



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 (Board) 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 Florida Board of Governors according to their respective resolutions, regulations, operating memoranda, and policies, and/or applicable law.

I hereby designate David Vazquez, Vice President for Administrative Services and Finance, as my designee to continue the following:

A. Agreements

1. General

- a. I hereby authorize you to administer and execute 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 Office of the General Counsel before it can be executed.

2. Construction and Land Use Contracts

I hereby authorize you to administer and execute 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. This authority extends up to and includes 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

I hereby authorize you 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 five hundred thousand dollars (\$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 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. University Personnel System

I hereby authorize you to administer and execute the University Personnel System. This includes, but is not limited to, executing offer of employment letters and notice of employment termination when such actions are taken upon the request of the respective Vice President or Senior Administrator, or his or her designee. You also are delegated the authority to execute forms and letters implementing authorized pay increases, promotions, reclassifications, and bonuses for employees, as directed by the President or appropriate Vice President. This authority is construed to extend to execution of any amendments or modifications to such letters and notices and to the rescission thereof.

However, you are required to obtain my concurrence for any personnel actions related to employees who report to you. 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.

This delegation is effective provided that funds are available and the offers are issued in accordance with law and University regulations. Redlegation should not be below the level of Director.

D. Safety and Security Protocols

I hereby authorize you to administer safety and security protocols for the Florida Gulf Coast University (FGCU) campus, through its law enforcement officers. These protocols are applicable to non-university individuals, who are violating or have violated laws, University regulations and/or policies, or are prowling, loitering, or are not using University facilities in an appropriate manner or who are creating an atmosphere not conducive to the use of such facilities by other University personnel or authorized guest.

This delegation is effective immediately and supersedes any previous delegations relating to these subject matters. This delegation may be redelegated, provided I receive prior notice of such redelegation and consent thereto. Any redelegation of this authority shall be prepared by and in consultation with the Office of the General Counsel. Redelegation should align authority with effective organizational assignments of responsibility.

History

Effective 06/30/03; Amended 08/01/03; Amended 04/28/04; Amended 11/08/04; Amended 02/22/05; Amended 09/13/06; Amended 02/08/08; Amended 07/21/08; Amended 02/07/14; Amended 04/27/20; Amended 03/13/21; Amended 03/13/21; Amended 03/29/22

APPROVED

*s/Michael V. Martin
Michael V. Martin, President