

MEMORANDUM

TO: J. Michael Rollo
Vice President for Student Affairs

FROM: Wilson G. Bradshaw, Ph.D.
President *W.G.B.*

DATE: October 29, 2008

SUBJECT: Delegation of Authority – Contracts and Personnel Actions

On January 15, 2008, the Florida Gulf Coast University Board of Trustees granted the President authority to approve, execute and administer contracts on behalf of the Florida Gulf Coast University Board of Trustees.

I hereby authorize the Vice President for Student Affairs as my designee for purposes of administering and executing contracts related to Student Affairs matters. Notwithstanding, this delegation does not encompass procurement contracts. Procurement contracts are defined as any contract which requires the University to pay for services rendered or material received. This delegation is effective, provided funds are available and the contracts are issued in accordance with law and University regulations.

Any agreement which the designee would like to execute must be on a form previously approved by the office of the General Counsel. If it is not on a preapproved form, such contract must have been reviewed by the General Counsel's office.

I am also delegating to you as Vice President for Student Affairs, the authority to approve personnel actions, for employees within your assigned area of responsibility. Your approval of personnel actions under this authority should include a review of the request by the offices of Human Resources, Budget, and Equal Opportunity Programs, as appropriate.

It is essential that you obtain my approval for all salary or contract actions related to any employee who reports directly to you.

This delegation is effective immediately and supersedes any previous delegations relating to these subject matters. This delegation may not be redelegated.

c: Vee H. Leonard, General Counsel

