

December 1, 2023

Kelsey Knotts
Risk Manager
West Virginia University

Re: Sub-Delegation of Authority

Dear Kelsey:

Pursuant to the Delegation of Authority signed and dated December 1, 2023, by E. Gordon Gee, President of West Virginia University ("Original Delegation"), I hereby sub-delegate to you in your capacity as the West Virginia University ("University") Risk Manager the authority to approve and sign the following types of documents: "Sworn Statement in Proof of Loss," "Subrogation Receipt," "Board of Risk and Insurance Management Non-Waiver Agreement," Workers' Compensation policy renewal applications, and property damage releases for claims under Thirty Thousand dollars (\$30,000.00). I further authorize you to sign all other documents generated as part of routine automotive vehicle property insurance claims administered by the West Virginia Board of Risk and Insurance Management as part of the claim settlement process.

Notwithstanding the foregoing, any and all documents signed in reliance of this written delegation shall be reviewed and approved by the General Counsel or designee in advance of signing. Additionally, you are required to comply with all West Virginia University Board of Governors ("BOG") Rules and policies, including BOG Governance Rule 1.4 – *Ethics, Conflicts of Interest, and Outside Consulting Arrangements* and are responsible for disclosing any potential conflicts of interest. Furthermore, all agreements must be routed to the appropriate administrative units in advance of signing, including but not limited to, Procurement, Contracting, and Payment Services; Information Technology Services; and/or Finance, if applicable. For avoidance of doubt, all contracts related to the purchase of goods or services must be signed by an official from Procurement, Contracting, and Payment Services, unless otherwise approved by the General Counsel's Office.

In the exercise of the authority outlined above, you shall provide professional, executive, supervisory, and general administrative services, as appropriate, and provide regular updates to me or my successor. This sub-delegation shall remain in effect for successors to your role. This sub-delegation supersedes and replaces all prior delegations and shall continue until such time as the President of West Virginia University, I, or my successors, deem this sub-delegation revoked and notify you of such revocation in writing.

Sincerely,



Paula Congelio
Vice President and Chief Financial Officer

cc: General Counsel
President E. Gordon Gee