

Business Procedure

Board of Trustees – Constitution

CWU Policy 107-01

Effective: February 2020

Policy Review Date: YEAR

Policy Executive: Board of Trustees

Responsible Office/Unit: Secretary to the Board of Trustees

Policy Statement:

Applicability:

Content:

Policy

(1) Legislative Matters.

- A. The Office of the President shall coordinate the representation of 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.

1. The constitution of the board of trustees ([CWU 106-07\(3\)](#)) names the vice president for business and financial affairs as the treasurer of the board of trustees. This is the only position 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."

B. CWU Foundation Relationship.

1. 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

- A. Under RCW 28B.10.525, trustees are entitled to receive reimbursement for travel expenses in accordance with RCW 43.03.050 and 43.03.060 for each day or portion thereof in which the trustee is actually engaged in business of the board. According to the State Administrative and Accounting Manual (SAAM), Central's board of trustees is an unclassified board and is entitled to reimbursement on the same basis, and under the same regulations, as regular state officials and employees. Reimbursement requires prior written approval from the president or authorized designee.

- B. **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.

History:

*10/2010, Res. 10-12; 10/2011, Res. 11-09; 06/2013, Res. 13-04
06/2008, 10/2010, 10/2011, 06/2013: Responsibility: Board of Trustees; Authority: Cabinet/UPAC;
Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 02/2020; Approved by: James L. Gaudino,
President
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