



## DELEGATION OF AUTHORITY 1-03

### Vice President for Administrative Services and Finance and Executive Director of the Financing Corporation Administrative Services and Finance

On May 10, 2016, in the Resolutions for Presidential Authorizations and subsequent amendments, the Florida Gulf Coast University Board of Trustees authorized the President to, among other things, manage and administer the University and to exercise all of the powers, duties, and authorities of the University, except to the extent that such powers, duties, and authorities are required to be exercised by the Board or the BOG according to their respective resolutions, regulations, operating memoranda, and policies, and/or applicable law.

Effective April 27, 2020, I hereby designate the Vice President for Administrative Services and Finance as my designee to continue the following purposes:

#### **A. Agreements**

##### 1. General

- a. You are my designee for purposes of administering and executing agreements relating to the University's business and financial operations. Agreements are construed to include, but not be limited to, contracts, memoranda of understanding, leases, licenses, memoranda of agreement, forms, letters of agreement, applications, and extensions and renewals thereof, relating to business transactions and financial matters such as banking, debt obligations, risk management, insurance, law enforcement, personal property, equipment, vending, concessions, rental and use of university facilities, and tax issues. Any redelegation of this authority shall not be below the level of Dean/Director.
- b. In accordance with FGCU Policy 1.013, Contract Review, any document covered under this delegation which the central procurement officer, or his or her 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 before it can be executed.

##### 2. Construction and Land Use Contracts

The authority regarding contracts for the construction, repair and renovation of facilities, the prosecution and completion of public works projects, and the management of land use and real estate matters related to the University's real property or buildings extends up to and including the amount of twenty million dollars (\$20,000,000.00). Contracts are construed to include but not be limited to, agreements, memoranda of understanding, purchase orders, change orders, licenses, letters of authorization, lease-purchase agreements, leases, and contract amendments, extensions and renewals. You may

redelegate authority in this subsection in writing up to and including the amount of two hundred fifty thousand dollars (\$250,000.00).

### 3. Procurement & Purchasing Contracts

As my designee to administer and execute agreements relating to the University's business and financial operations, I hereby designate you as the central procurement officer for the University for the purposes of administering the University's procurement process. In doing so, I authorize you to approve and execute contracts for the purchase of commodities and contractual services. Contracts are construed to include, but are not limited to, agreements, purchase orders, change orders, licenses, and lease-purchase agreements through the State of Florida's Consolidated Equipment Financing Program. You may redelegate this authority in writing up to and including the amount of \$500,000.00. Redlegation should align authority with effective organizational assignments of responsibility.

## **B. Investment and Administration Funds with the State Board of Administration**

I hereby authorize you or your designee to invest and administer funds on behalf of the University with the State Board of Administration to include, but not be limited to, establishing accounts, withdrawing funds, transmitting funds, depositing funds, naming designees, and establishing fund transfer instructions. This delegation is effective provided that funds are available and handled in accordance with law and University policies. You may not redelegate this authority below the level of Director.

## **C. Personnel Actions**

1. I am also delegating to you, as Vice President for Administrative Services and Finance, 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 General Counsel, Human Resources, University Budget, and Institutional Equity and Compliance, as appropriate.
2. It is essential that you inform me of all modifications to the terms and conditions of employment 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.**

*History*

*New 04/27/20*

**APPROVED**

\*s/Michael V. Martin

Michael V. Martin, President