

A. Academic and Student Affairs Committee

Housekeeping Changes: Amending Standing Order No. 1 and Rescinding Five Obsolete Sections from the *University Handbook*RECOMMENDED ACTION:

It is the recommendation of the administration and the Academic and Student Affairs Committee that the Board of Regents amend the Board of Regent's Standing Order No. 1, "Delegation of Authority," and rescind five obsolete sections from the *University Handbook* including, "Delegation of Authority for Non-Academic Personnel Actions," Vol. 4, Part IV, Chapter 11; "Tuition Exemption," Vol. 4, Part V, Chapter 14; "President's Approval Required," Vol. 4, Part VI, Chapter 2, Section 1; "Goods Which May be Sold on Campus," Vol. 4, Part VII, Chapter 7, Section 1; "Vending Machines," Vol. 4, Part VII, Chapter 7, Section 2.

BACKGROUND:

The Rules Coordination Office has worked with the President's Office and the Attorney General's Office to identify several small housekeeping changes needed to the University's governance materials, as maintained in the *University Handbook*, that require Regental action to amend or rescind. These housekeeping changes are necessary to update and clarify specific governance materials and are part of a larger effort to revise the *University Handbook* materials and incorporate these and other University policies and rules within a single searchable web site. The actions requested are as follows:

1. **Amend Board of Regent's Standing Order No. 1, "Delegation of Authority."** — As part of a review of the University's ability to operate under various emergency conditions, the Attorney General's Office found that the current language in Standing Order No. 1 could be interpreted too narrowly and limit the circumstances under which the President may take action in an emergency. The revised language clarifies that the President has a broad scope of authority to act in preserving and maintaining the University's physical facilities and its operational capability in an emergency. This amendment has been approved by the President's Office, the Office of the Provost and Executive Vice President, the Office of the Senior Vice President for Finance and Facilities, and the Office of the Vice President for Human Resources, as well as endorsed by the Attorney General's Office. The proposed amendments are all included within Section 6 of Standing Order No. 1, as shown in Attachment 1 below.
2. **Rescind *University Handbook*, Vol. 4, Part IV, Chapter 11, "Delegation of Authority for Non-Academic Personnel Actions."** — This section of the *University Handbook* was last revised in March 1977, is no longer accurate,

and has been rendered obsolete by the inclusion of this delegation from the Board of Regents to the President in Standing Order No. 1, and from the President to the Vice President for Human Resources and others through various executive orders and Administrative Order No. 6, “Personnel Actions.” Rescinding this material has been approved by the President’s Office and the Office of the Vice President for Human Resources, and endorsed by the Attorney General’s Office. The outdated section of material proposed for rescission is provided in Attachment 2.

3. **Rescind *University Handbook*, Vol. 4, Part V, Chapter 14, “Tuition Exemption.”** — This section of the *University Handbook* was added in June 1979 and has not been revised since that date. Moreover, the information is no longer accurate and is thoroughly covered elsewhere: current authority for the Tuition Exemption Program is spelled out in statute (RCW 28B.15.558); in the University’s Washington Administrative Code (WAC 478-160-163 (5)(d)) concerning program eligibility - which remains under Regental authority; in the University’s Administrative Policy Statement 22.1, “Tuition Exemption” with authority delegated to the Provost and Executive Vice President and the Vice President for Human Resources for program oversight; and a student-oriented web page, “Tuition Exemption Program,” administered by the Office of the Registrar for student assistance. Rescission of this section has been approved by the President’s Office, and endorsed by the Attorney General’s Office. The outdated section of material proposed for rescission is provided as Attachment 3.
4. **Rescind *University Handbook*, Vol. 4, Part VI, Chapter 2, Section 1, “President’s Approval Required.”** — This section of the *University Handbook* dates from January 1953 and is an older version of the same information now codified in the Board of Regent’s Standing Order, Chapter 2, “Legislative Representation.” In addition to being redundant, it is now an outdated and less accurate version of the current order. It should be noted that another section of the *University Handbook* (Vol. 2, Part IV, Chapter 44, Section 44-31, “Faculty Legislative and Deputy Representatives”) concerning faculty representation remains untouched. This rescission has been approved by the President’s Office and endorsed by the Attorney General’s Office. The outdated section of material proposed for rescission is provided as Attachment 4.
5. **Rescind *University Handbook*, Vol. 4, Part VII, Chapter 7, Section 1, “Goods Which May be Sold on Campus.”** — This two sentence section of the *University Handbook* was last revised in July 1982. This section is now inaccurate and obsolete. Current policy is contained in Administrative Policy Statement 59.5, “Policy on Sales of Goods and Services.” The authority for this policy rests with the President, and is administered by the Budget Office

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(under the responsibility of the Provost and Executive Vice President) and by the Senior Vice President for Finance and Facilities. This rescission has been approved by the President's Office and the Office of the Senior Vice President for Finance and Facilities and endorsed by the Attorney General's Office. The outdated section of material proposed for rescission is provided in Attachment 5.

6. **Rescind *University Handbook*, Vol. 4, Part VII, Chapter 7, Section 2, "Vending Machines."** — This one sentence section of the *University Handbook* was originally added in October 1967 and has not been revised. It is both unnecessary and obsolete. Current policy is contained in Administrative Policy Statement 52.6, "Installation of Vending Machines on University Premises," with authority delegated to the Senior Vice President for Finance and Facilities. This rescission has been approved by the President's Office and the Office of the Senior Vice President for Finance and Facilities and endorsed by the Attorney General's Office. The outdated section of material proposed for rescission is also provided in Attachment 5.

ATTACHMENTS:

1. The proposed amendments to the Board of Regent's Standing Order No. 1, Section 6.
2. *University Handbook*, Vol. 4, Part IV, Chapter 11, "Delegation of Authority for Non-Academic Personnel Actions."
3. *University Handbook*, Vol. 4, Part V, Chapter 14, "Tuition Exemption."
4. *University Handbook*, Vol. 4, Part VI, Chapter 2, Section 1, "President's Approval Required"
5. *University Handbook*, Vol. 4, Part VII, Chapter 7, "Concessions on Campus."

The proposed amendments to the Board of Regent's Standing Order No. 1, Section 6:

6. Execution of Instruments, ~~((and))~~ Business Affairs, and Operations.

The President of the University or the President's designee is authorized to act for the Board of Regents regarding the execution and administration of instruments and the general business and financial affairs of the University which occur in the usual course of business except the following:

- A. The naming of University buildings or outdoor areas in recognition of individuals or organizations;
- B. The execution of instruments relating to real property, including the Metropolitan Tract, where the anticipated cost or value to the University exceeds \$1,000,000;
- C. The appointment of external auditors; insurance brokers; investment bankers, managers and advisers; and financial custodians;
- D. The selection of depositories other than national or state chartered institutions;
- E. The use of University facilities by individuals or organizations for non-University events that would significantly affect normal campus activities or the surrounding community;
- F. Any instrument, prior to its execution, that the President, the Executive Vice President, or any Regent deems appropriate for Regental consideration;
- G. When a capital project budget is anticipated to exceed \$1,000,000, approval of that capital project budget, appointment of project architects, award of construction contracts, and single increases to the capital project budget where the increase is greater than 10% of the approved project budget. However, when the anticipated capital project budget exceeds \$1,000,000 and is less than \$5,000,000, the President or the President's designee may approve and execute all instruments related to the capital project and report all such actions to the Board of Regents no less often than quarterly.
- H. The execution of any other instruments, including but not limited to instruments related to acquisitions of goods and services, where the anticipated cost or value to the University exceeds \$1,000,000. However, when the cost or value to the University exceeds \$1,000,000 and is less than \$5,000,000, the President or the President's designee may approve and execute the instruments and report all such actions to the Board of Regents no less often than quarterly.

When the ultimate aggregate cost to the University is not known in advance for instruments relating to the acquisition of goods or services on a continuing or intermittent basis (e.g. rental, service, or supply contracts), the amounts set forth in this paragraph shall be calculated on a per month basis.

I. Notwithstanding the dollar limits specified in B, G, and H, the President or the President's designee is authorized to act for the Board of Regents regarding the execution and administration of all instruments, business affairs, and operations relating to:

1. The procurement of utility services;
2. Subcontracts for collaborative research entered into in furtherance of sponsored research programs;
3. The procurement of goods and services made by participating in contracts entered into by nonprofit cooperative hospital group purchasing organizations, or awarded by the State of Washington Department of General Administration and Department of Information Services;
4. The procurement of equipment and furnishings that are included in capital project budgets that have been authorized by the Board of Regents;
5. The procurement of goods and services for sponsored research programs when the source of the goods or services is directed by the sponsor, or the sponsor retains title to the goods acquired;
6. The settlement of claims or lawsuits brought against the University;
7. The procurement of property or casualty insurance;
8. Leases of real property and modifications thereto of up to 20 years;
9. Deferred gift assets;
10. Real property acquired through gift or devise;
11. Actions necessary to protect the University's interests and operations in response to an emergency situation (~~((arising out of a fire or other casualty))~~); and
12. The execution of all time-critical instruments and business affairs requiring action between scheduled Board of Regents meetings, provided that the President of the University or the President's designee secures approval of the Chair or Vice Chair of the appropriate Regents Committee and submits a report of any actions

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taken pursuant to this delegation to the Board of Regents at its next regularly scheduled meeting.

***University Handbook*, Vol. 4, Part IV, Chapter 11, “Delegation of Authority
for Non-Academic Personnel Actions”:**

Delegation of Authority for Non-Academic Personnel Actions

The Board of Regents has delegated the powers and duties to employ, discipline, and take all other personnel actions concerning any University of Washington classified or professional non-academic staff employee within his or her organizational structure to the President, Provost, vice provosts, vice presidents, deans, chairpersons, directors, hospital administrators, officers, and other executive heads of administrative or academic divisions or departments: PROVIDED, HOWEVER, That the powers and duties to *suspend, terminate, and lay off* any University of Washington permanent classified or professional non-academic staff employee within his or her organizational structure is delegated only to the President, Provost, vice provosts, vice presidents, deans, Director of Libraries, Executive Director of Hospitals, hospital administrators, and Master, R. V. Thompson, or, in the absence of any of the above, his or her principal subordinate officer.

Board of Regents, June 18, 1971; revised March 11, 1977

***University Handbook*, Vol. 4, Part V, Chapter 14, “Tuition Exemption”:**

Tuition Exemption

The University of Washington, under authority of RCW 28B 15.558, provides to eligible faculty and staff of the University, and to a selected group of Washington State University employees, a program of tuition exemption, with waiver of service and activities fees and operating fees, for registration in courses on a space available basis.

Participation in the tuition exemption program is available to faculty members and academic employees and to members of the classified and exempt staff of the University of Washington, and to cooperative extension and agricultural research employees of Washington State University stationed off campus. To be eligible, one must be a full time employee with six months or more of consecutive service, and be admitted as a student to the University.

Under the exemption program, registration is permitted for up to 6 credits per quarter; a registration fee of \$5.00 is required for each quarter that courses are taken. The approval of release time or reschedule of work hours to accommodate course-taking must be secured from the immediate supervisor of a staff employee. To ensure compliance with the space-available restriction, participants must register on the last day of in-person registration, or at a later date as designated by the Registrar. An employee, however, may seek to insure a position in a course by preregistering and payment of the regular tuition as a regularly enrolled student. Detailed information about tuition exemption for academic personnel is available from Academic Personnel Records; staff employees may obtain information from the Staff Personnel Office.

BR, June 8, 1979

***University Handbook*, Vol. 4, Part VI, Chapter 2, Section 1, “President’s
Approval Required”:**

Section 1. President's Approval Required

Because of the great significance to the University of adequate and appropriate representation of its interests to the State Legislature and because of the extreme importance of such relationships, the Board of Regents in 1953 declared that no person shall undertake to represent or make representation to the legislature on behalf of the University of Washington without the specific approval and authorization of the President of the University.

BR, January 1953

***University Handbook*, Vol. 4, Part VII, Chapter 7, “Concessions on Campus”:**

Concessions on Campus

Section 1. Goods Which May be Sold on Campus

Goods sold upon the campus shall be restricted to those the use of which is occasioned by the fact of University membership. The concession for the sale of such necessities (outside of food and shelter) has already been granted to the University Book Store. See also WAC 478-136, Use of University of Washington Facilities.

BR, February 1920; July 1982

Section 2. Vending Machines

Food and beverage vending machines may be installed on the University campus upon the approval of and under the management of, the Executive Vice President.

BR, October 1967