

MEMORANDUM

TO: Dr. Bonnie L. Yegidis, Provost and Vice President, Academic Affairs
Dr. Joseph D. Shepard, Vice President, Administrative Services
Dr. J. Michael Rollo, Vice President, Student Affairs
Mr. Steve L. Magiera, Vice President, Advancement

FROM:  William C. Merwin
President

DATE: June 19, 2006

SUBJECT: Delegation of Authority – Administrative Officer Succession

Effective July 1, 2006, in the absence or incapacity of the President, succession to the administrative authority and responsibility of the President shall be in the following order:

1. Provost and Vice President for Academic Affairs
2. Vice President for Administrative Services
3. Vice President for Student Affairs
4. Vice President for Advancement

In an emergency, the inability to contact an officer despite reasonable efforts to do so is adequate justification for the exercise of authority by the next designated officer.

c: Wendy S. Morris, Esq., General Counsel
Susan Evans, Special Assistant to the President
Barbara Krell, Executive Assistant, Office of the President