the duty to make and to change the assignments of faculty, and

**Whereas**, the Board of Trustees has determined that it is in the best interests of Central Washington University to confirm that the university president and the president's designees have the power and duty to make special appointments to the faculty, limited to one year or less, and

**Whereas**, the Board of Trustees intends to retain its power and duty to make all other full-time faculty appointments;

**Now, therefore, be it resolved**, that under the provisions of RCW 28B.10.528, the Board of Trustees hereby delegates to the university president, and to all others to whom the president subdelegates in writing, the power and duty to change the assignments of faculty as now existing or hereafter amended; and

**Be It Further Resolved**, that under the provisions of RCW 28B.10.528, the Board of Trustees hereby delegates to the university president, and to all others to whom the president subdelegates in writing, the power and duty to make appointments to the faculty, limited to one year or less as now existing or hereafter amended.

**Be it further resolved** that the Board of Trustees expressly retains its power and duty to make all other faculty appointments, including probationary appointments, appointments with tenure, full-time non-tenure-track appointments, part-time non-tenure-track appointments, and appointments to endowed chairs.

**Be it further resolved**, that each appointment to the faculty made by the president or the president's designees pursuant to this delegation of powers and duties should be reported to the Board no later than its next regular meeting.

**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 8th day of June, 2007.

*[BOT 05/01, Res. 01-01; BOT 06/07, Motion 07-45]*

### **(3) Administrative Civil Service Exempt Staff**

A resolution of the Board of Trustees of Central Washington University delegating to the president and the president's designees the power and duty to appoint exempt employees.

**Whereas**, RCW 28B.35.120 provides:

"In addition to any other powers and duties prescribed by law, each board of trustees of the respective regional universities: (2) Shall employ the president of the regional university, his assistants, members of the faculty, and other employees of the institution, who, except as otherwise provided by law, shall hold their positions, until discharged therefrom by the board for good and lawful reason;" and

**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;" and

**Whereas**, Section 0.051 of the *Exempt Employees' Code of Personnel Policy and Procedures* provides:

"Unless the board of trustees specifically delegates its authority by formal motion or resolution to specific individuals or groups, only it may authorize appointments, leaves, and other employment conditions and privileges contained in this code;" and

**Whereas**, the Board of Trustees has determined that it is in the best interests of Central Washington University that the president of the university and the president's designees have the power and the duty to exempt employees, as defined in Section 1.011 of the *Exempt Employees' Code of Personnel Policy and Procedure*, as now existing or hereafter amended;

**Now therefore, be it resolved**, that under the provisions of RCW 28B.10.528, the Board of Trustees of Central Washington University hereby delegates to the university president and to others to whom the president sub-delegates in writing, the power and duty to exempt employees, as defined in Section 1.011 of the *Exempt Employees' Code of Personnel Policy and Procedure*, as now existing or hereafter amended.

**Be it further resolved**, that appointments of exempt employees by the president and the president's designees pursuant to this delegation of powers and duties should be reported to the Board no later than its next regular meeting.

**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 11th day of May, 2001.

[BOT 05/01, Res. 01-02]

## **1-8.2**

### **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 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 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/Senior Vice President for Academic Affairs  
Vice President for Business and Financial Affairs  
Assistant Vice President for Financial Affairs

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

Director, Business Services & Contracts  
Purchasing Manager and at the Purchasing Manager's discretion:  
Buyer III up to the amount where the state requires formal written bids.  
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 of the University Relations Division.

Associate Vice President for Faculty Affairs – All contracts as may be required to enhance and assess faculty programs and development.

Associate Vice President for Graduate Studies, Research, and Continuing Education – All contracts as may be required to enhance and assess graduate academic programs.

Associate Vice President for Undergraduate Studies – All contracts as may be required to enhance and assess undergraduate academic programs.

Assistant Vice President, Business Auxiliaries and Public Safety – Limited to contracting for personnel and other services required to conduct the Central Washington University Conference Program, purchase and contract items for resale through the Wildcat Shop, and contract for personnel and other services required for Dining Services, Enterprise Accounting, Public Safety and Police Services and the university print shop.

Assistant Vice President, Human Resources – Limited to contracting for personnel and other services required to fulfill the responsibilities in human resources.

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, 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 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.

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.

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

Senior Director, Campus Life and Student Facility Development – Limited to contracting for entertainment activities for the Student Union and the Associated Students of Central.

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 Office of the President in lieu of submission to the CWU central file of contracts.

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

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

Director, Housing, Residence Life and New Student Programs – Limited to contracting between Central Washington University and occupants or potential occupants of university housing.

Manager, 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.

Secretary to the Board – Limited to contracting for 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 Vice President for Faculty Affairs  
Associate Vice President for Graduate Studies, Research, and Continuing Education  
Associate Vice President for Undergraduate Studies  
Dean, College of Arts and Humanities  
Dean, College of Business  
Dean, College of Education and Professional Studies  
Dean, College of the Sciences  
Dean, Library Services  
Executive Director, International Studies and Programs  
Assistant Vice President, Business Auxiliaries and Public Safety  
Assistant Vice President, Facilities Management  
Assistant Vice President, Information Technology Services  
Assistant Vice President, Human Resources  
Director, University Housing and New Student Programs  
Director, Conference and Retail Services  
Director, Housing, Residence Life and New Student Programs

**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 8<sup>th</sup> day of June, 2007.

[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]

### **1-8.3**

#### **ADDITIONAL PERTINENT RESOLUTIONS OF THE BOARD OF TRUSTEES**

**(1) Internal Auditing**

**Whereas**, the Central Washington University Board of Trustees is committed to performing its stewardship role by assuring quality of academic performance, achieving economical and efficient use of resources, protecting University assets, and ensuring compliance with state and federal rules and regulations, and

**Whereas**, the Board of Trustees is accountable for the adequacy and effectiveness of the University's systems of internal control, and

**Whereas**, the Board of Trustees values the use of internal auditing as an integral management tool, to improve the operations of the University, and to ensure that all academic and administrative sectors of the University operate in compliance with state and federal laws and regulations, and

**Whereas**, by program review--which measures and evaluates the reliability and integrity of data in all University systems; the economy, efficiency and effectiveness of administrative and academic operations; and the effectiveness of various types of controls--internal auditing at CWU serves to:

Ensure the accomplishment of established objectives and goals for all University programs - academic affairs, business and financial affairs, development, enrollment management and marketing, student affairs, and executive;

Isolate problem areas and provide a means of corrective action before operational efficiency is affected;

Provide internal checks and controls for effective management;

Improve communication channels within the University;

Provide counsel and advice to management regarding compliance and regulation issues, and

**Whereas**, Washington State taxpayers, businesses, lawmakers, public media, bondholders, and private citizens are interested in University's management of their tax dollars,

**Now therefore be it resolved**, that this Board of Trustees commends President Ivory V. Nelson for his judicious, appropriate, and continuing use of internal auditing--to ensure academic and administrative excellence at Central Washington University, and to preserve and protect the University's image and reputation among all its stakeholders.

**Adopted and signed** this eighth day of December, 1995.

[BOT 12/95, Res. 95-09; BOT 12/06, Res. 06-61; BOT 5/07, Res. 07-24, BOT 12/07, Res. 07-62]