

### 3-0 ADMINISTRATIVE OFFICES

#### 3-1. PRESIDENT

##### 3-1.1 President's Office

Appointed by the board of trustees, the president of the university is the institution's chief administrator. The president provides academic and executive leadership to coordinate the work of the board of trustees, the administrative officers, and the faculty and staff of the university in the planning and execution of the internal and external programs designed to carry out its mission. The incumbent is responsible to the trustees for the administration of the university and for keeping expenditures and programs in conformity with the authorizations of the governor, the state legislature, and the federal government.

The position is supported by the administrative assistant to the president/board secretary and the executive assistant to the president. The assistant attorney general for Central Washington University, employed by the state attorney general, advises the president and the board.

In the temporary absence from campus or the incapacity of the president, the responsibility to function as the chief executive officer of the university passes through the chain of command specified as follows, unless the president has provided a written order to the contrary, and subject to the presence on campus of the officer next in line as well as that officer's ability to serve: provost/senior vice president for academic affairs; vice president for business and financial affairs; vice president for student affairs & enrollment management; vice president for university relations; and associate vice president for undergraduate studies.

##### 3-1.2 Advisory Groups. The president is advised by representatives of various constituencies.

###### 3-1.2.1 President's Advisory Council.

Shall review and approve changes to general university policy and organization for inclusion in the Central Washington University policies manual Part 2. The PAC shall meet at least twice monthly.

###### Membership:

13 ex-officio voting members ?president (chair), provost/senior vice president for academic affairs, vice president for business and financial affairs, vice president for student affairs and enrollment management, vice president for university relations, executive assistant to the president, one academic dean (rotating each year), chair of academic department chairs organization, faculty senate chair, ASCWU president, secretary to the BOT, the chair of the exempt employees' association, the chair of the employee council, OR the president of the union (rotating quarterly as decided by these representatives, director of public relations)

4 ex-officio, non-voting members ?representative of the diversity council, director of government relations, director of budget, and director of institutional research?

###### 3-1.2.2 Budget Advisory Committee. Members of the budget advisory committee are the provost/senior vice president for academic affairs, the vice president for business and financial affairs, the vice president for student affairs & enrollment management, the vice president for university relations, the chair of the faculty senate, the executive assistant to the president and the ASCWU president. Coordinated by the vice president for business and financial affairs, this committee advises the president on the various budget preparations for the institution and proposes budget changes for the university.

3-1.2.3 President's Cabinet. The president's cabinet includes the principal budget administrators for the campus (the president, the provost/senior vice president for academic affairs, the vice president for business and financial affairs, the vice president for student affairs & enrollment management, the vice president for university relations, and the executive assistant to the president). As all areas of the campus are covered by these administrators, the president is kept apprised of ongoing activities by regular meetings with the group.

### 3-2. ADMINISTRATORS REPORTING TO THE PRESIDENT

#### 3-2.1 Provost/Senior Vice President for Academic Affairs

The provost/senior vice president for academic affairs serves under the general direction and supervision of the president as the principal assistant for academic affairs and faculty matters. The provost provides leadership to the faculty in the consideration and approval of educational objectives, policies, and programs which govern the academic affairs of the university and serves as the chief administrator of the university in the absence of the president.

University areas reporting to the provost/senior vice president for academic affairs are:

3-2.1.1 College of Arts and Humanities. The mission of the college is to advance knowledge, foster intellectual and imaginative inquiry, and cultivate creative endeavor among faculty and students through teaching, research, scholarship, and artistry. The college's mission is realized through the efforts of eight academic departments that strive to enable students to understand and value our complex cultural and cognitive worlds, and to develop student skill in creativity, speaking, writing, reasoning, and the use of technologies.

3-2.1.2 College of Business. Includes the areas of business administration, accounting, and economics. Plays a primary role in establishing supportive relationships with the business and corporate communities.

3-2.1.3 College of Education and Professional Studies. Includes professional programs and campus-wide teacher preparation programs and is the university liaison with the State Department of Public Instruction and the public schools.

3-2.1.4 College of the Sciences. Provides students with knowledge and skills in the behavioral, natural, and social sciences. The education provided by the college will enable students to understand better and analyze the world in which they live, and to become more valued and effective in their human relationships, scholarly endeavors and work roles. The primary focus of the college is instruction, with the recognition that teaching, research, and service are interdependent activities.

3-2.1.5 Graduate Studies, Research and Continuing Education. Responsible for institution-wide leadership of graduate education including programming, fellowships, internships and research assistantships, as well as academic grants and contracts. Also responsible for implementing faculty professional development programs.

3-2.1.6 International Studies and Programs. Oversees the opportunities for students to study abroad and foreign students to study at CWU. Also coordinates faculty exchange programs.

3-2.1.7 Library and Media Services. Encompasses the integrated instructional services role of the library and audiovisual services.

#### 3-2.2 Vice President for Business and Financial Affairs

The vice president for business and financial affairs provides general supervision and recommends policies for the business, fiscal, and financial affairs of the university.

University areas reporting to the vice president for business and financial affairs are:

- 3-2.2.1 Business Management. Pertains to the role of the business manager who exercises supervisory responsibility for business services and contracts, facilities management, and human resources. The business manager also handles labor relations and the general insurance program.
  - 3-2.2.1.1 Business Services and Contracts. General responsibility for university procurement and contracting, mail services, duplicating service, records management, property inventory and control, land purchase and leasing program, the forms management program, and public disclosure reporting.
  - 3-2.2.1.2 Facilities Management. Encompasses planning, control, fiscal, and construction management for all major physical facilities on the campus. Also encompasses maintenance and operation programs for all buildings, grounds, and utility systems not under the jurisdiction of auxiliary services. Includes motor pool operation, public safety and police services, and management of the central stores and receiving divisions.
  - 3-2.2.1.3 Human Resources. Administration of the rules and regulations governing employment practices pertaining to classified (civil service) staff including part time, full time, temporary, and the occupational safety program. Oversees the benefits programs applicable to all CWU personnel including faculty, administrative, and civil service staff.
  - 3-2.2.1.4 Public Safety and Police Services. Serves the public by furthering a partnership with the university community to protect life, property, prevent crime, and resolve problems.
- 3-2.2.2 Financial Services. Includes general accounting, payroll, cashiering, accounts payable, student accounts, grants and contracts accounting, plant accounting, cash management and investments, bond accounting, and capital and operations budget development and control.
- 3-2.2.3 Information Technology Services. General responsibility for planning, organizing, and directing all computing and computer activities including computer center operations, off-campus service center usage, systems planning and analysis, systems development and maintenance, computer hardware and software acquisitions, user department consulting and coordination, telecommunications, and electronic maintenance.

### 3-2.3 Vice President for Student Affairs & Enrollment Management

The vice president for student affairs & enrollment management is the chief student affairs and enrollment management administrator for the university. He/she has general responsibility for all aspects of student life.

University areas reporting to the vice president for student affairs & enrollment management are:

- 3-2.3.1 Admissions. The office of admissions manages many of the university's recruiting activities as outlined in the university marketing plan, which is prepared by the vice president for enrollment management and marketing. These activities include a wide range of travel to high schools, community colleges, and other sites to meet with prospective students. They also include campus visits, direct mail, and tele-counseling. The office of admissions processes all applications for admissions and for change of residency status. The merit scholarship award process is also managed by admissions.
- 3-2.3.2 Campus Life. The campus life office coordinates student programming, recreation, and intramurals, and a daycare/preschool. It serves as a resource and provides advisement to student government, clubs, and organizations.
- 3-2.3.3 Career Development Center. Provides an occupational information library, career counseling, job search workshops, and placement information for students and alumni.
- 3-2.3.4 Center for Student Empowerment. The purpose of the center for student empowerment is threefold: to establish and maintain an information clearinghouse and referral service; to sponsor programs on topics of concern to students; and to provide a facility and environment which promotes student's support groups and networking.
- 3-2.3.5 Educational Opportunity Center. The educational opportunity center is a TRIO grant program funded by the U.S. Department of Education. The program is intended to assist participants in completing requirements such as ACT, SAT, English, GED, etc., enabling entrance into vocational, technical, and postsecondary education programs.
- 3-2.3.6 Financial Aid. The office of financial aid and student employment is responsible for administering student aid. Federal, state, institutional, and other financial resources that are provided to students are reported through this office. The financial aid office determines student eligibility, awards aid, disburses aid, and fulfills reporting and compliance requirements to maintain institutional eligibility for federal and state programs. Central Washington University is a Title IV institution and participates in the Pell Grant Program, the Campus Based Programs (Perkins, SEOG, Federal Workstudy), and the William D. Ford Direct Loan Program. The university receives state funding for the State Need Grant and State Workstudy Programs. Some Central students may be eligible for the State EOG grant. The state of Washington authorized Central to waive up to 8% of tuition and dedicates another 3.5% of tuition for need-based financial aid. All outside resources given to students such as scholarships, veteran benefits, DVR, work force training, etc., must be recorded by financial aid and included in mandatory financial aid reports for the state, federal government, and athletic conferences.
  - 3-2.3.6.1 Scholarship Office. The scholarship office is part of the financial aid office. The scholarship coordinator prepares the CWU scholarship publications and coordinates scholarship activities with the CWU foundation, development and alumni relations, admissions, and other departments. To be fully considered for scholarships a student is required to submit the FAFSA and a CWU scholarship application.

- 3-2.3.6.2 Student Employment. The office of student employment administers workstudy funds and provides employment services for all Central Washington University students. The office is responsible for monitoring student eligibility and maintaining institutional compliance with federal and state labor laws related to student employees.
- 3-2.3.7 Health and Counseling Center. A variety of psychological and medical services are offered by the health and counseling center. The center provides an outpatient clinic with routine and emergency services. Educational, vocational, and personal counseling are also available.
- 3-2.3.8 Registrar. The registrar and associate enrollment management officer is responsible for central services, as well as registration, maintenance of student records, assessment and adjustment of tuition and fees, veterans affairs, classroom scheduling, university catalog publication, summer session publications, monitoring and enforcement of academic policy, degree audits, degree checkout, diploma generation, and commencement.
- 3-2.3.8.1 Central Services. The central services division oversees duplicating and printing, mail services, office supplies, and the library copy center for the university.
- 3-2.3.8.1.1 Duplicating Services. Duplicating is the office printing and copying center for the university. Services provided for the campus community are duplicating, copying, digital and networked printing, high quality printing, color copying and printing, collating, folding, inserting, binding, subcontracting of high quality printing, and specialty papers of various weights and finishes, and copy paper. Only material directly related to the university, county, and state governments will be processed by duplicating services. All requests for off-campus printing, copying and related bindery work, must be approved in advance by the central services supervisor.
- 3-2.3.8.1.2 Library Copy Center. The copy center provides coin operated and debit card copy machines for students, faculty, staff, and administration of the university. Other services provided are laminating, color copying and digital file transfers, hot pressing, and specialty paper.
- 3-2.3.8.1.3 Mail Services. Mail from the United States Postal Service is sorted and delivered to the campus community. Mail from the university to off-campus destinations is picked up, rated, posted, and prepared for delivery to the post office. Mail handled by CWU mail services must be directly related to university business. All mail that is to be sent off campus must be approved prior to printing or copying of pieces to ensure format and contents meet the United States Postal Service regulations and guidelines.

- 3-2.3.8.1.4 Office Supplies. General office supplies are distributed through central services from inventoried stock or through catalog sales. Items not available through office supplies may be purchased at other outlets. Office supplies bids out the catalog sales through purchasing for the office supplies needs for the university. All items in the catalog are to be considered stock items for office supplies.
- 3-2.3.8.2 Degree Checkout and Degree Audits. This unit is responsible for evaluating undergraduate degree requirements; for issuing baccalaureate degrees/diplomas; for awarding credit for advanced placement, CLEP, international baccalaureate, international and national transcripts, and military credit; for publishing washington community college transfer policies/equivalency information. These equivalencies are prepared based on interinstitutional agreements and university academic and department policies.
- 3-2.3.8.3 Scheduling of Classes (Fall, Winter, and Spring). Scheduling protocol has been designed to ensure that (1) quarterly course offerings are scheduled in a manner that promotes their availability to students, (2) faculty have reasonable scheduling flexibility for classes that cannot conform to "normal" room scheduling practices, and (3) regularly scheduled laboratory and lecture courses have suitable facilities.
- 3-2.3.8.3.1 Scheduling Responsibilities. Developing quarterly class schedules is the responsibility of department chairs/program directors who work in cooperation with the room scheduling coordinator in the registrar's office. The schedules must be approved by the school/college dean prior to submission to the registrar. When scheduling classrooms every effort will be made by the office of the registrar to provide the accommodations requested with the space utilization requirements of the whole university as the objective. Initial scheduling priority will be given to departments whose department offices are located within or near a requested building.

The registrar's office has the responsibility for the utilization and scheduling of lecture/seminar rooms in on-campus buildings. Lab rooms are to be assigned by the appropriate departments and noted on the quarterly audit sheets.

The registrar's office will send each quarter an audit report of classes offered the previous year to departments. Departments will return the audit with updated course offerings to the registrar - a building preference may be noted.

Specific notations for rooms which require special features, i.e. computers, video, maps, seminar, lab equipment, etc., must be noted by the department beside the course on the audit report. Past enrollments and anticipated increases for a particular course will be used as a scheduling guide for classroom size thus enrollment limits should be carefully reviewed with changes noted on the audit.

Room assignments will be made by the office of the registrar and university center coordinators. A copy will be forwarded to departments for review.

Professors/departments must not move their class from their assigned room without prior approval from the office of the registrar or center coordinator.

Furniture and equipment such as overheads, chairs, and tables are not to be moved from one room to another without approval of the registrar. If a room does not contain adequate facilities to meet the scheduled maximum enrollment, the department secretary should notify the office of the registrar.

3-2.3.8.3.2 Schedule Changes. Department chairs and program directors will obtain approval from their dean before making changes in the quarterly class schedule. All schedule changes affecting classroom or building assignments must be cleared by the registrar's office before submission to the respective dean for approval.

3-2.3.8.3.3 General Scheduling Guidelines. Weekday lecture/seminar courses shall be scheduled across the hours of 7:00 a.m. to 10:00 p.m. Limited classroom space prohibits concentration of classes during morning hours.

The normal class period will be fifty (50) minutes in length. Between the hours of 9:00 a.m. and 1:00 p.m. the formal scheduling of a class into a fractional segment of the fifty minute class period will be prohibited without written approval by the dean. Exceptions should be limited to compelling reasons that clearly benefit the students involved. The potential negative effect on students' efforts to enroll in general education courses must be considered.

Classes requiring consecutive periods should schedule blocks-of-time which end no later than 9:50 a.m. or begin no earlier than 1:00 p.m.

Any problems with room size or sufficient seating after the beginning of classes should be communicated to the department secretary who will contact the room scheduling coordinator.

Laboratory, studio, and similar courses that require several sequential hours should not be scheduled during the hours: 9:00 a.m., 10:00 a.m., 11:00 a.m.

Whenever access to a classroom located above the first floor being used by a disabled student

has been blocked, the registrar in cooperation with the director of special services will make every effort to relocate the class to an accessible room until access to the original room is again available. (504 rehabilitation act of 1973)

In the event of an emergency evacuation of a classroom building, the office of the registrar will attempt to relocate classes to temporary meeting rooms if so desired.

University centers will be permitted to deviate from certain items due to space availability and time constraints.

3-2.3.8.4 Student Information System. The registrar is responsible for the integrity of SIS data and operation of the student database, including system access, and providing information related to the processing of student records.

3-2.3.8.5 Summer Session. The summer bulletin, summer session planning guide, and all promotional materials are developed by the registrar's office working with the school/college deans and department chairs.

3-2.3.8.6 Veterans' Affairs. A veterans' advisor is available to assist veterans and eligible dependents in completing the necessary forms and in complying with the regulations necessary to receive their veterans' administrative educational benefits.

3-2.3.9 Residence Living. The office of residence living is responsible for designing and coordinating developmentally constructive educational, recreational, and social programs throughout the residence hall system.

3-2.3.10 Samuelson Union Building (SUB). The SUB is the community center of the university. Located within the SUB are food services, games room, information and ticket booth, tent 'n tube equipment rental, Ticketmaster outlet, the university store, student government headquarters, and several student affairs offices.

3-2.3.11 Wildcat Wellness Center. This program functions as a comprehensive institution-wide substance abuse prevention-education-referral program for faculty, staff, and students.

#### 3-2.4 Vice President for University Relations

The vice president for university relations is responsible for developing and supervising comprehensive public relations and development programs for the university. These efforts include fund raising, alumni relations, community relations, news and information, sports information, publications, and the parent and retiree councils.

Reporting to the vice president for university relations are:

- 3-2.4.1 Director of Alumni Affairs. The director of alumni affairs and community relations is charged with the responsibility of ensuring adequate, timely and reliable communication between the university and its various auxiliary groups. The office is also responsible for maintaining accurate records regarding university alumni.
  - 3-2.4.1.1 Alumni Association. The association shares in the responsibility for keeping the university's 40,000 alumni informed of and involved with the institution. Alumni from all areas of the state are elected to serve on the alumni association board of directors which is the policy-making group for the association.
  - 3-2.4.1.2 Parent Association. The association shares in the responsibility for keeping parents of CWU students informed of and involved with the institution. An elected board of parents is the policy-making group for the association.
  - 3-2.4.1.3 Student Alumni Connection. The alumni association's student alumni connection seeks to encourage lifelong student/alumni participation in central washington university by involving students in traditional programs, spirit activities, and programs which promote CWU pride. SAC works to connect alumni and students for career advancement and to recognize volunteer efforts in support of the university.
- 3-2.4.2 Foundation and Community Relations. A 501(c)3 nonprofit corporation formed in 1964 to assist central washington university, the central washington university foundation raises funds for the university, holds private funds in trust, provides services for donors, and helps support educational and student service programs. Under the direction of a 32-member board consisting of private citizens from throughout the region, the foundation manages funds donated for academic program endowments, scholarships, student loans, memorial funds, and alumni activities. A business manager handles the business affairs of the foundation.
- 3-2.4.3 Director of Development. The director of development is charged with the responsibility of securing, acknowledging and tracking private contributions in support of the university. The office maintains donor records and coordinates decentralized fund raising activities.
- 3-2.4.4 Public Relations & Marketing. The office of public relations & marketing is responsible for communicating central washington university's mission, goals, student and faculty accomplishments, activities, programs, student life, policy decisions, and breaking news to diverse audiences -- public media, alumni, parents, friends, legislators, university community, and general public. The office also serves as the university's center for media relations, news releases, internal communications, magazine publication and institution-wide public relations, and publicity planning. With cooperation from the university community, the staff can ensure that CWU news releases, public service announcements, publications and websites contain accurate information, as well as communicating the vision of the institution.

Working collaboratively with the graphic productions office, the university relations office is responsible for advancing a positive image for the university, and promoting programs and services offered by all CWU departments. These two offices work together to ensure that the writing, design, photography, and printing of all publicity and/or marketing materials meet professional standards that reflect the high quality of the university, as well as providing a consistent message to the public.

The university editor is a major partner with graphics staff, in coordinating commercial printing projects, including the university magazine, student recruiting materials,

academic catalog, faculty/staff directory, and other core CWU publications. All print and electronic materials intended for distribution outside the university community (except correspondence) are to be approved by and prepared in cooperation with the university relations and graphic productions offices.

3-2.5 Athletics. The athletics department coordinates a variety of both men's and women's sports providing many athletes the opportunity to participate in intercollegiate competition.

3-2.6 Executive Assistant to the President

The executive assistant to the president serves as a principal executive level staff person to the president. As such the incumbent is responsible for a broad and complex set of assignments related to the duties of a university president including planning, policy, management, public relations, and communications. The incumbent helps identify important issues confronting the campus, evaluates information and prepares reports, writes and edits position papers and other documents, represents the president to various constituencies, advises the president on organizational and policy matters, assists with planning and budgetary matters, and maintains a wide range of interpersonal contacts on and off campus.

3-2.7 Government Relations. The director of government relations serves as the primary representative of the university with the executive and legislative branches of state government, state agencies, the federal congressional delegations, and local elected government officials. The director promotes interaction between university and elected officials and advises university officials regarding state political, programmatic, and fiscal priorities.

3-2.8 Institutional Research. Provides support to the president, other administrative offices, and school/colleges in the areas of institutional research, assessment, program evaluation, academic planning, and testing.

3-2.9 Office for Equal Opportunity

The director of the office for equal opportunity for Central Washington University is responsible for ensuring that the university is in compliance with federal and state equal employment opportunity laws and affirmative action guidelines, and for promoting a nondiscriminatory work and educational environment. The director accomplishes these responsibilities by:

- 1) developing appropriate policy statements and preparing and updating the university's affirmative action plan;
- 2) monitoring recruitment and hiring activities and other personnel actions;
- 3) assisting in the development and presentation of workshops and other educational or training activities on topics relevant to affirmative action;
- 4) processing and investigating complaints of discrimination; and
- 5) disseminating information regarding the latest legal developments in affirmative action to appropriate university administrators.

3-2.10 Director of Internal Audit (PAC approved 1/18/06)

The director of internal audit is responsible for managing and directing the institutional internal audit program, coordinating the university's measurement and assessment of risk, and serving as liaison with state, federal, and other external auditors. The activities of the department are conducted in accordance with the guidelines outlined in the Standards for the Professional Practice of Internal Auditing. The department serves university management in the effective discharge of their duties by:

- 1) conducting financial, performance, operational, compliance, systems, program, and special investigation audits;
- 2) safeguarding and verifying the existence of assets;
- 3) promoting economy and efficiency in the use of university resources; and
- 4) ensuring reliable financial accounting and reporting in compliance with appropriate federal, state, and university laws and regulations.

3-2.10.1 Whistleblower

The department of internal audit is the coordinating department for inquiries from university employees about the whistleblower program and internal complaints.

Procedures for reporting state employee misconduct and Summary of the Provisions and Protections of RCW 42.20

Summary of the Provisions and Protections of RCW 42.40

“WHISTLEBLOWER”

Chapter 42.40 RCW was enacted to encourage employees of the state of Washington to report improper governmental actions to the Office of State Auditor. “Improper governmental action” means any action by an employee that violates state law, abuses authority, wastes public funds or endangers public health or safety. “Improper governmental action” does NOT include personnel actions involving employee grievances and related complaints.

Any state employee wishing to report improper governmental action must notify the State Auditor by mail at the address listed below. The notification should include a description of the improper action, the name of the employee(s) involved, the agency, and any other details necessary to conduct an investigation. The notification should be signed, however complaints may be filed anonymously. The whistleblower's name will be held in strict confidence. Telephone calls will not be accepted.

Within five working days after receipt of whistleblower correspondence, the State Auditor's Office will mail written acknowledgement to the whistleblower, unless the whistleblower chooses to remain anonymous. When a preliminary investigation has been completed, the State Auditor's Office will send the whistleblower a letter containing a summary of the information received and the results of the preliminary investigation. The auditor will report details to any employee under investigation, the head of the employee's agency, and if necessary, the Attorney General or other appropriate authorities.

A whistleblower is entitled to protection from reprisal or retaliatory action. If a whistleblower believes he or she has been the subject of such action, the whistleblower may file a claim with the Washington Human Rights Commission. The commission shall investigate the claim and take appropriate action.

If the employee who has reported the improper governmental action wishes to be informed of the results of the investigation, he or she must include a name, address, and telephone number in the original whistleblower letter.

Washington State Auditor's Office  
Attention: State Employee Whistleblower Program  
PO Box 40031  
Olympia, WA 98504-0031

### 3-2.11 BUDGET OFFICE.

The budget office serves as the central information point for budgetary concerns of the university. All institutional policies and procedures must be in accordance with the policies and regulations of the state office of financial management. The budget office does not make, but will recommend, interpret, and implement budget decisions of the president, board of trustees, and budget advisory committee.

3-2.11.1 Budget Authority. The president has authority and responsibility for the university budget which he shares with certain administrators such as the vice presidents. In turn, they share their authority with the principal budget administrators.

Budget authority and fiscal responsibility for the utilization of resources in an operational area lies with the principal budget administrator for that area. Through the process of establishing departmental allocation levels, the budget advisory committee delegates direct budget authority to principal budget administrators (deans and others) and their budget administrators (department chairs and other primary account administrators). Flexibility is built into this delegation to allow those responsible for budgets to respond to changing requirements for resources at their respective levels.

Budget administrators shall not allow deficit balances to remain on the books for their accounts.

3-2.11.2 Permanent Salary Accruals (Savings). Net monthly permanent salary savings by department will be transferred to executive level salary accrual accounts as appropriate. All personnel actions (e.g., reclassifications, promotions, temporary positions, etc.) requiring funding above the amount budgeted for the position and also any rebudgeting of projected salary savings must be approved by the appropriate division level head or appointing authority.

A monthly report of salary accruals will be prepared and distributed to the above individuals showing current month detail as well as year-to-date actions by department.

3-3 ASSISTANT ATTORNEY GENERAL

The assistant attorney general is assigned as legal advisor to Central Washington University.

3-3.1 Functions and Responsibilities. According to the statutes of the state of Washington (RCW 28B.10.510), "the attorney general of the state shall be the legal advisor to the presidents and the boards of regents and trustees of the institutions of higher education and shall institute and prosecute or defend all suits in behalf of the same." Also, according to the statutes (RCW 43.10.060), "The attorney general may appoint necessary assistants, who shall hold office at his/her pleasure, and who shall have the power to perform any act which the attorney general is authorized by law to perform."

3-3.1.1 Location and assignment. Pursuant to these provisions, the attorney general has established an office at Central Washington University staffed on a part-time basis by an assistant attorney general. Where special circumstances warrant it, the attorney general occasionally appoints a special assistant attorney general to perform special legal assignments on behalf of the university under the supervision of the attorney general's office. The assistant attorney general assigned to the university are directly responsible through the head of the education division to the attorney general and his or her chief deputy.

3-3.1.2 Responsibility. All legal matters pertaining to the university must be handled by the attorney general's Central Washington University office and should be directed to that office through the president or vice presidents of the university. Consultations and communications with that office should be in accordance with procedures authorized by the president or the board of trustees.

3-3.2 Procedures - Personnel involved in legal processes related to university business

When any employee is served notice of a legal process related to university business, the following procedures should be implemented;

3-3.2.1 Employee Responsibility. In any instance where a university employee is served a subpoena or other legal process related to university business, the employee should immediately inform the assistant attorney general's office of this fact. This policy does not apply to cases where the relation of the employee to the legal proceeding is purely personal.

3-3.2.2 Statutory authority. According to the statutes of the state of Washington, the board of trustees may authorize the attorney general to defend a claim, suit, or proceeding brought against an employee, officer, or agent of the university arising out of the performance or failure of performance for, or employment with, the university when such person requests the board to so authorize and when the board has determined that such person was acting in good faith. When such a request has been authorized, any obligation for payment arising from such action shall be paid from state funds as prescribed by statute.

3-3.2.3 Request for defense. Whenever an employee of the university has a claim, suit, or proceeding brought against him/her which he/she believes arises out of his performance or failure of performance for, or employment with, the university and wants it defended by the attorney general, the employee should submit to his/her immediate supervisor a written request addressed to the board of trustees requesting the board to authorize the attorney general to provide such defense. A copy of the request should be simultaneously filed with the Central Washington University office of the attorney general. Such request should include a copy of the claim, complaint or other document asserting claim against the employee, a brief statement of the circumstances giving rise to the claim, and a statement by the employee evidencing that any actions on his/her part which might have given rise to the claim were taken in good faith. Such request should be made within 10 days after receipt by the employee of any written notice that a claim is being asserted against him/her.

3-3.2.4 Chain of command for request for defense. The first supervisory officer above the employee who has not had a claim asserted against him/her by the same claimant arising from the same circumstances shall investigate the matter to determine whether or not the employee was acting in good faith, and shall forward the request with the results of his/her investigation to the supervisory dean or vice president for that officer's recommendation to the president. The supervising dean or vice president will forward the request to the president with his/her recommendation. The president will present the request to the board of trustees together with a report from the attorney general and with any reports and recommendations from supervising officers for the board's action on the request.

3-3.2.5 Interim action. The attorney general's office shall take all necessary steps in the interim to protect the interest of the parties.

**NOTE: THE ASSISTANT ATTORNEYS GENERAL ARE NOT AVAILABLE FOR PERSONAL LEGAL CONSULTATION.**

#### 3-4. COMMITTEES REPORTING TO THE PRESIDENT

##### 3-4.1 Animal Care and Use Committee

Reports to the associate vice president for graduate studies, research, and continuing education and approves all experiments or procedures involving live vertebrate animals, inspects animal care facilities semiannually, and has authority to suspend an activity involving animals.

Membership:

4 appointed by the president ?1 doctor of veterinary medicine, at least 1 person experienced in the care and use of animals, 1 person whose primary concerns are in a non-scientific area, and 1 person not affiliated with the university?

##### 3-4.2 Art Selection & Permanent Collection Committee

Reports to the president and considers and recommends the purchase of objects of art for the campus as authorized in RCW 28B.10.025 (III.C.). In carrying out this responsibility, the committee will work with the Washington State Arts Commission.

The committee also establishes policy related to the university's permanent art collection including :

- A procedure for evaluating for inclusion in the permanent art collection, gifts of art to the president or other officers of the university that exceed \$50.00 in value and to the university.

- Guidelines for maintenance of the inventory of the permanent art collection.
- Guidelines for storage of the permanent art collection.
- Guidelines for display of items from the permanent art collection in university display cases or buildings.
- Guidelines for loaning items from the permanent art collection to interested parties.
- Guidelines for upkeep of and restoration or removal of damaged art.

Membership:

9 appointed by the president ?4 faculty; 1 emeritus faculty; 1 student; representative, student affairs and enrollment management; representative, university relations; associate architect (facilities management)?

3-4.3 Budget Advisory Committee

See Part 3-1.2.2, page 1

3-4.4 Classified Staff Grievance Committee

Reports to the president and hears grievances from classified civil service employees with permanent status in relation to misapplication of the provisions of the State Higher Education Law, Washington Personnel Resources Board rules, compensation plans or policies and procedures.

Membership:

1 ex-officio ?director of staff labor/employee relations?  
12 appointed ?4 faculty, 4 civil service, 4 exempt?

3-4.5 Committee for Naming Buildings and Other Major Memorials

The committee for naming buildings and other major memorials in an ad hoc advisory committee convened as needed. (See Part 2-2.24)

3-4.6 Diversity Council

Reports to the president and serves as the focal point on campus to explore issues and recommend university-wide initiatives that:

Nurture a recognition and respect for the diversity, within our state, our nation, and the world;  
Foster a climate of inclusion; Solicit and examine views and concerns of the university community on all aspects of diversity; Achieve excellence and quality through diversity; and Assist the university in addressing diversity issues that arise on campus.

Each year, council members will work together with the president to develop short- and long-term initiatives that are strategic and measurable. The council will meet at least once annually with the staff of the Office for Equal Opportunity to discuss issues of diversity, globalism, and inclusion. The council also will work through commissions that identify specific areas of interest related to diversity and that permit the widest possible representation of interested parties on campus. The council will develop a written report to the president at the end of each year in which issues that arose during the year and progress on initiatives are described.

Membership:

2 ex-officio: ASCWU BOD vice president for academic affairs, ASCWU BOD vice president for equity

27 appointed: nine appointed each year by the president from among interested faculty, students, and staff to serve three-year terms.

### 3-4.7 Equal Opportunity Committee

Reports to and advises the president on policy development.

Membership: 1 dean, 1 administrative exempt, 1 male faculty, 1 female faculty, 1 male civil service, 1 female civil service, 2 students.

#### 3-4.7.1 Bylaws

The equal opportunity committee is charged by the president of the university to assist in maintaining a strong equal opportunity program by participating in the development of equal opportunity policies, reviewing equal opportunity efforts within the university, and serving as liaison to the campus community to increase awareness of equal opportunity issues. Specific responsibilities of the equal opportunity committee include:

1. Review of university policies and programs as they affect members of protected groups, including personnel policies (e.g., appointments, promotions, and transfers); training programs for personnel and students; student services; and academic, athletic and recreational programs to identify areas of concern.
2. Recommendation of policies to assure compliance with federal and state affirmative action and equal employment opportunity guidelines.
3. Review of institution-wide equal opportunity efforts to identify specific areas of concern. This will necessitate review of annual analyses relative to: utilization of protected groups; promotion, salary, and tenure decisions; termination/resignation rates; applicant flow; and new hires.
4. Serve as liaison to educate the campus community regarding the equal opportunity program policies and procedures and related issues.
5. Meet with the president at least once annually to report its activities, findings, and recommendations.

3-4.7.2 Membership. The composition of the committee will consist of a university dean, a member of the association of administrators, a male faculty member, a female faculty member, a female civil service employee, a male civil service employee, and two representatives of the Associated Students of Central Washington University (ASCWU), at least one of whom has protected group status. It shall be the goal of the committee to have its membership reflective not only of gender difference but also the diversity of protected group members on campus. Members shall have a term of membership of three years from the first day of July following their appointment, with the exception of the student members.

The student members shall have a term of one year from the first day of July following his or her appointment. In the event of a member's resignation, the person appointed to fill that position shall have his/her term of membership expire on the date the resigning members term would have expired. The director of the office for equal opportunity will be an ex officio member of the committee, having no vote.

3-4.7.3 Officers. Officers of the committee shall be chair and a secretary. Duties of these officers shall be those usual and customary to similar officers of university committees. However, the secretary shall conduct a business in the absence of the chair. Officers will be elected at the first meeting of each spring quarter and shall hold office for a period of one year. Officers may be reelected to the same office they previously held.

3-4.7.4 Meetings. The committee shall meet at least once during each academic quarter, and may meet more often if there is business to conduct. Meetings will be called by the chair. Any member may request that a meeting be called to conduct business he/she thinks is relevant to the charge of the committee. Meetings will be conducted in informal session in accordance with the rules in Davidson's Handbook of Parliamentary Procedure (New York: Ronald Press).

3-4.7.5 Order of Business. The order of business of meetings shall be as follows:

- Call to order
- Reading and approval of the minutes of the previous meeting
- Communications
- Reports
- Old business
- New business
- Adjournment

3-4.7.6 Quorum. A majority of voting members of the committee shall constitute a quorum.

3-4.7.7 Amendments. These bylaws may be amended by a simple majority vote of the members present at any meeting, except when they are superseded by the requirements of the CWU affirmative action program.

3-4.8 Equal Opportunity Grievance Committee

Reports to and is appointed annually by the president, reviews complaints and investigative reports of the director of the office for equal opportunity and determines whether or not the facts warrant a proceeding. (Members appointed annually by the president and serve from September 30 through September 30.)

Membership: 1 administrator, 1 male faculty, 1 female faculty, 1 male civil service, 1 female civil service. (Note: If a complainant is a student and so requests, two students may be substituted by the president for a like number of existing members of the committee. CWU policy, part 2 2.2.2.3.1).

3-4.9 Faculty Grievance Committee

Reports to the president and resolves by informal means specific grievances, disputes, or conflicts of faculty members and recommends action to the president. (Members appointed by the faculty senate executive committee and ratified by faculty senate).

Membership: 6 faculty (3 regular members and 3 alternates)

3-4.10 Human Subjects Review Committee

Reports to the provost/senior vice president for academic affairs. The human subjects review committee (HSRC) is the administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted by students, faculty, and staff under the auspices of Central Washington University. The HSRC is appointed by the president and reports to the provost/senior vice president for academic affairs. The HSRC has the authority to approve, require modification in, disapprove, or suspend all research activities that fall within its jurisdiction as specified by both the federal regulations (45 CFR 46) and CWU policy. Research that has been reviewed and approved by the HSRC may be subject to review and disapproval by other CWU administrative bodies; however, in keeping with federal regulations, these bodies may not approve research if it has been disapproved by the HSRC.

Membership is established in keeping with requirements specified in the federal regulations (45 CFR 46.107) and shall include 13 voting members.

3-4.11 President's Advisory Council

See Part 3-1.2.1, page 1

3-4.12 President's Cabinet

See Part 3-1.2.3, page 2