

Delegations of Authority for The University of Texas - Pan American*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
FULL SIGNATURE AUTHORITY: Delegation of full signature authority to sign on all internal and external university and official documents and accounts.	<i>None cited. (Rule 10501)</i>	Robert S. Nelsen, President	Lisa Prieto, Chief of Staff <i>Only when the President is unavailable.</i>	October 5, 2010
GIFTS: Delegation of authority to accept current purpose gifts, other than securities, to UTPA.	<i>Rule 60101, Section 5; UT Gift Acceptance Procedures, Article 2, Section 6</i>	Robert S. Nelsen, President	Veronica Gonzales, Vice President for University Advancement <i>-or, in her absence -</i> Lydia Aleman, Associate Vice President for University Advancement	July 2, 2012
GIFTS OF SECURITIES: Delegation of authority to accept current purpose gifts of securities to UTPA.	<i>Rule 60101 Section 5; UT System Gift Acceptance Procedures, Article 2, Section 6</i>	Robert S. Nelsen, President	Veronica Gonzales, Vice President for University Advancement <i>-or, in her absence -</i> Lydia Aleman, Associate Vice President for University Advancement <u>UT System Office of External Relations:</u> Julia K. Lynch, Associate Vice Chancellor for Development & Gift Planning Services Jan Hopson, Director of Development and Gift Planning Services Charlotte Hambrick, Associate Director of Gift Planning Services	July 2, 2012
GIFTS - IRS FORMS: Delegation of authority to execute certain IRS forms including without limitation IRS Forms 8282 and 8283.	<i>Rule 60101, Sections 2 and 6</i>	Robert S. Nelsen, President	Veronica Gonzales, Vice President for University Advancement <i>-or, in her absence -</i> Lydia Aleman, Associate Vice President for University Advancement	July 2, 2012
BANKING: Delegation of authority to execute and deliver contracts for banking services.	<i>Rule 22201, Section 5.1</i>	Robert S. Nelsen, President	Martin Baylor, Vice President for Business Affairs <i>-or-</i> Zeke Granado, Associate Vice President for	August 8, 2011

**Please be aware that this chart provides only a brief summary of each delegation memorandum. You will need to review the specific delegation memorandum that is of interest to you for detailed scope and restrictions related to such delegation. Current as of 8-7-2012.*

Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CONSTRUCTION PROJECTS AND REPAIR AND REHABILITATION PROJECTS: Delegation of authority to (1) appoint architects; approve plans and construction documents; and execute and deliver related contracts, agreements, guaranteed maximum price or stipulated sum proposals; and other documents, and (2) execute and deliver contracts and agreements with architects, engineers, and other professional service providers, for all new minor construction projects and minor repair and rehabilitation projects with an anticipated value under \$4,000,000.	<i>Rule 80403</i>	Robert S. Nelsen, President	Business Affairs Martin Baylor, Vice President for Business Affairs <i>-or, in his absence -</i> Zeke Granado, Associate Vice President for Business Affairs	August 8, 2011
SPACE LEASE: Delegation of authority relating to execute and deliver space lease agreements with a value of \$1,000,000 or less.	<i>Rule 10501</i>	Robert S. Nelsen, President	Martin Baylor, Vice President for Business Affairs <i>-or-</i> Zeke Granado, Associate Vice President for Business Affairs	August 8, 2011

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
CONTRACTS: Delegation of authority to execute and deliver contracts of any kind or nature, including contracts for the purchase of equipment, supplies, goods, and services, but not including contracts for consulting services for more than \$25,000.	<i>Rule 10501</i>	Robert S. Nelsen, President	Martin Baylor, Vice President for Business Affairs -or- Zeke Granado, Associate Vice President for Business Affairs -or- Norma Dryer, Director of Materials Management <i>For software or information technology contracts, one of the above delegates AND:</i> Jeff Graham, CIO for Information Technology -or, in his absence - Frank Zecca, Executive Director for IT Services -or- Omar Cantu, Director for IT Support <i>[OGC notation for clarification: Business Affairs Contracts require one signature from either Baylor, Granado, or Dryer. Software or IT Contracts require two signatures: one signature from Baylor, Granado, or Dryer, and one signature from Graham, or in his absence, Zecca or Cantu.]</i>	August 8, 2011

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
PURCHASE ORDERS: Delegation of authority to execute and deliver purchase orders for routine purchases of equipment, goods, and services.	<i>Rule 10501</i>	Robert S. Nelsen, President	<p>Martin Baylor, Vice President for Business Affairs</p> <p><i>-or-</i></p> <p>Norma Dryer, Director of Materials Management</p> <p><i>-but-</i></p> <p><u><i>In the absence of the Director of Materials Management (Dryer), only the following delegates may approve purchase orders:</i></u></p> <p>Jose Alejandro Valdez, Assistant Director of Materials Management/HUB Coordinator</p> <p>Maggie Rangel, Procurement Supervisor</p> <p>Dimpna Busateri, Senior Procurement Specialist</p> <p>Janice Madrilejos, Senior Procurement Specialist</p> <p>Claudia Wilkinson, Senior Procurement Specialist</p> <p>Alma Dominguez, Procurement Assistant</p>	August 8, 2011

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
INTELLECTUAL PROPERTY: Delegation of authority to execute and deliver agreements granting an interest in intellectual property.	<i>Rule 10501 and Rule 90105, Sections 1 and 3</i>	Robert S. Nelsen, President	<p>Martin Baylor, Vice President for Business Affairs</p> <p>-or-</p> <p>Zeke Granado, Associate Vice President for Business Affairs</p> <p>-and-</p> <p>Sadiq Shah, Vice Provost Research and Sponsored Projects</p> <p>-or, in his absence-</p> <p>Havidan Rodriguez, Provost/Vice President for Academic Affairs</p> <p>-or, in the absence of both the VPRS and Provost/VPAA-</p> <p>Rose Marie Galindo, Assistant Provost for Academic Administration</p> <p><i>[OGC notation for clarification: For such an agreement, two signatures are required: one signature from either Baylor or Granado, and one signature from Shah, or in absence of Shah, Rodriguez. In absence of both Shah and Rodriguez, Galindo.]</i></p>	August 1, 2012

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<p>INTERAGENCY CONTRACT WITH U.T. INSTITUTIONS: Delegation of authority to deliver contracts or agreements with U.T. System Administration or between or among U.T. institutions for resources or services.</p>	<p><i>Rule 10501, Section 5.3</i></p>	<p>Robert S. Nelsen, President</p>	<p>Martin Baylor, Vice President for Business Affairs <i>-or, in his absence-</i> Zeke Granado, Associate Vice President for Business Affairs <i>-and-</i> <u><i>For Academic Affairs agreements only:</i></u> Havidan Rodriguez, Provost/Vice President for Academic Affairs <i>-or, in his absence-</i> Rose Marie Galindo, Assistant Vice President for Administration and Academic Budget Officer <u><i>For Information Technology agreements only:</i></u> Jeffrey Graham, CIO for Information Technology <i>-or, in his absence-</i> Frank Zecca, Executive Director for IT Services <i>-or-</i> Omar Cantu, Director for IT Support <i>[OGC notation for clarification: For Business Affairs Contracts, one signature is required from either Baylor or Granado. For Academic Affairs Contracts, two signatures are required: one from Baylor or Granado, and one from Rodriguez, or in her absence, Galindo. For Information Technology Contracts, two signatures are required: one from Baylor or Granado, and one from Graham, or in his absence, Zecca or Cantu.]</i></p>	<p>August 8, 2011</p>

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AFFLIATION AGREEMENTS AND PROGRAM AGREEMENTS: Delegation of authority to execute and deliver affiliation agreements and program agreements.	<i>Rule 10501, Section 5; Rule 10501, Section 2</i>	Robert S. Nelsen, President	Mr. Martin Baylor, Vice President for Business Affairs -or- Mr. Zeke Granado, Associate Vice President for Business Affairs (<i>if funding is involved</i>) -and- <u>For Academic Affairs agreements:</u> Havidan Rodriguez, Interim Provost/Vice President for Academic Affairs -or, in his absence- Rose Marie Galindo, Assistant Vice President for Academic Affairs and Academic Budget Officer <u>For Student Services agreements:</u> Martha Cantu, Vice President for Student Services -or, in her absence- Dennis McMillan, Associate Vice President for Student Services <u>For Information Technology agreements:</u> Jeffrey Graham, Chief Information Officer -or, in his absence- Frank Zecca, Executive Director for IT Support Services -or- Omar Cantu, Director for IT Support <u>For University Advancement agreements:</u> Ms. Lydia Aleman, Associate Vice President for University Advancement -or, in her absence- Kimberly Selber, Executive Director of Marketing and Creative Services	August 8, 2011

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Board of Regents' Rules and Regulations		From	Delegate	Date of Delegation
SPONSORED RESEARCH: Delegation of authority to execute and deliver state and federal contracts or proposals for sponsored research.	<i>Rule 10501</i>	Robert S. Nelsen, President	Martin Baylor, Vice President for Business Affairs <i>-or, in his absence-</i> Zeke Granado, Associate Vice President for Business Affairs <i>-and-</i> Sadiq Shah, Vice Provost Research and Sponsored Projects <i>-or, in his absence-</i> Havidan Rodriguez, Provost/Vice President for Academic Affairs <i>[OGC notation for clarification: Sponsored Research Contracts/Proposals require two signatures: one from Baylor or, if absent, Granado, and one signature from Shah, or, if absent, Rodriguez.]</i>	August 1, 2012
PURCHASE ORDERS FOR LIBRARY: Delegation of authority to execute and deliver purchase orders for the Library and routine purchase of books, serials, periodicals, subscriptions, manuscripts, and other library materials.	<i>Rule 10501</i>	Robert S. Nelsen, President	<u>Up to \$500,000</u> Farzaneh Razzaghi, Dean of the Library <i>-or, in her absence-</i> Rick Peralez, Associate Director of the Library	August 8, 2011

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