



HLC Accreditation 2016-2017

## Evidence Document

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Administration and Finance

**Auxiliary Services**

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### Business Continuity Plan (BCP) Reminder

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**Additional information:** email from Ellen Abbey, Director of Auxiliary Services for Administration and Finance, May 2, 2016.

**From:** [Abbey, Ellen](#)  
**To:** [Bardo, John](#); [Birzer, Michael](#); [Boatright, Darron](#); [Bruun, Troy](#); [Burdsal, Charles](#); [Coleman-Martins, Shelly](#); [Colvin, Deltha](#); [Desai, Anand](#); [Flack, Toney](#); [King, Elizabeth](#); [King, Eric](#); [Konda, Kevin](#); [Lewis, Rhonda](#); [Matson, Ronald](#); [Miller, Rodney](#); [Moses, David](#); [Muma, Richard](#); [Schneikart-Luebbe, Christine](#); [Sexton, Eric](#); [Tatro, Lois](#); [Tomblin, John](#); [Wright, David](#)  
**Subject:** BCP Reminder - May 2016  
**Date:** 02 May 2016 15:20:37

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You are receiving this email because you are a Primary Continuity Planner or Division Head of the WSU Ready, Business Continuity Plan.

This is a reminder to review and update your Delegations of Authority lists. An important part of your continuity plan is identifying what special authorities exist within your department/division and identify the specific personnel authorized to conduct each authority. Then, for each authority, you should create a list of “back-up” personnel who would be delegated the ability to conduct the authority should the primary person authorized not be available during a continuity event. You should list at least two alternates to the primary authority. Be sure to pay especially close attention to identifying any authorities that are granted to only a single person within your area, as this would be a single point of failure within your plan if that person was not available.

\*\*\*The Delegation of Authority section is very similar to the Orders of Succession section within your plan; however, the major difference between the two areas is this: The Delegation section focuses on identifying personnel who could assume specific capabilities/authorities, while the Succession section focuses on identifying personnel who could assume a person’s specific title.

Questions to ask yourself: Are there special authorities or capabilities that are performed by specific personnel within our division/department? If so, what are the specific authorities they conduct and who holds the capability to perform them? If one of these personnel were not available during a continuity event, have we established a line of “back-up” personnel who could perform these authorities in their absence?

Here are some examples of authorities for you to consider that might apply:

- Who can sign checks, contracts, or other legal documents?
- Who can grant travel, vacation, or extended leave authorization?
- Who can make purchases of certain amounts above and beyond normal purchase limits?
- Who can close the workplace and/or determine a delayed opening; and for what period of time?
- Who can hire and/or lay-off personnel?

Please make a note on your TTE/Plan Maintenance form so that you know when you made the update.

<https://wsu.boldplanning.com/>

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*Ellen Abbey*

Director of Auxiliary Services  
for Administration & Finance  
Wichita State University  
1845 Fairmount, 219 Morrison Hall  
Wichita, KS 67260-0047  
316-978-5864