



DELEGATION OF AUTHORITY 1-07

Vice President and Chief of Staff
Office of the President

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 and Chief of Staff as my designee to continue the following purposes:

A. Agreements

1. You are my designee for purposes of administering and executing contracts related to the subject matter in your respective organizational reporting areas. 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.
2. In accordance with FGCU Policy 1.013, Contract Review, any document covered under this delegation 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 before it can be executed.
3. This delegation is effective provided that funds are available and the contracts are issued in accordance with law and University regulations.

B. Corporation Secretary Certifications

1. I hereby delegate authority to the Vice President and Chief of Staff to act on my behalf as Corporate Secretary for purposes of setting the agenda for meetings of the Board in consultation with the President, certifying officer signatures and authority on legal documents and contracts, furnishing authenticated corporate documents, and any other appropriate duties as assigned by the President. This delegation is effective provided that such documents are executed in accordance with the law, University regulations, and University delegations of authority.
2. You may redelegate this authority in writing, and such redelegation should align authority with effective organizational assignments of responsibility.

C. Personnel Actions

1. I am also delegating to you, as Vice President and Chief of Staff, 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