

# Contracting Authority

## Board of Trustees – Delegation of Authority

### CWU Policy 108-02

**Effective:** June 13, 2013

**Policy Review Date:** YEAR

**Policy Executive:** Board of Trustees

**Responsible Office/Unit:** Secretary to the Board of Trustees

#### Policy Statement:

#### Applicability:

---

#### Contents:

Policy

Appendix A – Proposed Changes to Board of Trustees’ Resolutions Delegating Appointing and Contracting Authority

---

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

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

1. “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.”

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

- C. ***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 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 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.
- D. ***Be it further resolved***, that the president or designee will establish policies and procedures that will establish the positions designated with contracting authority for current operations of Central Washington University and the powers and duties of the designated positions, provided, that the President may, at any time, withdraw the presidential designation from any one of the presidentially designated positions.
- E. ***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.

### **History:**

*Adopted this 7<sup>th</sup> day of June, 2013.*

*02/2002, Resolution 02-02; 06/2003, Resolution 03-03; 12/2003, Resolution 03-07; 06/2004, Resolution 04-08; 06/2005, Resolution 05-02; 12/2008, Resolution 08-05; 12/2009, Resolution 09/15; 06/2010, Resolution 10-06; 10/2010, Resolution 10-14; 10/2011, Resolution 11-10; 05/2012, Resolution 12-04; 10/2012, Resolution 12-10; 12/2012, Resolution 12-12; 12/2012, Resolution 12-14; 06/2013, Resolution 13-04*

*02/2002, 06/2003, 12/2003, 06/2004, 06/2005, 06/2007, Motion 07-43; 12/2008, 12/2009, 06/2010, 10/2010, 10/2011, 05/2012, 10/2012, 12/2012: Responsibility: Board of Trustees; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 06/07/2013; Approved by: James L. Gaudino, President*

*Reformatted and Assigned new Policy Number - Previous Policy CWUP 1-80-020, September 2024  
Procedure CWUR 1-20-020 attached as Appendix A, June 2025*

## **Appendix A - Proposed Changes to Board of Trustees' Resolutions Delegating Appointing and Contracting Authority**

- (1)** The office of the president maintains the original copy of all board of trustee resolutions delegating appointing and contracting authority.
- (2)** Proposed changes to the board of trustees' resolutions delegating appointing or contracting authority should be routed in track changes through the appropriate vice president or chief of staff to the president and president's cabinet for discussion. If approved, the changes will be forwarded to the secretary to the board of trustees for board review and action.