January 1, 2015

Kim Schmidt
Director
Campus Recreation Center

RE: Assistant Contracting Officer Appointment – Renewal

Dear Ms. Schmidt:

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 any and all prior delegations you may have received. The scope of this delegation is limited to executing, on behalf of the University of Cincinnati, the following documents:

- The approved Facility Lease Agreement for the Campus Recreation Center, the Tangeman University Center and MainStreet
- The approved Tangeman Kiosk/Table Rentals Lease Agreement

Copies of each of these approved Agreements are attached. The forms of these approved Agreements may not be altered or amended without the approval of the Office of the General Counsel. Any requests for amendments to the terms found in any of these approved Agreements must be submitted to the Office of the General Counsel using a standard A910 Contract Coversheet.

You are also authorized to execute the following documents on behalf of the University of Cincinnati:

- The Ohio Department of Health, Bureau of Environmental Health’s, Application for License to Operate a Public Swimming Pool for those public pools owned by the University of Cincinnati.

- The Ohio Department of Commerce – Division of Liquor Control’s Application for Renewal of Permits for the Catskeller, located in Room 100 of the Tangeman University Center.

- The City of Cincinnati’s 2014 Application for a License to Conduct a Food Service Operation or a Retail Food Establishment.

- The approved written or on-line applications and/or agreements for the Campus Recreation Center to host fitness workshops for the following companies: Zumba Fitness, AcroYoga, YogaFit, Spinning, Aerobics and Fitness Association of America (AFAA), Powder Blue Productions, the National Exercise Trainers Association (NETA), and Trigger Point Performance Therapy (copies of the approved forms are attached to this letter).

  Applications and/or agreements for the Campus Recreation Center to host fitness workshops for any company other than those listed above must be submitted to the Office of the General Counsel using a standard A910 Contract Coversheet, unless or until you have
received written authority from me to execute applications and/or agreements for those additional companies.

- Similarly, if any of the companies above revise their applications and/or agreements to include any additional term or condition except for the addition of new course options, those revised applications and/or agreements must be submitted to the Office of the General Counsel using a standard A910 Contract Coversheet unless or until the revised applications or agreements have been approved by the Office of the General Counsel.

Copies of all contracts, applications and agreements 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 Rules 10-5-01(E)(3) and 10-1-06(F).

Sincerely,

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

KMF/grb

attachments