




July 17, 2018

MEMORANDUM

TO: Ann S. McCullen, Vice President, University Development and Alumni Engagement;  
and Executive Director, UNF Foundation

FROM: David M. Szymanski, Ph.D.   
President

SUBJECT: Delegation of Authority – Foundation Agreements

The Resolution on Presidential Authority adopted by the University of North Florida Board of Trustees on July 16, 2018 authorizes the University President to approve, execute and administer contracts on behalf of the University of North Florida Board of Trustees, provided such contracts are in conformance with law and regulations of the Board. Pursuant to the bylaws of the Foundation, the Executive Director of the Foundation serves as chief operating officer of the Foundation and reports to the University President.

Effective May 31, 2018, I hereby designate the Vice President of University Development and Alumni Affairs and Executive Director, UNF Foundation as my designee for purposes of administering and executing agreements relating to the Foundation.

Agreements are construed to include, but not be limited to, contracts, memoranda of understanding, memoranda of agreement, forms, letters of agreement, applications, and extensions and renewals thereof, relating to the evaluation, acceptance, disposition, transfer, assignment and conversion of gifts and to the normal business and financial operations of the Foundation.

Any gift with terms or conditions affecting an academic program shall be accepted only with the concurrence of the Provost or designee. Gifts of real estate, or interests in real property, shall be accepted only with the concurrence of the Vice President for Administration and Finance or designee.

This delegation is effective provided that funds are available and the contracts are issued in accordance with law, University regulations and the Foundation's articles of incorporation, bylaws and policies. Certain transactions will require the approval and/or signature of the Foundation Board, committees or officers.

This delegation of authority supersedes any and all previous delegations by this office relating to this subject matter. Any further delegation of this authority shall not be below the level of Dean/Director and shall be in writing with a copy sent to the Office of the General Counsel. Any further delegation should align authority with effective organizational assignments of responsibility. This delegation shall remain in effect until revoked by me in writing.