

**AUTHORIZED SIGNERS OF DOCUMENTS ON BEHALF OF THE BOARD OF REGENTS FOR
THE UNIVERSITY OF WISCONSIN-MILWAUKEE
May 17, 2021**

Important Background on Signature Authority:

The UW System is a legal entity whose character and operational authority emanates from Chapter 36 of the Wisconsin Statutes. As a result, in many legal respects, the UW System is like a corporation in that it can act only through its duly authorized officers and agents. The President of the University of Wisconsin System, on behalf of the Board of Regents, has delegated to the Chancellor of UW-Milwaukee the authority to sign contracts related to the programs and operations of UWM and to delegate that authority to, by name, those individuals who may legally obligate the University through contracts and agreements, including grants, memorandums of understanding, certifications, releases, purchase orders, leases of personal property, and royalty agreements. (Board of Regents Policy Documents 13-1 and 13-2).

It is critical that documents binding the university are properly signed by an individual with authority. A document that is signed outside of proper signature authority may not be legally binding. Further, an employee who signs an agreement without authority to do so could be personally liable for any damages incurred as a result, because the individual has acted outside the scope of his/her authority. Anyone who is unsure as to his or her authority should not sign a document until after consulting with one of the attorneys in the Office of Legal Affairs (ext. 4278).

This document provides a listing of all UWM employees who have the authority to sign contracts on behalf of the Board of Regents. Each individual has only the authority described. Individuals with authority cannot further delegate that authority. **The signature authority appearing below is subject to the following important exceptions:**

(1) Procurement Contracts

Procurement contracts are those involving the purchase of materials, supplies, equipment, permanent property and miscellaneous capital, contractual services and other expenses of a consumable nature, except for ASSAs, contracts for goods or services pursuant to Wis. Stat. § 36.11(1)(b), and research subcontracts. Procurement contracts include contracts for disposal of surplus property. Procurement contracts are different from all other contracts in that authority to sign them flows from the Wisconsin Department of Administration to the Purchasing Office through the UW System Office of Procurement. Thus, ***procurement contracts may be signed only by the Manager of Purchasing and his/her designees who have been granted permission in writing.*** Those designees do not appear on this listing. Contact Purchasing directly with questions or a current list of designees with authority to sign purchasing contracts.

(2) Appointment of Employees

The UWM Chancellor has authority to appoint employees at a salary up to 75% of the salary of the UW System President, subject to the Regents approval of tenure. (See Unclassified Personnel Guideline #4.) The Chancellor has delegated the authority to appoint employees with a salary of less than 75% of the UW System President to Deans and Division Heads.

Deans and Division Heads may delegate appointment authority to subordinates, provided they notify the Department of Human Resources upon doing so. It is not recommended that appointing authority be widely dispersed, but rather that Deans and Division Heads

retain the authority themselves or delegate it on a limited basis only to those individuals who understand the required processes and contractual implications associated with making appointments.

(3) Contracts Requiring Actual Approval of Regents or UW System

Regardless of the designated signature authority, each of the following types of documents likely require approval by UW System or the Board of Regents prior to signature:

- (a) Agreements that contemplate or commit establishment of an academic program which has not had prior Regent approval;
- (b) Agreements involving construction or modification of facilities that require UW System Capital Budget or State Building Commission approval;
- (c) Sales, trades, purchases, and gifts of real property, and leases which would permit a privately owned or operated facility to be constructed on state-owned land;
- (d) Grants from and contracts with private, profit-making organization and the cumulative amount of the agreement and its predecessor agreements is more than \$1,000,000;
- (e) Any contract with a value less than \$1,000,000 if the President of the UW System determines that the contract warrants Board approval prior to execution.

Additionally, contract and grants with a value of over \$500,000 must be approved by the Office of Legal Affairs prior to execution.

(4) Leases of Real Property for UWM Use

The Wisconsin Department of Administration is responsible for all leases of real property for use by UWM, including office space, storage, warehouse, laboratory, communication towers and airplane hangars. Contact the Office of University Architects/Planning and Transportation for more information about initiating a lease.

(5) Construction Contracts

Construction contracts are under the purview of the Division of State Facilities ("DSF"), Wisconsin Department of Administration. DSF has granted the Director of Facility Services authority to sign contracts for construction projects valued at \$60,000 or less.

(6) Chapter 36 Contracts for Goods and Services, including Academic Support Services Agreements

UW System Administrative Policy 540 governs the award and authority to sign "non-competitive" contracts (contracts where there is only one supplier who can provide goods or services). The primary example of non-competitive contracts for services currently executed under Chapter 36 authority where delegation was granted to named individuals on campus are Academic Support Services Agreements (ASSAs), but also includes other contracts for goods and services. Effective December 1, 2020, UW System Administrative Policy 540 requires that these contracts be signed only by the campus Purchasing Director. This does not, however, include partnerships, affiliations, and other similar contracts that do not involve the purchase of goods and services.

All individuals with signature authority should retain a copy of each contract signed by that individual. Copies of contracts may be destroyed only pursuant to applicable University records retention schedules. Any signer of a contracts *involving the generation of revenue* for UWM, including all OSAs, must send a copy to the Assistant Controller in Business & Financial Services, except for contracts processed by the Graduate School, contracts processed by Purchasing or short-term (e.g. room rental) facilities use agreements.

General Authority		
Name:	Title:	Signature Authorized For:
Mark Mone	Chancellor	All contracts subject to exceptions noted above
Johannes Britz	Provost & Vice Chancellor, Academic Affairs	All contracts subject to exceptions noted above
Robin Van Harpen	Vice Chancellor, Finance & Administrative Affairs	All contracts subject to exceptions noted above

Research Related Contracts		
Name:	Title:	Signature Authority For:
Kate Mollen	Director, Office of Sponsored Programs	Proposals and contracts for grants, extramural funding, certifications; IRS Form 8283 (Noncash Charitable Contributions)
(vacant)	Associate Director, Office of Sponsored Programs	Proposals and contracts for grants, extramural funding, certifications; IRS Form 8283 (Noncash Charitable Contributions)
Carla Durand	Assistant Director, Office of Sponsored Programs	Proposals and contracts for grants, extramural funding, certifications
(vacant)	Compliance Manager, Office of Sponsored Programs	Proposals and contracts for grants, extramural funding, certifications
Mark Harris	Vice Provost for Research	Proposals and contracts for grants, extramural funding, certifications

Facilities-Related Contracts		
Name:	Title:	Signature Authority For:
Kelly Haag	Sr. Student Affairs Officer, Student Affairs	UWM Student Union facilities service agreements (with non-UWM entities)
Richard Thomas	Director, Student Union	UWM Student Union facilities service agreements (with non-UWM entities)
Steven J. Mohar	Director, Klotsche Center	Klotsche Center/Engelmann Gym facilities and services agreements (with non-UWM entities)
Randy Trumbull-Holper	Facilities Dir., Peck School of the Arts	Negotiating and coordinating facility use and licensing agreements
Nancy Nelson	Provost's Deputy, School of Continuing Ed	Facilities Use Agreements for SCE (following the standard template)
Amy Harley	Acting Dean, Zilber School of Public Health	Facilities use agreements (for ZSPH that follow the standard form)

Student-Related Contracts		
Name:	Title:	Signature Authority For:
Kelly Haag	Sr. Student Affairs Officer, Student Affairs	Co-signer with Athletic Director for Tender of Financial Aid
Arcetta Knautz	Director, University Housing	Housing and food contracts with students, guest housing agreements with outside entities and/or individuals with a term of one year or less
Timothy Opgenorth	Director, Financial Aid	Co-signer with Athletic Director for Tender of Financial Aid
Amanda Braun	Director, Athletics	Co-signer with Director of Financial Aid for Tender of Financial Aid

Safety and Risk Management Contracts		
Name:	Title:	Signature Authority For:
Zachary Steuerwald	Associate Director, University Safety & Assurances	Hazardous Waste manifests and certifications, Protection of Human Subjects Assurances/ Certifications/ Affiliations, Radioactive Waste shipment manifests and certifications, training agreements (affiliation agreements), art loan/accessions, Animal care program's notices of Protocol approval and assurance of compliance; Hazardous and Radioactive material manifests, certifications and permits; Property damage work authorizations/agreements; Pet Therapy Provider Agreements.
Danielle Rintala	Associate Director, University Safety & Assurances	Hazardous Waste manifests and certifications, Protection of Human Subjects Assurances/ Certifications/ Affiliations, Radioactive Waste shipment manifests and certifications, training agreements (affiliation agreements), art loan/accessions, Animal care program's notices of Protocol approval and assurance of compliance; Hazardous and Radioactive material manifests, certifications and permits; Material transfer agreements; biological material transfer agreements; Property damage work authorizations/agreements; Pet Therapy Provider Agreements.
Melissa Spadanuda	Assoc. Vice Chancellor, Facilities Planning & Management	Protection of Human Subjects Assurances/ Certifications/ Affiliations; Animal care program's notices of Protocol approval and assurance of compliance
James Olson	Risk Management Manager, US&A	Property damage work authorizations/agreements; Training/affiliation, art loan/accessions, and pet therapy provider agreements
Kimberly M. Axtman	Environmental Health Specialist, US&A	Radioactive and hazardous waste shipment manifests and certifications
Patrick J. Egan	Waste Management Specialist, US&A	Hazardous waste shipment manifests and certifications
Sara J. Riordan	Risk Management Specialist, US&A	Property damage work authorizations/agreements; Training/affiliation, art loan/accessions, and pet therapy provider agreements

Miscellaneous Administrative Contracts		
Name:	Title:	Signature Authority For:
Drew Knab	Associate Vice Chancellor, Business and Financial Services	Pleadings and related documents in Milwaukee County Small Claims Court subject to restrictions of Attorney General and legal suit authorizations; Federal Loans and Loan Assignment Forms; Affidavits or other certifications, descriptions, or confirmation of amounts owed; and collections-related documentation
Kelly Haag	Sr. Student Affairs Officer, Student Affairs	Recreational Sports and Facilities Staff Development Reimbursement Agreements
Randy Trumbull-Holper	Facilities Dir., Peck School of the Arts	Equipment Loan Agreements (for PSOA that follow the standard form)
Amanda Braun	Director, Athletics	Athletic game contracts, marketing/advertising agreements up to \$25,000 which are up to 3 years in length and use standard agreement
Tom Scrivener	Director, Purchasing	Revenue contracts requiring competitive solicitation process or review (subject to exception noted above for certain contracts over \$500,000)
Tom Luljak	Vice Chancellor, University Relations	Miscellaneous agreements relating to University Relations activities (not including procurements) up to \$25,000 in value
John Hess	General Manager, WUWM Public Radio	Purchase of specific radio programming consistent with master agreements with each supplier
Cheryl Zylka	Interim Director, Children's Center	Documents requiring signature of "licensee" of the Children's Center

Academic Support Services Agreements (ASSAs)		
(An ASSA is a contract for a service which is a unique noncompetitive activity supporting instruction, research, or public service, where an employer-employee relationship does not exist between UWM and the service provider).		
Name:	Title:	Signature Authority For:
Tom Scrivener	Director, Purchasing	All ASSAs

Contracts Pursuant to Wis. Stat. § 36.11(1)(b)		
(These are contracts for the purchase of goods and services that are essential to UWM's unique research, educational and outreach mission, including those ancillary to UWM collaborations, necessary for the commercialization of UWM faculty intellectual property, library database subscriptions, speaker and entertainer contracts, or other contracts essential to UWM's mission that have been subject to a fair and open selection process that is reasonable under the circumstances)		
Name:	Title:	Signature Authority For:
Michael Doylen	Assoc Vice Provost & Director, Golda Meir Libraries	Library Journal/Database Subscriptions up to \$500,000
Richard Thomas	Director, Student Union	Standard UWM Speaker and Entertainment Contracts
Tom Scrivener	Director, Purchasing	Non-standard Speaker and Entertainment Contracts; Contracts for the Purchase of Goods and Services
Kathryn Kercheck	Senior Purchasing Agent, Purchasing	Bidding, RFPs, and All Exclusions under Ch 36
Pamela Loignon	Senior Purchasing Agent, Purchasing	521 Bidding, 521 RFPs, and 522 Exclusions under Ch 36

Donna Lumsden	Senior Purchasing Agent, Purchasing	521 Bidding, 521 RFPs, and 522 Exclusions under Ch 36
Colleen Fisher	Procurement Specialist, Purchasing	521 Bidding, 521 RFPs, and 522 Exclusions under Ch 36
Jamie Schueler	Assoc Procurement Specialist, Purchasing	521 Bidding, 521 RFPs, and 522 Exclusions under Ch 36

Outreach Service Agreements (OSAs) Less than \$25,000		
(This assumes that the standard OSA is used and the customer is not a governmental unit.)		
Name:	Title:	Signature Authority For:
Nancy Frank	Interim Dean, School of Architecture & Urban Planning	OSAs less than \$25,000
Timothy Behrens	Dean, College of Health Sciences	OSAs less than \$25,000
Jennifer Doll	Acting Dean, College of Health Sciences	OSAs less than \$25,000
Kaushal Chari	Dean, Lubar School of Business	OSAs less than \$25,000
Tina Freiburger	Acting Dean, School of Education	OSAs less than \$25,000
Scott Emmons	Dean, Peck School of the Arts	OSAs less than \$25,000
Scott Gronert	Dean, College of Letters & Science	OSAs less than \$25,000
Mark Harris	Interim Dean, School of Information Studies	OSAs less than \$25,000
Kim Litwack	Dean, College of Nursing	OSAs less than \$25,000
Tina Freiburger	Dean, Helen Bader School of Social Welfare	OSAs less than \$25,000
Brett Peters	Dean, College of Engineering & Applied Science	OSAs less than \$25,000
J. Val Klump	Dean, School of Fresh Water Sciences	OSAs less than \$25,000
Amy Harley	Acting Dean, Zilber School of Public Health	OSAs less than \$25,000
Marija Gajdardziska-Josifovska	Dean, Graduate School	OSAs less than \$25,000
Simon Bronner	Dean, College of General Studies	OSAs less than \$25,000
Nancy Nelson	Provost's Deputy for Continuing Education	OSAs less than \$25,000
Mark Harris	Vice Provost, Office of Research	OSAs less than \$25,000

Governmental Outreach Service Agreements (OSAs)		
Name:	Title:	Signature Authority For:
Kate Mollen	Director, Office of Sponsored Programs	Governmental OSAs
(vacant)	Associate Director, Office of Sponsored Programs	Governmental OSAs
Carla Durand	Assistant Director, Office of Sponsored Programs	Governmental OSAs
(vacant)	Compliance Manager, Office of Sponsored Programs	Governmental OSAs
Mark Harris	Vice Provost, Office of Research	Governmental OSAs