

THE FLORIDA POLYTECHNIC UNIVERSITY BOARD OF TRUSTEES

Board of Trustees Resolution 2013-001

SUBJECT: Delegation of Authority to the Chief Operating Officer of Florida Polytechnic University

The Florida Polytechnic University Board of Trustees hereby adopts the following Resolution:

The Florida Polytechnic University Board of Trustees hereby resolves to delegate authority to Ava Parker, as Chief Operating Officer, as follows:

- (1) To serve as **Corporate Secretary** of the Board, and in the capacity of Secretary, shall be responsible for giving **notice** of all meetings of the Board and its committees, setting the **Agenda** and **compiling the supporting documents** for meetings of the Board in consultation with the Chair, recording and maintaining the **minutes** of any Board or committee meeting, including a **record of all votes cast**, in accordance with Section 286.011(2) of the Florida Statutes, **attesting to all documents** which have been executed by the Board, and acting as **custodian of the Corporate Seal**.
- (2) To **execute all documents on behalf of the University and the Board** consistent with law, Board of Governors and Board resolutions, rules, regulations, and policies, and the best interests of the University. No such document may purport to limit any Board member's individual discretion in discharging the responsibilities of a Trustee.
- (3) To serve as the University's **key spokesperson**.
- (4) To **ensure compliance with federal and state laws**, rules, regulations, and other requirements which are applicable to the University. Furthermore, the Chief Operating Officer has the authority to act on behalf of the university in those instances where Federal law, Florida law or the Board of Governors' guidelines or regulations designate the university president as having the authority or duty to act.
- (5) To **govern admissions**.
- (6) To enter into **articulation agreements**.
- (7) To **close all or portions of the University campus** and cease normal operations and services in the event of an emergency, when, in the Chief Operating Officer's judgment, such action will protect the safety, health and welfare of the University's students, faculty and staff and/or the University facilities and grounds. In exercising this authority, the Chief Operating Officer is authorized to determine and assign those employees who are required to provide essential services.

(8) To establish and implement **policies and procedures** to recruit, appoint, transfer, promote, compensate, evaluate, reward, demote, discipline, and remove **personnel**.

(9) To **approve travel** in accordance with state law.

(10) To **enter into agreements for and accept credit card** or other electronic payments as compensation for goods, services, tuition and fees.

(11) To **approve, execute, and administer contracts for** and on behalf of the Board for **licenses; the acquisition or provision of commodities, goods, equipment, services; and leases of real and personal property to be rendered to or by** the University for contracts in amounts of \$500,000 or less.

(12) To **approve, execute, and administer contracts for** and on behalf of the Board for construction contracts valued at \$100,000 or less. For those construction contracts for amounts greater than \$100,000, the contracts must be approved by the Chair of the Board of Trustees before the Chief Operating Officer executes and administers such contracts.

(13) To act for the Board as **custodian of all University property**, and to adjust property records and dispose of University-owned tangible personal property in accordance with procedures established by the Board or Board of Governors.

(14) To control the University's **fundraising activities**

(15) To serve or appoint a designee to **serve on the board of directors and the executive committee of any direct-support organization** established to benefit the University and to receive annual budgets and reports of such organizations.

(16) To serve as a member of the Phosphate Research and Activities Board of **FIPR**, and designate and supervise the institute's executive director.

(17) To **further delegate** to vice presidents and other appropriate University personnel the authority as described herein so long as such delegation is in writing, specifies whether the authority can be further delegated, and the conditions for same, and a copy of such delegation is filed with the Office of the General Counsel.

This delegation of authority is subject to the laws, requirements, rules and regulations of Florida law and of the Florida Board of Governors, and will be in effect only until a President is employed by the University.

Adopted: October 24, 2013 with the proviso that the COO exercise her authority only within the restraints of the budget.