



Active Signatory Authority Delegations

Last updated September 16, 2022.

New delegations of signatory authority, or revisions to existing delegations, should be reported to the Office of Legal Affairs 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
Ahmed, Yasin	Director of Religious & Spiritual Life	Contracts related to the Office of Religious and Spiritual Life including speakers, performance, outside facility use, etc.	\$25,000.00
Bassett, Susan	Associate Vice President and Director of Athletics and Recreational Sports	Athletic event contracts; contracts with athletic officials such as referees, umpires, and similar workers at athletic events.	\$50,000.00
Borch, Claire	Director, Analytics and Institutional Research	Contracts relating to institutional analytics and research, to include tools, services, etc.	\$25,000.00
Carrington, Angelica	Director, Center for IDEAS	Contracts related to activities and events for the Center for IDEAS; including travel, events, and other contracts related to service and experiential learning	\$25,000

Delegate Name	Delegate Title	Contract Type	Dollar Limit
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 related directly to responsibilities and functions of research and sponsored programs but do not impose financial obligations on the College.	\$25,000.00
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
Curry, David	Director, Career Services	Contracts related to activities and events sponsored by the Career Center; travel, event, and other contracts related to speakers, services and experiential learning	\$50,000.00
Davis, Erin	Executive Director, Creative Strategy & Development	Contracts relating to the College's creative strategy and development, to include design and digital media and brand management.	\$25,000.00
Davis, Laura	Director of Residential Life	Contracts related to residential life business including programs and activities.	\$25,000.00
Dawson, Marsha	Dean of Students	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for College-sponsored programs. Other programs, software, and services related to the Office of the Dean of Students.	\$50,000.00

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Eversley Bradwell, Nicole	Executive Director, Admission	Contracts for the use of off-campus facilities and services related to recruitment; professional services related to recruitment and retention.	\$25,000.00
Falkner, Amy	Dean, 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
Franzese, Kirra	Associate Vice President, Human Resources and Development	Contracts for the use of off-campus facilities and related services for college-sponsored programs related to the division, technology services, including SaaS, related to specialized work of the division; functions and operations within the division; ongoing faculty appointments; part-time faculty appointments.	\$25,000.00
Gattine, Melissa	Executive Director, Creative and Marketing Team	Contracts relating to marketing and branding of Ithaca College to include print, digital, web, etc.	\$25,000.00
Gleitman, Claire	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
Golden, Jeff	Senior Director, Auxiliary Services	Conference events, space rentals, and honorariums.	\$50,000.00

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Hettich-Atkins, Doreen	Director of Strategic Planning and Administration	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$50,000.00
Hogan, Anne	Dean, School of Music, Theatre, and Dance	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for College-sponsored programs.	\$25,000.00
Howd, Eric	Director, Extended Studies	Contracts related to temporary faculty appointments for winter/summer continuing coursework or pre-college programs and for student employment, independent contractors/ speakers/ performances, the use of off-campus facilities, and related services for College-sponsored programs related to continuing studies, pre-college programs and professional studies.	\$10,000.00
Israel, Marc	Associate Vice President for Business and Finance	Finance and Administration contracts	\$50,000.00
Johnson-Cramer, Michael	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

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Keenan, Caryanne	Director of New Student and Transition Programs	Contracts related to New Student and Transition Programs activities including orientation, family weekend, family programming, and other transition activities for students.	\$25,000.00
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
Maurer, Luca	Executive Director of Student Equity & Belonging and Director of Center for LGBT Education, Outreach and Services	Contracts related to IDEAS Center, LGBT Center, Office of Religious and Spiritual Life or other student belonging or diversity, equity, and inclusion initiatives.	\$25,000.00
Millet, Michelle	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
Moylan, Christina	Associate Provost, Graduate and Professional Studies	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for college-sponsored programs; functions and operations within the Academic Affairs Division.	\$50,000.00

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Murday, Brendan	Associate Provost. Faculty Affairs,	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for college-sponsored programs; functions and operations within the Academic Affairs Division.	\$50,000.00
Palma, Raul	Associate Dean of Faculty and New Initiatives, 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
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.	\$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
Trunzo, Ron	Associate Director, Office of Residential Life and Student Conduct	Contracts for speakers, programs, software, and/or services related to the Office of Residential Life.	\$25,000.00
Wagner, Robert	Chief Communications Officer	Contracts for the use of on- or off-campus facilities and services related to marketing and public relations; professional services related to marketing and public relations.	\$50,000.00

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Wallace, Shadayvia	Program Director, MLK Scholar and First-Gen Programs	Contracts related to activates and events for the MLK Scholar Program and First-Generation Program; including travel, events, and other contracts related to service and experiential learning	\$25,000
Weil, David	Chief Information Officer	Contracts for the use of on- or off-campus facilities and related services for Information Technology-related programs. Contracts for programs, software, hardware, SAAS, and professional services related to the Information Technology division.	\$100,000.00
Winslow, Jacqueline	Executive Director, Center for Student Success and Retention	Contracts related to the operations of the Center for Student Success and Retention within the Marketing and Enrollment Strategy Unit.	\$25,000.00
Zabusky, Stacia	Associate Provost. Academic Programs	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for college-sponsored programs; functions and operations within the Academic Affairs Division.	\$50,000.00