



Active Signatory Authority Delegations

Last updated April 13, 2020.

New delegations of signatory authority, or revisions to existing delegations, should be reported to the Office of the General Counsel immediately. If you have questions about best practices related to signatory authority delegations, please contact us at 607-274-3836.

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Bassett, Susan	Director, Intercollegiate Athletics	Athletic event contracts; contracts with athletic officials such as referees, umpires, and similar workers at athletic events.	\$25,000.00
Calderone, Warren	Director, Sponsored Research	Sponsored grant and contract proposals and bids; sponsored grants and contracts, including subcontracts for collaborative research issued by the College for services under a prime contract; other agreements or contracts that relate directly to the responsibilities and functions of research and sponsored programs but do not impose financial obligations on the College.	\$25,000.00
Carey, Timothy	Associate Vice President, Facilities	Construction and remodeling; construction change orders.	\$50,000.00
Chabot, Lisabeth	College Librarian, Ithaca College Library	Contracts for the acquisition of materials to be included in the library collection, including books, periodicals, etc.	\$50,000.00

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Conrad, Sybil	Director, Campus Center	Contracts related to activities and events sponsored by the Campus Center; travel, event, and other contracts related to speakers, services and experiential learning	\$25,000.00
Costello, Benjamin	Director of Advancement Services	Advancement Services-related contract; contracts for the use of off-campus facilities / services relating to alumni and donor relations, including but not limited to venues, hotels, restaurants and catering services.	\$50,000.00
Eversley Bradwell, Nicole	Director, Admission	Contracts for the use of off-campus facilities and services related to recruitment; professional services related to recruitment and retention.	\$50,000.00
Franzese, Kirra	Executive Director of Talent Management	Contracts related to activities and events sponsored by Human Resources; travel, events, and other contracts related to speakers, service and experiential learning.	\$25,000.00
Gayeski, Diane	Dean, Roy H. Park School of Communications	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00
Hettich-Atkins, Doreen	Director of Strategic Planning and Administration	Affiliations and experiential learning; speakers/performances; contracts for use of off-campus facilities/services relating to Student Affairs and Campus Life events, including but not limited to venues, hotels, restaurants and catering	\$50,000.00

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Israel, Marc	Assistant Provost Finance and Administrative Operations	Contracts related to activities and events sponsored by the provost office for academic affairs	\$50,000.00
Kerry, Bill	Director, Public Safety and Emergency Management	Transportation for events, Third Party Security for events, or other security related needs of the college	\$50,000.00
Lenhart, Michele	Director, Student Leadership & Involvement	Contracts related to activities and events sponsored by student organizations; travel, events, and other contracts related to service and experiential learning.	\$25,000.00
Levine, Victoria	Registrar	Products and Services related to the operations of the Office of the Registrar	\$25,000.00
Maurer, Luca	Director, LGBTQ Center for Education, Outreach and Services	Contracts related to activities and events sponsored by the LGBTQ Center; travel, events, and other contracts related to speakers, service and experiential learning.	\$25,000.00
Mulugetta, Yuko	Chief Analytics Officer	Professional services related to AIR activities such as software licenses, trainings on campus, etc.	\$50,000.00
Murday, Brendan	Associate Dean, School of Humanities and Sciences	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00
Osorto, Hierald	Director, Religious and Spiritual Life	Contracts related to activities and events sponsored by the Religious and Spiritual Life Office; travel, events, and other contracts related to speakers, service and experiential learning.	\$25,000.00

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Pacun, David	Interim Associate Dean, School of Music	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00
Paulnack, Karl	Dean, School of Music	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00
Petrosino, Linda	Dean, School of Health Sciences and Human Performance	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$50,000.00
Prunty, Bonnie	Dean of Students	Affiliations and experiential learning; speakers/performances; contracts for use of off-campus facilities/services related to Student Affairs and Campus Life events, including but not limited to venues, hotels, restaurants and catering	\$50,000.00
Prunty, David	Director, Auxiliary Services	Conference events, space rentals, and honorariums.	\$50,000.00
Reid, Sean	Dean, School of Business	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00

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Reynolds, Beth	Controller	Finance and Administration, contracts	\$50,000.00
Richards, Leah	Director of Advancement Services	Advancement Services-related contracts; contracts for use of off-campus facilities/services relating to Student Affairs and Campus Life events, including but not limited to venues, hotels, restaurants and catering	\$50,000.00
Richardson, Roger	Associate Provost Diversity, Inclusion & Engagement	Contracts related to activities and events sponsored by student organizations; travel, events, and other contracts related to service and experiential learning.	\$50,000.00
Rothermel, Will	Associate Athletic Director	Contracts related to activities and events sponsored by the Athletics Department.	\$15,000.00
Saunders, Tanya	Assistant Provost, International Studies and Special Projects	Study abroad agreements provided that such agreements do not impose financial obligation on the College and are not sponsored grants or contracts.	\$25,000.00
Sigg, John	Associate Dean, School of Health Sciences and Human Performance	Affiliation and experiential learning; speakers/performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00
Thomason, Cheryl	Director of Benefits	Contracts related to activities and events sponsored by Human Resources; travel, events, and other contracts related to speakers, service and experiential learning.	\$25,000.00

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Weil, David	Associate Vice President for Digital Instruction and Information Services (DIIS) and Chief Information Officer	Digital Instruction and Information Services related contracts.	\$50,000.00
Winslow, Jacqueline	Director, New Student and Transition Programs	Contracts related to activities and events sponsored by New Student and Transition Programs; travel, events, and other contracts related to speakers, service and experiential learning.	\$25,000
Dr. La Jerne Cornish Guilherme Costa Laurie Koehler Dr. Rosanna Ferro William Guerrero Hayley Harris Wendy Kobler	Vice Presidents	All College contracts	\$250,000.00