

MEMORANDUM

TO: Pamela Schreiber
Director of University Housing

FROM: Joseph D. Shepard *M*
Vice President for Administrative Services

DATE: December 1, 2004

SUBJECT: Delegation of Authority – Housing and Resident Life Agreements

Pursuant to a delegation of authority dated November 8, 2004, the University President has granted me the authority to administer and execute business and finance agreements on behalf of the Florida Gulf Coast University Board of Trustees, provided such contracts are in conformance with law and the rules of the Board of Trustees.

I hereby designate the Director of University Housing as my designee and authorized institutional representative for purposes of administering and executing the University's housing and residence life agreements. These agreements are construed to include, but not be limited to, memorandum of understanding, memorandum of agreement, letters of agreement, contracts, leases, licenses, and extensions and renewals thereof, relating to matters such as use of housing space and facilities, conferences and special activities held in housing space and facilities, and student and guest apartment rentals.

This delegation is effective provided that funds are available and the contracts are issued in accordance with law and University rules.

This delegation is effective immediately and supersedes any previous delegations relating to this subject matter. Any redelegation of this authority shall be in writing with a copy sent to the General Counsel and me. Redelegation should align with effective organizational assignments of responsibility.

c: Wendy S. Morris, General Counsel