January 1, 2015

Martha Geiger  
UCBA-One Stop Student Services  
Director

RE: Appointment as Assistant Contracting Officer

Dear Ms. Geiger:

Pursuant to University Rule 10-1-06(E)(2)(b) & (F), I hereby appoint you to serve as an Assistant Contracting Officer. This authority is effective as of the date of this letter and supersedes all previous contracting delegations you may have received. The scope of your delegation is limited to approving and executing the following standard forms, all of which are hereby deemed approved for use by the Office of the General Counsel: (a) the University of Cincinnati Employer Sponsored Student Agreement; (b) the Ohio Employer Sponsored Student Agreement For In-State Tuition and Fee Rates; (c) the relevant sections of the Ohio Department of Job and Family Services’ “TRADE ADJUSTMENT ASSISTANCE TRAINING CONTRACT” (form JFS 22771) – specifically, in the CERTIFICATION/ SIGNATURES section, you are authorized to sign off on the document as the training provider official, and in the TRAINING PROVIDER CERTIFICATIONS section, you are authorized to initial the five required certifications; (d) the approved Adams Brown Workforce Investment Act Individual Training Account agreements so long as the approved Workforce Development Area 1 Assurances and Certifications form is used; and (e) the approved Richland County Job and Family Services Individual Training Account Contract. You will also be able to approve and execute Individual Training Account Contracts for counties other than those already mentioned so long a copy of the county’s contract has been reviewed by me and I have provided you with written approval of the form of the contract. Copies of these approved standard forms are attached hereto. Any requests for amendments to or deletions of the terms, clauses and conditions found in the approved standard form must be submitted to the Office of the General Counsel for approval using the A910 form.

Copies of all documents executed by you pursuant to this appointment shall be retained and maintained by you, subject to applicable records retention requirements, together with a log or indexing system approved by the Contracting Officer. Your contracting activities will remain subject to the supervision of the Contracting Officer, who will audit such activities on a periodic basis and take appropriate action in the case of any noted discrepancies.
The authority granted by this appointment may not be further assigned or delegated by you to any other person. This appointment will automatically expire on December 31, 2015, unless it is sooner terminated as set forth in University Rule 10-1-06(F).

Sincerely,

[Signature]

Kenya Mann Faulkner
Vice President for Legal Affairs
And General Counsel
Contracting Officer

KMK/grb

attachments

cc: Ken Wolterman
    Nicole Morgan