

UWM SIGNATURE AUTHORITY CHART

Authorized Signers of UWM-Related Documents on Behalf of the Board of Regents

Important Background on Signature Authority

The University of Wisconsin (UW) System is a legal entity whose authority derives 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 UW System, on behalf of the Board of Regents, has delegated to UWM's Chancellor the authority to sign certain contracts related to UWM's programs and operations and the ability 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, and royalty agreements. (Board of Regents Policy Documents 13-1 and 13-2).

It is critical that documents binding UWM are signed by an individual with appropriate signature authority. A document that is signed outside of proper signature authority may not be legally binding. Further, an employee who signs a document without authority to do so could be personally liable for any damage incurred as a result. Anyone who is unsure as to their authority should not sign a document until consulting with UWM's Office of Legal Affairs.

This document provides a listing of all UWM employees who have the authority to sign UWM-related contracts on behalf of the Board of Regents and a description of their authority. Each individual has only the authority described in their letter from UWM's Chancellor granting such authority subject to the applicable below-described limits. Individuals with authority cannot further delegate that authority unless such sub-delegation authority is expressly granted.

Important Exceptions

The signature authority appearing below is subject to the following important exceptions:

(1) Procurement Contracts

Procurement contracts are those contracts involving the purchase of goods (e.g., materials, supplies, and equipment) and services (including printing). They also include certain revenue generating contracts and contracts for the disposal of surplus property. UWM's authority to enter into any given procurement contract derives from Wisconsin Statutes Chapters 16, 35, 36 or 39. All Chapter 16, 35, and 39 procurement contracts must: (i) have the appropriate procurement process conducted by an individual with delegated purchasing authority from UWM's Procurement Director, and (ii) be signed by an individual with appropriate delegated signature authority from UWM's Chancellor. All Chapter 36 procurement contracts must follow the applicable process detailed in the 500 Series UW System Administrative Policies and: (i) have the appropriate procurement process conducted by an individual with delegated Chapter 36 purchasing authority from UWM's Chancellor and (ii) be signed by an individual with appropriate delegated signature authority from UWM's Chancellor.

(2) Appointment of Employees

UWM's Chancellor has authority to appoint employees at a salary up to 75% of the salary of the UW System President, subject to Board of 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 Approval by the Board of Regents or UW System

Regardless of 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 to the establishment of an academic program which has not had prior Board of Regents' approval;
- (b) Agreements involving construction or modification of facilities that require UW System Capital Budget Office or Wisconsin State Building Commission approval;
- (c) Sales, trades, purchases, and gifts of real property;
- (d) Leases which (i) exceed \$1,000,000 or five years in length, (ii) have renewal options that exceed \$1,000,000 in total cost or five years in length, (iii) would permit a privately owned or operated facility to be constructed on state-owned land, (iv) affect certain agricultural lands, or (v) involve the lease of a state-owned residence hall for alternate use;
- (e) Grants from and contracts with private, profit-making organizations if the cumulative amount of the agreement and any predecessor agreements is more than \$1,000,000;
- (f) Contracts for large or high-risk information technology projects as defined in Regent Policy Document 25-4;
- (g) Athletics employment contracts with total annual compensation greater than \$500,000; and
- (h) Any other contract with a value of \$1,000,000 or less if the President of the UW System determines that the contract warrants Board of Regents' approval prior to execution.

Additionally, contracts and grants with a value of over \$500,000 must be reviewed by UWM's Office of Legal Affairs prior to execution except for: (i) Chapter 16 procurement contracts and, (ii) public sector grants/contracts reviewed by UWM's Office of Sponsored Programs.

(4) Leases of Real Property for UWM Use

UW System, and in certain cases, the Wisconsin Department of Administration, is responsible for all leases of real property for use by UWM, including office, storage, warehouse, and laboratory space, and communication towers. Contact the Campus Planning Department for more information about initiating a lease.

(5) Construction Contracts

Construction contracts are under the purview of UW System and/or the Division of State Facilities (DSF), Wisconsin Department of Administration.

All individuals with signature authority should retain a copy of each contract they sign. Copies of contracts may be destroyed only pursuant to applicable UWM records retention schedules.

Authorized Signers:

| General Authority | | |
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| Subject to the above-described exceptions. Of note: | | |
| <ul style="list-style-type: none">• Chapter 16, 35, and 39 Procurement Contracts should <u>not</u> be signed by the below listed individuals with general authority;• Chapter 36 Procurement Contracts may be signed by the below listed individuals but are subject to the processes detailed in the 500 Series UW System Administrative Policies, as applicable;• Certain contracts/grants over \$1 million with private, profit-making organizations may require prior Board of Regents' approval (see above);• Certain contracts/grants with a value of over \$500,000 may require review by UWM's Office of Legal Affairs prior to execution (see above); and• It is recommended that individuals with general signature authority consult with, or request review by, UWM's Office of Legal Affairs prior to signing any contracts (except Chapter 36 Procurement Contracts \$500,000 or less, if reviewed by UWM's Procurement Office). | | |
| Name | Title | Signature Authority For |
| Mark Mone | Chancellor | All contracts subject to exceptions noted above. |
| Andrew Daire | Provost & Vice Chancellor, Academic Affairs | All contracts subject to exceptions noted above. |
| Robin Van Harpen | Senior Vice Chancellor, Finance & Administrative Affairs | All contracts subject to exceptions noted above. |

*Individual appears in more than one place in this document.

Research-Related Contracts, Proposals, and Non-Monetary Instruments

Subject to the above-described exceptions. Of note:

- Certain contracts/grants over \$1 million with private, profit-making organizations may require prior Board of Regents' approval (see above);
- Certain contracts/grants with a value of over \$500,000 may require review by UWM's Office of Legal Affairs prior to execution (see above).

| Name | Title | Signature Authority For |
|-------------------|--|---|
| Kate Mollen | Director, Office of Sponsored Programs | All documentation relating to sponsored projects, including, but not limited to: proposals, awards, contracts, certifications, and non-monetary instruments. Letter of Credit draws. |
| Jeremy Miner | Associate Director, Office of Sponsored Programs | All documentation relating to sponsored projects, including, but not limited to: proposals, awards, contracts, certifications, and non-monetary instruments. |
| Sam Westcott | Interim Research Administration Manager, Office of Sponsored Programs | All documentation relating to sponsored projects, including, but not limited to: proposals, awards, contracts, certifications, and non-monetary instruments. |
| Brooke Gilbertson | Pre-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: proposals, letters of intent/commitment, reports, certifications, subrecipient monitoring, and providing information to sponsors including through electronic grant systems. |
| Courtney Bell | Pre-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: proposals, letters of intent/commitment, reports, certifications, subrecipient monitoring, and providing information to sponsors including through electronic grant systems. |
| Jelena Kutlaca | Sub-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: proposals, letters of intent/commitment, reports, certifications, subrecipient monitoring, and providing information to sponsors including through electronic grant systems. |
| Margaret Anderson | Contracts Specialist, Office of Sponsored Programs | Non-monetary instruments, including: proposals, letters of intent/commitment, reports, certifications, subrecipient monitoring, providing information to sponsors including through electronic grant systems, non-disclosure agreements, data use agreements, no-cost extensions; memoranda of understanding; and material transfer agreements. |

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| Carla Durand | Assistant Director, Office of Sponsored Programs | All documentation relating to sponsored projects, including, but not limited to: proposals, awards, contracts, certifications, and non-monetary instruments. Letter of Credit draws. |
| Marie Fricano | Post-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: reports, certifications, and providing information to sponsors including through electronic grant systems. Letter of Credit draws. |
| Louise White | Post-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: reports, certifications, and providing information to sponsors including through electronic grant systems. Letter of Credit draws. |
| Candace Salfer | Post-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: reports, certifications, and providing information to sponsors including through electronic grant systems. Letter of Credit draws. |
| Catherine Turk | Post-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: reports, certifications, and providing information to sponsors including through electronic grant systems. Letter of Credit draws. |
| Gayla Jenkins | Post-award Specialist, Office of Sponsored Programs | Non-monetary instruments, including: reports, certifications, and providing information to sponsors including through electronic grant systems. Letter of Credit draws. |
| Kristian O'Connor* | Interim Vice Provost, Office of Research | All documentation relating to sponsored projects, including, but not limited to: proposals, awards, contracts, certifications, and non-monetary instruments; documentation relating to reporting on compliance-related activities. |
| Jeff Nytes | Compliance Manager, Office of Research | Documentation relating to reporting on compliance-related activities. |

*Individual appears in more than one place in this document.

Facility Use & Equipment Use Contracts

Note that facility use agreements are also subject to UWM SAAP 6-5 Use of Facilities Policies and Procedures, including its processes for large-scale events.

| Name | Title | Signature Authority For |
|--------------------|---|--|
| Kelly Haag* | Vice Chancellor, Student Affairs | <p>UWM Student Union, Klotsche Center, Klotsche Pavilion, Engelmann Field, Engelmann Gym, and the Orthopaedic Hospital of Wisconsin (OHOW) Center facility and equipment use agreements, including related services (if applicable), that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM’s Office of Legal Affairs.</p> <p>Housing and meal plan contracts with students, and guest housing agreements (including related food and parking) with outside entities and/or individuals, that: (i) are \$50k and under, (ii) have a term of one year or less, <u>and</u> (iii) use a form approved by UWM’s Office of Legal Affairs.</p> |
| Mike Schmit* | Interim Director, Student Union | UWM Student Union facility use and equipment agreements, including related services (if applicable), that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM’s Office of Legal Affairs. |
| Arcetta Clay Jones | Director, University Housing | Housing and meal plan contracts with students, and guest housing agreements (including related food and parking) with outside entities and/or individuals, that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM’s Office of Legal Affairs. |
| Kari Dawson | Associate Director, University Housing | Housing and meal plan contracts with students, and guest housing agreements (including related food and parking) with outside entities and/or individuals, that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM’s Office of Legal Affairs. |
| Steven J. Mohar | Director, University Recreation | Klotsche Center, Klotsche Pavilion, and Engelmann Gym facility and equipment use agreements, including related services (if applicable), that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM’s Office of Legal Affairs. |

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| Amanda Braun* | Director, Athletics | Engelmann Field and the Orthopaedic Hospital of Wisconsin (OHOW) Center facility and equipment use agreements, including related services (if applicable), that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM's Office of Legal Affairs. |
| Randy Trumbull-Holper | Director, Facilities, Peck School of the Arts | PSOA Facilities facility and equipment use agreements, included related services (if applicable) that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM's Office of Legal Affairs. |
| Nancy Nelson* | Provost's Deputy, School of Continuing Education | SCE Facilities facility and equipment use agreements, including related services (if applicable), that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM's Office of Legal Affairs. |
| Amy Harley* | Interim Dean, Zilber College of Public Health | ZCPH Facilities facility and equipment use agreements, including related services (if applicable), that: (i) are \$50k and under; (ii) have a term of one year or less; <u>and</u> (iii) use a form approved by UWM's Office of Legal Affairs. |

Financial Aid-Related Contracts

| Name | Title | Signature Authority For |
|---------------|---|---|
| Joel Spiess | Director, Student Scholarships, Student Financial Services | Co-signer with Athletics Director for Tender of Financial Aid. |
| Amanda Braun* | Director, Athletics | Co-signer with Director of Student Scholarships, Student Financial Services, for Tender of Financial Aid. |

*Individual appears in more than one place in this document.

Safety and Risk Management-Related Contracts

| Name | Title | Signature Authority For |
|------------------------|--|--|
| Melissa Spadanuda | Associate Vice Chancellor, Facilities Planning & Management | Protection of Human Subjects Institutional Review Board Authorization Agreements and Individual Investigator Agreements; animal care program's Interinstitutional agreements and OLAW assurances; and property damage work authorizations/agreements. |
| Zachary Steuerwald | Director, Environmental Health & Safety, University Safety & Assurances | Hazardous materials shipment manifests and certifications; radioactive waste shipment manifests and certifications; biological material transfer agreements; Spill Prevention Control and Countermeasures Plans/updates; and property damage work authorizations/agreements. |
| Melody Harries | Director, Compliance, University Safety & Assurances | Protection of Human Subjects assurances/certifications/affiliations; radioactive waste shipment manifests and certifications; biological material transfer agreements; and property damage work authorizations/agreements. |
| James Olson | Risk Manager, University Safety & Assurances | Property damage work authorizations/agreements; affiliation agreements; art loan/accessions; and pet therapy provider agreements. |
| Kimberly M. Axtman | Radiation Safety Officer, University Safety & Assurances | Hazardous materials shipment manifests and certifications; and radioactive waste shipment manifests and certifications. |
| Patrick J. Egan | Environmental Health Specialist III, University Safety & Assurances | Hazardous materials shipment manifests and certifications; and radioactive waste shipment manifests and certifications. |
| Sara J. Riordan | Risk Management Specialist, University Safety & Assurances | Property damage work authorizations/agreements; affiliation agreements; art loan/accessions; and pet therapy provider agreements. |
| Jill McClary-Gutierrez | Biological Safety Officer, University Safety & Assurances | Biological material transfer agreements. |

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Miscellaneous Administrative Contracts

| Name | Title | Signature Authority For |
|----------------|---|--|
| Drew Knab* | Associate Vice Chancellor, Business & 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; collections-related documentation; and IRS Form 8283 (Noncash Charitable Contributions). |
| Tony Helmke | Controller, Business & Financial Services | IRS Form 8283 (Noncash Charitable Contributions). |
| Kelly Haag* | Vice Chancellor, Student Affairs | Recreational Sports and Facilities Staff Development Reimbursement Agreements that use a form approved by UWM’s Office of Legal Affairs. |
| Liz Smith | Director, Children’s Learning Center | Documents requiring signature of “licensee” of the UWM Children’s Learning Center. |
| Lindsay Frost | Operations Manager, Office of Sustainability | WI DOA Surplus Property Declarations. |
| Jennifer Haas | Director, Archaeological Research Laboratory Center | Archaeological investigation related permits and certifications that use a form approved by UWM’s Office of Legal Affairs. Cultural Resources Management proposals that: (i) are under \$25k; and (ii) use a form approved by UWM’s Office of Legal Affairs. |
| Scott Gronert* | Dean, College of Letters & Science | Cultural Resources Management proposals that: (i) are under \$50k; and (ii) use a form approved by UWM’s Office of Legal Affairs. |

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Procurement Contracts

For purposes of this section, these include contracts (including purchase orders) for the purchase of goods (e.g., materials, supplies, equipment) and services (including printing), certain revenue generating contracts and contracts for the disposal of surplus property but excluding research subcontracts. Further, these contracts are subject to the processes detailed in Chapter 16 and the 500 Series UW System Administrative Policies, as applicable; as well as the requirements for certain contracts over \$500,000 and \$1 million as detailed in Board of Regents Policy 13-1.

| Name | Title | Signature Authority For |
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| Michael Doylen | Associate Vice Provost & Director, Golda Meir Libraries | Library Journal/Database subscriptions up to \$500,000; Individual subscriptions for periodicals or magazines; purchase of preprinted or recorded materials for educational purchases including books, microfilm/fiche, audio/video recordings, films. |
| Mike Schmit* | Interim Director, Student Union | Speaker and Entertainment Contracts that use a form approved by UWM's Procurement Director. |
| Charles Licht | Director, Print & Copy Services | Purchase Orders and Contracts for all public printing activities (internal and external) under Chapters 16 or 35 Wis. Stats. |
| Drew Knab* | Associate Vice Chancellor, Finance & Administrative Affairs | All Chapter 36 Procurement Contracts. |
| Brian Klinger | Director, Procurement | All Procurement Contracts. |
| Kathryn Kercheck | Procurement Specialist III, Procurement | All Procurement Contracts, excluding those under SYS 540. |
| Pamela Loignon | Procurement Specialist III, Procurement | All Procurement Contracts, excluding those under SYS 540. |
| Jamie Schueler | Procurement Specialist I, Procurement | All Procurement Contracts, excluding those under SYS 540. |
| Elizabeth Gillen | Procurement Specialist III, Procurement | All Procurement Contracts, excluding those under SYS 540. |
| Amanda Braun* | Director, Athletics | Athletic game contracts pursuant to SYS 522. |
| David Lee | General Manager, WUWM Public Radio | Agreements for the purchase of radio programming that have been reviewed and approved by UWM's Procurement Office. |

*Individual appears in more than one place in this document.

Outreach Service Agreements (OSAs) Less than \$25,000

(Provided a form approved by UWM's Office of Legal Affairs is used.)

| Name | Title | Signature Authority For |
|--------------------|---|--------------------------------|
| Mo Zell | Interim Dean, College of Arts & Architecture | OSAs less than \$25,000. |
| Tina Freiburger | Dean, College of Community Engagement & Professions | OSAs less than \$25,000. |
| Scott Gronert* | Dean, College of Letters & Science | OSAs less than \$25,000. |
| Kim Litwack | Dean, College of Health Professions & Sciences | OSAs less than \$25,000. |
| Brett Peters | Dean, College of Engineering & Applied Science | OSAs less than \$25,000. |
| Simon Bronner | Dean, College of General Studies | OSAs less than \$25,000. |
| Kaushal Chari | Dean, Lubar College of Business | OSAs less than \$25,000. |
| Amy Harley* | Interim Dean, Zilber College of Public Health | OSAs less than \$25,000. |
| Rebecca Klaper | Dean, School of Freshwater Sciences | OSAs less than \$25,000. |
| Nancy Nelson* | Provost's Deputy, School of Continuing Education | OSAs less than \$25,000. |
| Kristian O'Connor* | Dean, Graduate School | OSAs less than \$25,000. |

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