




RULES OF THE BOARD OF TRUSTEES

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- (1) The Chairman of the District Board of Trustees (DBOT) and the College President, or designee, shall have the authority to sign contracts and other documents reflecting action by the DBOT, as appropriate.

A. In furtherance thereof, the College President designates:

1. the Provost/Vice President of Academic Affairs, Vice President of Finance and Administration or the Associate Vice President of Administrative Services, or designee, to sign contracts, external funding proposals and other documents and reports affecting or reporting on the operations of the College or other documents on behalf of the College President, as appropriate;
2. the Vice President of Finance and Administration, or designee, to sign checks and financial documents and reports for the financial operation of the College;
3. the Vice President for Strategic and Institutional Effectiveness and the Associate Vice President of Resource Development, or designee, to sign external grant funding proposals and associated documents on behalf of the College President;
4. the Associate Vice President of Administrative Services or the Executive Director of Purchasing, or designee, to sign contracts and purchase orders;
5. the Registrar and Director of Student Records to sign College transcripts;
6. the Associate Vice President of Enrollment Operations and Student Financial Aid, or designee, to sign financial aid awards and termination letters;
7. the Vice President of Student Affairs and Enrollment Management, the Director of Admissions, or their designees, to sign enrollment verifications and student mailings;
8. the Associate Vice President of Facilities or the Executive Director of Campus Operations and Special Events to sign facility rental agreements and other campus-oriented agreements, as appropriate and not otherwise in conflict with any other provision of this Rule; and
9. the appropriate Vice President, or designee, to sign customized training contracts;
10. the Executive Director of Risk Management to sign risk management documents and reports for the risk management operations of the College;
11. the Vice President of Finance and Administration, Associate Vice President of Administrative Services, or Executive Director of Risk Management to negotiate and settle

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as appropriate liability and workers' compensation claims that are less than the College's \$200,000 insurance deductible and within budgeted spending authority.

12. the Chief of Police/Director of Public Safety, Director of Law Enforcement Training, Director of the Fire Academy of the South and Executive Director of Military Affairs and Veteran Services, or designee, to sign training agreements/training contracts, facility use agreements and training certificates.

13. the Vice President for Strategic and Institutional Effectiveness to sign state and federal reporting certifications and associated documents on behalf of the College President.

(2) The execution of any signature on behalf of the College shall be in furtherance of the approval granted by the College President and the DBOT.

(General Authority: F.S. 1001.64, 1001.65)

(Adopted 07/01/74, Revised 06/23/80, 3/20/85, 06/23/87, 05/27/93, 09/12/95, 10/05/99, 09/05/00, 12/05/00, 05/01/01, 06/07/05, 06/06/06, 04/07/11, 08/13/13, 04/08/14, 09/09/14, 06/14/16, 06/10/25, 11/12/25, Formerly 2.9)