

**MEMORANDUM**

**TO:** J. Michael Rollo  
Vice President for Student Affairs

**FROM:** *Wm* William C. Merwin  
President

**DATE:** June 19, 2006

**SUBJECT:** Delegation of Signature Authority for Personnel Actions

Effective July 1, 2006, I am delegating to you as Vice President for Student Affairs, the authority to approve personnel actions, in accordance with FGCU Regulations Chapter 6C10-5, Human Resources, concerning 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 concurrence for all salary or contract actions related to any employee who reports directly to you.

This delegation supersedes any prior delegations of authority for personnel actions.

c: Wendy S. Morris, Esq., General Counsel  
Steve Belcher, Director, Human Resources  
Cheryl Seals-Gonzalez, Director, Equity and Compliance  
David Vazquez, Director, Budget Office