



Active Signatory Authority Delegations

Last updated May 13, 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
Bassett, Susan	Director, Intercollegiate Athletics	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
Bramhandkar, Alka	Interim 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
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

Delegate Name	Delegate Title	Contract Type	Dollar Limit
Carey, Timothy	Associate Vice President, Facilities	Construction and remodeling; construction change orders.	\$50,000.00
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
Copenhaver-Johnson, Jeane	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
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
Dawson, Marsha	Director, Office of Residential Life and Student Conduct and Community Engagement	Contracts for speakers, programs, software, and/or services related to the Office of Residential Life	\$25,000.00
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

Delegate Name	Delegate Title	Contract Type	Dollar Limit
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
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
Hougham, Brad	Vice Provost, Academic 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
Israel, Marc	Associate Vice President for Business and Finance	Finance and Administration contracts	\$50,000.00
Kaiser, Keith	Interim 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

Delegate Name	Delegate Title	Contract Type	Dollar Limit
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	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
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
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
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

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Powers, Jack	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
Prunty, Bonnie	Dean of Students	Affiliation and experiential learning; speakers/ performances; contracts for the use of off-campus facilities and related services for College-sponsored programs, and programs, software, services for Res Life	\$50,000.00
Prunty, David	Director, Auxiliary Services	Conference events, space rentals, and honorariums.	\$50,000.00
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
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
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.	

Delegate Name	Delegate Title	Contract Type	Dollar Limit
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
Weil, David	Chief Information Officer	Digital Instruction and Information Services related contracts.	\$25,000.00
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.	\$25,000.00
Wikoff, Karin	Interim 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