October 27, 2023

Cara Williams Fry
General Manager
The Edward R Murrow College of Communication
Washington State University
0382d Staff Office
450 NE Veterans Mall
Pullman, WA 99164-2520
cara.williams.fry@wsu.edu

Dear Ms. Fry:

Pursuant to RCW 28B.10.528, and the authority conferred on me by the WSU Board of Regents, I delegate to you the authority to negotiate, execute, and administer the following contracts on behalf of Washington State University that are related to your duties as the General Manager for Northwest Public Broadcasting:

- Federal Communication Commission licensing and reporting, membership and programming agreements with: Corporation for Public Broadcasting, National Public Radio, Public Broadcasting System for the Murrow College of Communication Northwest Public Broadcasting where the total cost or revenue to the University does not exceed $10,000.

- Template personal services agreements for Northwest Public Broadcasting which have been approved by the Office of Finance and Administration and the Office of the Attorney General, and where the total cost to the University does not exceed $10,000 per contract. Any changes to template agreements must be approved by the Office of Finance and Administration prior to implementation.

- Contracts for purchased services where the total cost to the University does not exceed $10,000 per contract.

- Contracts for the procurement of goods, supplies, materials, and equipment where the total cost to the University does not exceed $10,000 per contract.

- Contracts for off-campus facilities where the total cost to the University does not exceed $10,000 per contract.

The following conditions and limitations apply to the authority delegated pursuant to this letter:

- You are not authorized to execute contracts not specified above. By way of example and not limitation, you are not authorized to execute contracts that involve an interest in real property or interagency agreements.
• You may not exercise this contracting authority unless you have attended all training required by the University and the Washington Department of Enterprise Services, including periodic refresher trainings.

• You must follow all University policies and procedures and applicable laws pertinent to the exercise of this contracting authority.

• You must seek assistance from Finance and Administration on agreements that involve the receipt, transmission, back-up, or storage of legally protected data, or that involve the security of data.

• You must seek assistance from Finance and Administration on agreements that involve the obligation, on the part of either party, to hold harmless or indemnify the other party, to be liable for any claim or damages, or to waive any legal claim.

• You are required to seek guidance on any particularly sensitive or difficult matters as appropriate.

• This delegation of authority includes the obligation to manage the contracts in accordance with the terms therein after execution.

• This delegation will remain in effect until the earlier of (a) your transition from the position specified above, or (b) my revocation of this delegated authority.

This delegation of authority is effective immediately. By exercising this authority, you acknowledge that you understand the scope, limitations, and conditions of your delegation. I know you will use sound judgment in the execution of these responsibilities.

Sincerely,

Kirk H. Schulz
President

cc: Attorney General's Office