

Contract Delegation – Signature Authority

ACADEMIC AFFAIRS

Dave Perrin, Provost, has given delegation of signature authority to:

Alan Boyette – All documents that fall within the purview of the Provost and Vice Chancellor for Academic Affairs

Each dean has authority to sign instructional agreements, grants, contracts, cooperative agreements, bequest and gift agreements, maintenance contracts, service agreements and federal regulatory documents involving his or her academic unit, division or Jackson Library.

Dean Timothy Johnston, College of Arts and Sciences has given delegation of signature authority to:

Associate Dean Denise Baker – Instructional Agreements

Assistant Dean Karen Patrick – Grants and Contracts, Contracted Personal Services and Dual Employment forms (used primarily for visiting speakers)

Department Head responsible for equipment under contract – Maintenance Contracts

Department Head responsible for computers on which software will be installed – “Click-wrap” Agreements for Software

Rosemary Wander, Office of Research & Public/Private Sector Partnerships has given delegation of signature authority to:

Sponsored Programs – Valera Francis – Grants, Contracts, and Cooperative Agreements

Sponsored Programs – Charna Howson – Grants, Contracts, and Cooperative Agreements

Office of Technology Transfer – Jerry McGuire – Material Transfer Agreements

Office of Research Compliance – Eric Allen – Annual Reports, Assurances, Mandated Reporting, Noncompliance and Adverse Event Reports for IRB for the Office of Human Research Protections; Reports for the Institutional Animal Care and Use Committee (IACUC) for the Office of Laboratory Animal Welfare; Institutional Biosafety Committee (IBC) reports to the NIH/Office of Biotechnology Activity; and USDA Inspection Reports for the Animal Facility.

ATHLETICS

Nelson Bobb has given delegation of signature authority to:

Dick Stewart – Contracts with Corporate Partners, Equipment Providers and Web site interactions

Christy Avent – Outside Rentals with VC for Business Affairs approval, Special Events and Advertising for UNCG Sports School Programs

Cathy Roberts – Purchases for major projects, Leases and Maintenance Contracts

Stacy Kosciak – Outside Rentals including equipment and hotel arrangements and band contracts related to Hall of Fame Homecoming Weekend

Sylvia Mims – All documents related to personnel actions

BUSINESS AFFAIRS

Reade Taylor, Vice Chancellor, has given delegation of signature authority to :
Associate Vice Chancellor for Finance – official documents that fall within the purview of the Vice Chancellor for Business Affairs

Mike Byers – Auxiliary Contracts representing less than \$100,000 annual commission revenue to UNCG, Addenda to any auxiliary contract for purpose of contract maintenance, misc. property actions

LIBRARY

Rosann Bazirjian – Bequest and Gifts Agreements

Kathy Crowe – Maintenance Contracts, Service Agreements, all related forms for EPA and SPA

Karen Ward – It appears that Karen also signs maintenance contracts, service contracts and agreements, all University related forms as EPA action forms, SPA forms, all accounting forms, and contracted services.

INFORMATION TECHNOLOGY SERVICES

Jim Clotfelter, Vice Chancellor, has given delegation of signature authority to:

Vickie Gaskill

Donna Health

Joel Dunn

Gloria Edwards Thornton

STUDENT AFFAIRS

Carol Disque, Vice Chancellor, has given delegation of signature authority to:

Mary Hummel – Contracts re: Housing and Residence Life

Cathy Hamilton – Contracts re: Leadership and Service Learning

Tresa Saxton – Contracts re: Director of Student Health Services

Eldaliz Fernandez – Contracts requiring Physician Signature re: Medical Director of Student Health Services

Kim Sousa-Peoples – Contracts re: Office of Orientation

Bruce Michaels – Contracts re: Office of Campus Activities and Programs, EUC/Aycock Auditorium, Multicultural Affairs, Campus Recreation, Student Affairs Technology, and Leadership and Service-Learning

Checka Leinwall – Contracts re: Office of Campus Activities and Programs and Multicultural Affairs programs and services

Cynthia Hardy – Contracts re: Campus Recreation

Davis Lee (Interim Director) – Contracts re: Sign Lanaguage interpreters and other reasonable accommodations

UNIVERSITY ADVANCEMENT

Patti Stewart, Vice Chancellor, has given delegation of signature authority to:

Becci Menghini – (through August 5, 2008) Contracts and Cooperative Agreements with and for the Alumni Association and Alumni Relations

Donna Sexton – Federal Regulatory forms related to gifts and bequests

Helen Hebert – Contracts and cooperative agreements for University marketing and communications

Mike Roach - Contracts for Spartan Club

Terri Clark – Contracts for Annual Fund

Lynne Bresko – Contracts for Development

Lee Knight – Contracts for Planned Giving Purposes

Laure Hoffman, Interim Capital Campaign Director – Contracts for the Capital Campaign

February 23, 2009