

# UCF Signature Authority

As of May 22, 2025

## Level I

Name	Title	Signature Authority	Expiration
Level I			
Alexander Cartwright	President	Alexander Cartwright, President of UCF, has authority to sign contracts on behalf of the university pursuant to Section 5.1 of the Bylaws of the University of Central Florida Board of Trustees and the Board Resolution on Presidential Authority. This authority is retained and may be exercised notwithstanding delegations of authority to sign certain contracts to other university employees. Some contracts may be subject to prior approval of the Florida Board of Governors or UCF Board of Trustees before execution by the President or designee.	Authority is Per Policy

## Level II

Name	Title	Signature Authority	Expiration
<b>Level II</b>			
<b>Michael Johnson</b>	Provost and Vice President for Academic Affairs	Michael Johnson, Provost and Vice President for Academic Affairs, is the principal academic officer of the university and is the second-highest ranking officer of the university. The Provost may execute all contracts and agreements, limited to \$5,000,000 in expenditures or liability relating to academic affairs, including research, health care, and licensing matters.	Authority is Per Policy
<b>Gerald Hector</b>	Senior Vice President for Administration & Finance	Gerald Hector, Senior Vice President for Administration and Finance, is responsible for fiscal operations of the university and may execute contracts involving all fiscal areas of the university up to \$5,000,000 and has final authority to approve sole- source purchases.	Authority is Per Policy
<b>Jonathan Varnell</b>	Vice President for Administrative Operations	Jonathan Varnell, Vice President for Administrative Operations is responsible for facilities and business operations of the university. The Vice President for Administrative Operations may execute contracts involving facilities and business operations of the university up to \$3,000,000.  *See Vice President Delegation and Additional Contract Signature Authority.	Authority is Per Policy

Level II (cont.)			
<b>Winston Schoenfeld</b>	Vice President of Research and Innovation	Winston Schoenfeld, Vice President for Research and Innovation may execute all grants, contracts, and other agreements with terms and conditions for research, sponsored training, clinical trials, patents and licensing, technology transfer, and research compliance including but not limited to agreements that obligate university project funds. This authority may be delegated as outlined by Section III, except that the Level 3 limits described therein do not apply. Level 3 limits shall apply to the Vice President and all delegates for all contracts obligating non-project (departmental) funds.	Authority is Per Policy
<b>Deborah German</b>	Vice President for Health Affairs and Dean of the College of Medicine	Deborah German, Vice President for Health Affairs and Dean of the College of Medicine, as the Chief Medical Officer and Health Officer, may execute contracts and documents directly related to Academic Health Sciences Center or the College of Medicine, including the clinical practice, clinical and clinically-related services, clinical and related affiliations, and other agreements and documents relating to the development and operations of UCF Health, the College of Medicine, Student Health Services, and the Academic Health Sciences Center, limited to \$1,000,000 in expenditures or liability.  *For further delegations, see the College list	Authority is Per Policy
<b>Youndy Cook</b>	Vice President and General Counsel	Youndy Cook, Vice President and General Counsel, may execute documents related to actual or threatened legal or administrative proceedings involving UCF or its direct support organizations, limited to \$1,000,000 in expenditures or liability. The Vice President and General Counsel may also sign contracts up to \$500,000 in her area of Authority.	Authority is Per Policy
<b>Rhonda Bishop</b>	Vice President for Compliance, Ethics, and Risk	Rhonda Bishop, The Vice President for Compliance, Ethics, and Risk, may execute documents related to compliance, ethics, risk, and insurance related functions and activities of the university and may execute contracts up to \$1,000,000 in expenditures or liability.	Authority is Per Policy

## Level III

Name	Title	Signature Authority	Expiration
<b>Level III</b>			
<b>Michael Johnson</b>	Provost and Executive Vice President for Academic Affairs	Michael Johnson, Provost and Executive Vice President for Academic Affairs, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Deborah German</b>	Vice President for Health Affairs and Dean of the College of Medicine	Deborah German, Vice President for Health Affairs and Dean of the College of Medicine, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Adrienne Frame</b>	Vice President for Student Success and Well-Being	Adrienne Frame, Vice President for Student Success and Well-Being, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy

<b>Level III (cont.)</b>			
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<b>Sheila Amin Gutierrez de Pineres</b>	Interim Vice President for Information Technology and Chief Information Officer	Sheila Amin Gutierrez de Pineres, Interim Vice President for Information Technology and Chief Information officer may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Winston Schoenfeld</b>	Interim Vice President for Research	Winston Schoenfeld, Interim Vice President for Research, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Gerald Hector</b>	Senior Vice President for Administration and Finance	Gerald Hector, Senior Vice President for Administration and Finance, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Jonathan Varnell</b>	Vice President for Administrative Operations	Jonathan Varnell, Vice President for Administrative Operations, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Rodney Grabowski</b>	Senior Vice President for Advancement & Partnerships	Rodney Grabowski, Senior Vice President for Advancement and Partnerships, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy

<b>Level III (cont.)</b>			
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<b>Andrea Guzman</b>	Vice President for Access and Community Engagement	Andrea Guzman, Vice President for Access and Community Engagement may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Terry Mohajir</b>	Vice President and Director of Athletics	Terry Mohajir, Vice President and Director of Athletics may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Janet Owen</b>	Vice President for Government & Community Relations	Janet Owen, Vice President for Government & Community Relations, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Rhonda Bishop</b>	Vice President for Compliance, Ethics, and Risk	Rhonda Bishop, Vice President for Compliance and Risk, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy
<b>Youndy Cook</b>	Vice President and General Counsel	Youndy Cook, Vice President and General Counsel, may execute contracts within their area of responsibility, limited to \$500,000 in expenditures or liability.	Authority is Per Policy

# Additional Contract Signature Authority

Name	Title	Signature Authority	Expiration
<b>Joel Levenson</b>	Assistant Vice President of Tax, Payables & Procurement	Joel, Levenson, Assistant Vice President of Tax, Payables and Procurement, may execute contracts for the procurement of goods and services and is limited to \$1,000,000 in expenditures or liability, and may execute lease agreements, limited to \$100,000.  *For further delegation, see Administration and Finance authority.	Authority is Per Policy
<b>Jonathan Varnell</b>	Vice President for Administrative Operations	The Vice President for Administrative Operations may sign change orders and additional service authorizations on contracts that have previously been signed in compliance with this policy so long as such change orders do not exceed 10% of the project's original cost or cause a project to exceed its approved budget	Authority is Per Policy

# Delegations

## Administration and Finance

Name	Title	Signature Authority	Expiration
Facilities and Business Operations			
<b>Jonathon Bates</b>	AVP, Real Estate & Space Administration	Jonathon Bates, AVP, Real Estate Facilities & Space Administration may sign contracts up to \$250,000 within his area of authority. On behalf of Space Administration, he has the authority to sign rent rolls for space leased from the UCF Foundation.	05/20/2028
<b>Bill Martin</b>	University Architect, Planning Design and Construction	Bill Martin, University Architect, may approve commitments for funded projects under \$75,000. May sign/approve change orders and additional service authorizations for contracts that have previously been signed in compliance with this policy up to 10% of the project's original cost (up to \$75,000) and on the condition that they do not cause a project to exceed its approved budget. May sign deductive change orders of any value.	04/24/2027
<b>Benjamin Davis</b>	Assistant Vice President Planning, Design, and Construction	Benjamin Davis, Assistant Vice President Planning, Design, and Construction. This delegation of authority applies to projects on all UCF campuses and projects being managed by UCF Planning, Design and Construction on other campuses. The Assistant Vice President may approve commitments for funded projects under \$150,000. The Assistant Vice President may sign/approve change orders and additional service authorizations on contracts that have previously been signed in compliance with this policy so long as such change orders do not exceed 10% of the projects original cost or cause a project to exceed its approved budget, with an individual value up to \$150,000, or deductive change orders (including those owner direct purchases) of any value.	06/5/2027



<b>Benjamin Davis</b>	Assistant Vice President Planning, Design, and Construction	Benjamin Davis, Assistant Vice President Planning, Design and Construction may sign Non-disclosure Agreements on behalf of UCF and will expire in 3-years.	08/11/2026
		*Ben Davis, Assistant Vice President for Planning, Design and Construction, may sign contracts up to \$75,000 within his area of authority.	10/22/2027
<b>Duane Siemen</b>	AVP, Utilities and Energy Services	Duane Siemen, AVP, Utilities and Energy Services, may: a) sign for real-time pricing to hedge volumes of gas based on the NYMEX LD Settle price, during the term of the gas contract, b) sign Extra Work Orders regarding the Mitsubishi Hitachi Power Systems America Agreement (combined heat and power plant), and c) execute contracts up to \$250,000 in his area of authority.	05/20/2028
<b>Kevin Sowers</b>	AVP, Auxiliary Services	Kevin Sowers, AVP, Auxiliary Services, may execute contracts up to \$250,000 in his area of authority.	05/20/2028
<b>Donna DuBuc</b>	AVP, Finance and Operational Excellence	Doona DuBuc, AVP, Finance and Operational Excellence, may execute contracts up to \$250,000 in her area of authority, and serve as backup to Jon Varnell, in his absence, up to \$250,000.	05/20/2028
Financial Affairs			
<b>Joel Levenson</b>	Assistant Vice President for Tax, Payables and Procurement	Joel Levenson, Assistant Vice President for Tax, Payables and Procurement, has delegated authority for representation before all taxing authorities, signature authority for state and local tax filings, and signature authority for confirmation of UCF's tax filing status.  In the absence or unavailability of the Senior Vice President and Chief Financial Officer, the Assistant Vice President may sign sole source and emergency purchases, contracts, settlement agreements, employment	11/07/2025

		<p>contracts and all expenditure and other documents related to the same on his behalf.</p> <p>*For further delegation, see Additional Contract Signature Authority.</p>	
Human Resources			
<b>Maureen Binder</b>	Associate Vice President and Chief Human Resource Officer	Maureen Binder, Associate Vice President for Human Resources, may sign human resources related benefit plans, documents, and commitment letters on behalf of the university. Such documents may include but not be limited to required benefit plan documents which specify program options for deferred compensation, 403(b) and 401(a) plans. Such documents typically do not commit additional university funds, but in the event that additional university funds are involved they shall not exceed \$250,000 annually. The authorization specified herein is in addition to any authorization granted by the University of Central Florida Board of Trustees. Additionally, Authority to sign for UCF Foundation projects: Human Resources Benefit Fair, USPS Staff Award Fund, Staff Council Holiday Celebration, Gabor Agency Inc. Awards Fund and Employee Relief Fund.	4/30/2027
Procurement Services			
<b>Myrnellie Nido</b>	Associate Director, Procurement	Myrnellie Nido, Associate Director, may approve users' requisitions for sourcing POs over \$500,000 and approve contracts/agreements up to \$500,000; approve requisitions for sourcing POs between \$100,000 and \$500,000 in the absence of the Procurement Manager. This delegation pertains to all actions tasked to the Procurement Services Department including approving sole sources and competition waivers.	07/26/2026

<b>Brian Sargent</b>	Manager, Procurement	Brian Sargent, Manager for Procurement, may approve users' requisitions for sourcing POs and may approve acquisitions and sign contracts/agreements up to \$250,000; internal review/approval of POs created by Procurement Services' Buyers up to \$250,000; internal review/approval of Procurement Services Buyers' POs up to \$500,000 in the absence of Director and Associate Director; internal review and approval of purchase orders created by Procurement Services' buyers with prior approval of the President is unlimited. This delegation pertains to all actions tasked to the Procurement Services Department including approving sole sources and competition waivers as assigned or absence of director or associate director.	10/31/2025
Public Safety Department			
<b>Carl Metzger</b>	Chief of Police	Carl Metzger, Chief of Police, may review and sign contracts, including goods and services up to \$50,000 pertaining to his area of responsibility: Police and Public Safety.	04/24/2027

# Delegations

## Advancement and Partnerships

Name	Title	Signature Authority	Expiration
UCF Advancement and Partnerships			
<b>Rachel Schaefer</b>	Associate Vice President, Chief of Staff and Campaign Director	Rachel Schaefer, Associate Vice President, Chief of Staff and Campaign Director, may sign all documents that may be signed by the Foundation CEO. This delegation is limited to contracts or agreements that will be paid for using state and foundation funds.	07/17/2027

# Delegations

## Communications and Marketing

Name	Title	Signature Authority	Expiration
Communications and Marketing			
Jennifer Cook	Assistant VP, WUCF TV & FM	Jennifer Cook, Assistant VP of WUCF TV and FM, may sign contracts up to \$75,000 in her area of authority, including programming and underwriting contracts, FCC and CPB forms and filings, equipment maintenance contracts and PBS station-to-station and program grants under \$20,000.	4/24/2027

# Delegations

## Provost and Academic Affairs

Name	Title	Signature Authority	Expiration
Provost Administration			
<b>Paige Borden</b>	Chief Analytics Officer	Paige Borden, Chief Analytics Officer, may sign contracts on behalf of the departments of Analytics and Integrated Planning, and Institutional Knowledge Management up to \$30,000 in expenditures or liability.	06/27/2025
<b>Thomas Cavanagh</b>	Vice Provost, Division of Digital Learning	Thomas Cavanagh, Vice Provost for the Division of Digital Learning, may sign contracts up to \$250,000 in his area of authority, approve salary supplemental payments, uniform/tool allowances, one-time performance payments, stipends, awards, and non-qualified moving expenses.	07/5/2026
<b>Nataly Chandia</b>	Associate Vice President, UCF Global	Nataly Chandia, Associate Vice President, UCF Global, may sign contracts up to \$10,000 in expenditures or liability on behalf of UCF Global. In addition, Nataly Chandia may sign UCF Global Level 1 General Collaboration agreements with international representatives, Level 2 Student Mobility/Exchange agreements with international institutions or other educational organizations, and UCF Global Educational Agent Contracts.	09/22/2026
<b>Joel Cramer</b>	Interim Vice Provost for Faculty Excellence	Joel Cramer, Interim Vice Provost for Faculty Excellence, has authority to sign faculty employment agreements, documents related to sabbaticals, administrative professional development leave, award tenure credits for new hires, courtesy faculty appointments, and one-time performance requests.	08/08/2027

<b>Jason Kennedy</b>	Budget Director I for UCF Global	Jason Kennedy, Budget Director I for UCF Global, may sign student subleases under UCF Global's master lease arrangements to provide student housing to international students. Sublease terms may be based on weekly, monthly, semesterly, annually or any other reasonable lease terms.	08/18/2025
<b>Timothy Letzring</b>	Senior Vice Provost for Academic Affairs	<p>Timothy Letzring, Senior Vice Provost for Academic Affairs may sign contracts up to \$30,000 in expenditures or liability on behalf of Academic Affairs, College of Graduate Studies, UCF Global, UCF Libraries, and *College of Undergraduate Studies. Timothy Letzring has the authority to sign faculty employment agreements, documents related to sabbaticals, administrative professional development leave, award tenure credit for new hires, courtesy faculty appointments, and one-time payment requests in the absence of the Vice Provost for Faculty Excellence.</p> <p>*Timothy Letzring has the authority to sign curricular and student focused documents, articulation agreements - both domestic and international, clinical sites, and dual credit documents in the absence of the Dean of College of Undergraduate Studies. <b>*Full Delegations for the College of Undergraduate Studies will begin on September 1, 2024</b></p>	08/21/2027
<b>Charles Reilly</b>	Associate Provost for Contract Compliance and Administrator Support	Charles Reilly, Associate Provost, has authority to sign faculty employment agreements, documents related to sabbaticals, administrative professional development, award tenure credit for new hires, courtesy faculty appointments, and one-time payment requests in the absence of the Vice Provost for Faculty Excellence. On behalf of space administration, he has authority to sign Rent Rolls.	07/05/2026
<b>Ross Wolf</b>	Associate Provost, UCF Downtown	Ross Wolf, Associate Provost UCF Downtown, may sign contracts on behalf of UCF Downtown up to \$10,000 in expenditures or liability.	06/5/2026

Colleges			
<b>Wayne Bowen</b>	Interim Dean of Undergraduate Studies	Wayne Bowen, Interim Dean of Undergraduate Studies, may sign contracts on behalf of the College of Undergraduate Studies up to \$30,000 in expenditures or liability	09/01/2027
<b>Lyman Brodie</b>	Executive Associate Dean, College of Arts and Humanities	Lyman Brodie, Executive Associate Dean of the College of Arts and Humanities, may sign contracts up to \$10,000 in expenditures or liability.	07/05/2026
<b>Beau Case</b>	Dean, UCF Libraries	Beau Case, Dean of UCF Libraries, may sign all contracts on behalf of UCF Libraries up to \$30,000 in expenditures or liability.	01/06/2028
<b>Seresa Cruz</b>	Senior Finance/Budget Director and Special Assistant to Vice Provost Strategic Initiatives	Seresa Cruz, Senior Finance/Budget Director and Special Assistant to the Vice Provost for Strategic Initiatives, may sign contracts on behalf of the College of Sciences and the College of Engineering and Computer Science up to \$10,000 in expenditures and liability.	12/03/2027
<b>Michael Georgiopoulos</b>	Dean, College of Engineering and Computer Sciences	Michael Georgiopoulos, Dean of College of Engineering and Computer Sciences may sign contracts up to \$30,000 in expenditures or liability.	01/06/2028
<b>Deborah German</b>	Vice President for Health Affairs and Dean, College of Medicine	Deborah German, Dean Vice President of Health Affairs and Dean of the College of Medicine, may sign contracts on behalf of the College of Medicine up to \$30,000 in expenditures or liability. Deborah German, Vice President for Health Affairs and Dean of the College of Medicine, as the Chief Medical Officer and Health Officer, may execute contracts and documents directly related to Academic Health Sciences	08/19/2027



		<p>Center or the College of Medicine, including the clinical practice, clinical and clinically-related services, clinical and related affiliations, and other agreements and documents relating to the development and operations of UCF Health, the College of Medicine, Student Health Services, and the Academic Health Sciences Center, limited to \$1,000,000 in expenditures or liability. The Vice President for Health Affairs and Dean of the College of Medicine may execute intergovernmental transfer agreements and other healthcare payment system documents in any amounts in support of clinical services provided by UCF College of Medicine faculty and UCF clinical operations.</p> <p>*For further delegation, see Level II and Level III list.</p>	
<b>David Hagan</b>	Dean, College of Optics and Photonics	David Hagan, Dean, may sign contracts on behalf of the College of Optics and Photonics up to \$30,000 in expenditures or liability.	01/06/2028
<b>Grant Hayes</b>	Dean, College of Community Innovation and Education	Grant Hayes, Dean, may sign contracts on behalf of the College of Community Innovation and Education up to \$30,000 in expenditures or liability.	08/18/2025
<b>Bari Hoffman</b>	Associate Dean, Clinical Affairs	Bari Hoffman, Associate Dean of Clinical Affairs, may sign all Affiliation Agreements on behalf of the College of Health Professions and Sciences. In addition, Bari Hoffman may sign contracts on behalf of the College of Health Professions and Sciences up to \$10,000 in expenditures or liability in the absence of the Dean.	03/28/2026
<b>Tiffany Hughes</b>	Chief of Operations, College of Business Administration	Tiffany Hughes, Chief of Operations, may sign contracts on behalf of the College of Business Administration up to \$10,000 in expenditures or liability.	08/18/2025

<b>Matthew Theriot</b>	Dean, College of Health Professions and Sciences	Matthew Theriot, Dean, may sign contracts on behalf of the College of Health Professions and Sciences up to \$30,000 in expenditures or liability.	07/18/2027
<b>Paul Jarley</b>	Dean, College of Business Administration	Paul Jarley, Dean, may sign contracts on behalf of the College of Business Administration up to \$30,000 in expenditures or liability.	01/06/2028
<b>Allison Jefferson</b>	Assistant Dean, College of Community Innovation and Education	Allison Jefferson, Assistant Dean, may sign contracts on behalf of the College of Community Innovation and Education up to \$10,000 in expenditures or liability.	07/05/2026
<b>John Weishampel</b>	Interim Dean, College of Graduate Studies	John Weishampel, Interim Dean, may sign contracts on behalf of the College of Graduate Studies up to \$30,000 in expenditures or liability.	07/06/2027
<b>Jeffrey Moore</b>	Dean, College of Arts and Humanities	Jeffrey Moore, Dean, may sign contracts on behalf of the College of Arts and Humanities up to \$30,000 in expenditures or liability.	01/06/2028
<b>Alan Fyall</b>	Associate Dean, Rosen College of Hospitality Management	Alan Fyall, Associate Dean of Rosen College of Hospitality Management, may sign contracts on behalf of the College of Hospitality Management up to \$10,000 in expenditures or liability.	10/04/2026
<b>Sheila Amin Gutiérrez de Piñeres</b>	Dean, Burnett Honors College	Sheila Amin Gutiérrez de Piñeres, Dean, may sign contracts on behalf of Burnett Honors College up to \$30,000 in expenditures or liability.	01/06/2028
<b>Mary Lou Sole</b>	Dean, College of Nursing	Mary Lou Sole, Dean, may sign contracts on behalf of the College of Nursing up to \$30,000 in expenditures or liability.	01/06/2028

<b>Norma Conner</b>	Executive Associate Dean, College of Nursing	Norma Conner, Executive Associate Dean, may sign contracts related to business agreements as well as affiliation agreements for the College of Nursing. Authority granted through 5/30/2027.	05/30/2027
<b>Maggy Tomova</b>	Dean, College of Sciences and Vice Provost for Strategic Initiatives for Academic Affairs	Maggy Tomova, Dean of College of Sciences and Vice Provost for Strategic Initiatives for Academic Affairs, may sign contracts on behalf of the College of Sciences up to \$30,000 in expenditures or liability.	08/21/2027
<b>Mark Wagenhauser</b>	Finance/Budget Director I, College of Optics and Photonics	Mark Wagenhauser, Finance/Budget Director I, may sign contracts on behalf of the College of Optics and Photonics up to \$10,000 in expenditures or liability.	07/5/2026
<b>Cynthia Mejia</b>	Interim Dean, Rosen College of Hospitality Management	Cynthia Mejia, Interim Dean, may sign contracts on behalf of Rosen College of Hospitality Management up to \$30,000 in expenditures or liability.	10/4/2026
College of Medicine			
<b>Danny Cavallo</b>	Associate Vice President of Administration and Finance and CFO	Danny Cavallo, Associate Vice President of Administration and Finance and CFO, may sign contracts directly relating to staffing services for UCF Health, limited to \$500,000 in expenditures or liabilities, in accordance with UCF and College of Medicine policies and procedures. This delegation is effective for three years from the date of signature unless revoked or revised.	02/05/2028
<b>Stephen Cico</b>	Assistant Dean for GME, ACGME DIO, Professor of Emergency Medicine and Pediatrics	Stephen Cico, Assistant Dean for GME; ACGME DIO; Professor of Emergency Medicine and Pediatrics, authorized to sign medical resident appointment and employment agreements in accordance with UCF and College of Medicine policies and procedures and verification of employment forms for College of Medicine residents.	06/13/2025

<b>Gerald Cozier</b>	Associate Director, Finance & Accounting	Gerald Cozier, Associate Director, Finance and Accounting, may sign all contracts on behalf of the College of Medicine up to \$10,000 in expenditures or liability.	06/30/2027
<b>Michael Deichen</b>	Associate Vice President of UCF Student Health Services	Michael Deichen, Associate Vice President of Student Health Services, may sign contracts on behalf of Student Health Services up to \$150,000 in expenditures or liability.	08/20/2027
<b>Scott Langdon</b>	Executive Director, HealthARCH	Scott Langdon, Executive Director of HealthARCH is authorized to execute Master Services Agreements, Scopes of Work, and Business Associate Agreements for HealthARCH, related to providers and companies engaging HealthARCH to provide services. The delegation will be effective for three years from the date of signature.	08/05/2027
Student Success and Well-Being			
<b>David Pavlonnis</b>	Finance/Budget Director III	David Pavlonnis, Finance/Budget Director III for Student Success and Well-Being may execute contracts and approve purchases for goods and services up to \$250,000 for Student Success and Well-Being. Additionally, he has the authority to approve salary supplemental payments in accordance with UCF and Human Resources policies and procedures. These include uniform/tool allowances, one-time performance payments, stipends, and awards.	02/03/2028
Office of Research			
<b>Andrea White</b>	Assistant Director, Technology Licensing	Andrea Adkins, Assistant Director, may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	04/20/2028

<b>Lynn Aitken</b>	Proposal Specialist III	Lynn Aitken, Proposal Specialist III, may sign proposals, representations and certifications documents, and other documents related to the submission of proposals.	09/03/2027
<b>Keri Tackett</b>	Proposal Specialist III	Keri Tackett, Proposal Specialist II, may sign proposals, representation and certification documents, and other documents related to the submission of proposals.	2/13/2028
<b>Elena Andreeva</b>	Subaward Specialist III	Elena Andreeva, Subaward Specialist III, may sign proposal documents, representation and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, and all expenditure and other documents related to subcontract agreements.	08/09/2027
<b>Douglas Backman</b>	Director, Compliance, Office of Research	Doug Backman, Director, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, nonconsideration agreements, subcontracts and all expenditure and other documents related to these agreements.	11/21/2027
<b>Kelly Belga</b>	Post Award Financial Specialist II	Kelly Belga, Post Award Financial Specialist II, has authority on behalf of the University of Central Florida to sign grand awards, contracts, modifications, all expenditure, and other documents related to these agreements.	02/08/2026

<b>Emily Bennett</b>	Proposal Specialist III	Emily Bennett, Proposal Specialist III, may sign proposals, representations and certifications documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027
<b>Terri Bigham</b>	Director Sponsored Programs, UCF Research Foundation	Terri Bigham, Director Sponsored Programs of UCF Research Foundation, may sign proposals, representations and certifications documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	04/11/2026
<b>Shannon Callahan</b>	Post Award Financial Specialist III	Shannon Callahan, Post Award Financial Specialist III, on behalf of the University of Central Florida has the authority to sign grant awards, contracts, modifications, all expenditure, and other documents related to these agreements.	02/08/2026
<b>Amanda Coveney</b>	Assistant Director	Amanda Coveney, Assistant Director has signature authority for UCF Research Foundation and d/b/a Limbitless Solutions, Inc. proposals, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts, and other related documents to these agreements. Also, signature authority for consulting agreements, vendor agreements (hotel, transportation, etc.) lease agreements and sublease, software license agreements, and purchase orders.	08/17/2026
<b>Matthew Cronan</b>	Proposal Specialist III	Mathew Cronan, Proposal Specialist III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027

<b>Aaron Davis</b>	Contracts Officer III	Aaron Davis, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	11/01/2025
<b>Sarah Farrell</b>	Research Compliance Specialist III	Sarah Farrell, Research Compliance Specialist III, may sign representation and certification documents, close-out documents, and all expenditure or other related documents related to financial compliance of sponsored projects.	04/03/2028
<b>Jessica Frisch-Daiello</b>	Contracts Officer III	Jessica Frisch-Daiello, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	01/18/2028
		<p><b>**Signature authority for UCF Research Foundation limited to clinical research agreements, clinical study agreements, and other related documents to these agreements.</b></p> <p><b>This delegation expires August 31, 2025**</b></p>	08/31/2025
<b>Michelle Greco</b>	Director, Sponsored Programs	Michelle Greco, Director Sponsored Programs, may sign grant awards, contracts, modifications, debt collection agreements, financial liability statements, invoices, close-out documents, and all expenditure or other related documents related to such agreements.	11/30/2025
<b>Megan Carrigan</b>	Finance/Budget Director III	Megan Carrigan, Finance/Budget Director III, may execute contracts, invoices, and agreements for the Office of Research for operational and departmental purchases limited to \$50,000 in expenditures or liability.	04/01/2028

<b>Brenda Jackson</b>	Associate Director, Sponsored Programs	Brenda Jackson, Associate Director Sponsored Programs, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	10/31/2025
<b>Stiliyana Jeyasingam</b>	Assistant Director, Sponsored Programs	Stiliyana Jeyasingam, Assistant Director, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	04/24/2027
<b>Joel Kennedy</b>	Associate Director, Sponsored Programs	Joel Kennedy, Associate Director, may sign proposals, representations and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	10/27/2025
<b>Elena Kovkin-Chidester</b>	Proposal Specialist III	Elena Kovkin-Chidester, Proposal Specialist III, may sign proposals, representations and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027
<b>Wendy Land</b>	Contracts Officer III	Wendy Land, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	11/1/2025



<b>Tameria Mace</b>	Associate Director, Sponsored Programs	Tameria Mace, Associate Director, may sign proposals, representation and certification documents, grant, contracts, collaboration agreement, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027
<b>Sreela Mallick</b>	Associate Director, Sponsored Programs	Sreela Mallick, Associate Director, may sign grant awards, contracts, modifications, proposals, and all expenditure and other documents related to these agreements.	04/24/2027
<b>Elizabeth Mork</b>	Contracts Officer III	Elizabeth Mork, Contracts Officer III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-funded agreements, subcontracts, and all expenditure and other documents related to these agreements.	01/28/2028
<b>Narasimha Raju Nagaiah</b>	Assistant Director Physical Sciences Technology Licensing	Narasimha Raju Nagaiah, Assistant Director Physical Sciences Technology Licensing, may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	10/25/2025
<b>Benjamin Neymotin</b>	Assistant Director Life Sciences Technology Licensing	Benjamin Neymotin, Assistant Director, may sign confidential disclosure agreements, non-disclosure agreements, material transfer agreements, and invoices for patent and intellectual property expenses.	10/25/2025
<b>Celeste Rivera Nunez</b>	Director Sponsored Programs	Celeste Rivera Nunez, Director, may sign proposals, representations and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	10/26/2025

<b>Stephanie Rodriquez-Makhlouf</b>	Associate Director Sponsored Programs	Stephanie Rodriquez-Makhlouf, Associate Director, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	01/23/2027
<b>Svetlana Shtrom</b>	Director, Technology Transfer	Svetlana Shtrom, Director, may execute contracts and other agreements with terms and conditions for intellectual property management; licensing; and technology transfer.	7/23/2026
<b>Daniel Sierra</b>	Research Compliance Specialist III	Daniel Sierra, Research Compliance Specialist III, may sign representation and certification documents, close-out documents, and all expenditure and other documents related to financial compliance of sponsored projects.	08/01/2027
<b>Erica Spaulding</b>	Proposal Specialist III	Erica Spaulding, Proposal Specialist III, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	1/23/2027
<b>Mary Stanley</b>	Business Research Analyst	Mary Stanley, Business Research Analyst. may sign proposals, representations and certification documents, contracts, grants, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	04/03/2028
<b>Amber Thorne</b>	Associate Director Sponsored Research	Amber Thorne, Associate Director Sponsored Research, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	10/25/2025

<b>Kim Smith</b>	Associate Vice President for Research Administration and COO, Research Foundation	Kim Smith, Associate Vice President for Research Administration, includes all research and sponsored activity related proposals, contracts, grants, subawards, collaboration agreements, non-consideration agreements, representations and certifications, and all expenditure and other documents related to these agreements.	11/02/2026
		Kim Smith, Chief Operating Officer, Office of Research/Research Foundation, may sign proposals, representations and certification documents, grants, contracts, collaboration agreements, non-consideration agreements, subcontracts and all expenditure and other documents related to these agreements.	10/25/2025
<b>Robert Bernath</b>	Director, TISTEF	Robert Bernath, Director of TISTEF, signature authority for TISTEF activity pertaining to UCF sponsored and Service Center operations with external contractors, NASA Kennedy Space Center (KPC), and Cape Canaveral Space Force Station (CCSFS) to include facility and range operational quotes, JON accounts, fixed asset property, pre-grant support service quote requests, and Task Order Requests (TOR's). Signature authority covers environmental checklists and documents to include environmental applications, certifications and permits with: KSC, CCSFS, Fish and Wildlife Service (FWS), Merritt Island Wildlife Refuge (MINWR), St John River Management District (SJRM), and Army Corps of Engineers (USACE).	02/09/2026
<b>Renea Carver</b>	Manager, Institutional Review Board	Renea Carver is authorized to sign agreements, certifications and associated documents related to the Institutional Review Board and Human Research Protection Program. She is additionally delegated authority to submit Institutional Assurance Statements as required by NIH for Certificate of Confidentiality for Non-NIH funded research. This delegation is effective until 11/8/2027.	11/8/2027

# Delegations

## University Relations

Name	Title	Signature Authority	Expiration
Compliance & Risk			
<b>Sandra Hick</b>	Chemical Safety Officer	Sandra Hick, Chemical Safety Officer has been delegated signing authority on behalf of UCF for matters dealing with Industrial Alcohol User Permits through the Alcohol and Tobacco Tax and Trade Bureau.	04/02/2027
General Counsel's Office			
<b>Jordan Clark</b>	Associate General Counsel	Jordan Clark, Associate General Counsel, may sign settlement agreements for the University or for the UCF Athletics Association, Inc. up to \$100,000.	09/02/2025
<b>Rebecca Pluguez</b>	Director and Clerk of the University	Rebecca Pluguez, Director and Clerk of the University may sign documents specific to representing the University as Clerk of the University.	09/02/2025
<b>Sara Potter</b>	Associate General Counsel	Sara Potter, Associate General Counsel, may sign settlement agreements up to \$100,000. Sara Potter, in the absence of the Vice President and General Counsel, may also sign Private Attorney Service Agreements, may execute documents related to actual or threatened legal or administrative proceedings involving UCF or its direct support organizations, limited to 1,000,000 in expenditures or liability, and may also sign contracts up to \$100,000 in the Vice President's area of authority.	04/19/2026

<b>John Malek</b>	Principal Legal Counsel, Health Affairs	John Malek, Principal Legal Counsel, Health Affairs, may sign settlement agreements directly related to health affairs operations of the university, UCF Academic Health, or the Central Florida Clinical Practice Plan.  * For further delegation see COM list.	04/10/2027
<b>Sandra Sovinski</b>	Deputy General Counsel	Sandra Sovinski, Deputy General Counsel, may sign settlement agreements for the University, the UCF Research Foundation, Inc., or Limbitless, Inc. up to \$100,000. Sandra may also sign attorney services agreements on behalf of the university or the UCF Research Foundation, Inc., for legal services related to intellectual property protection and commercialization.	04/02/2027
<b>Craig Novick</b>	Associate General Counsel	Craig Novick, Associate General Counsel, is authorized to sign settlement agreements up to \$250,000 in his area of responsibility. This delegation shall remain in effect for three years.	10/14/2027
Office of the President			
<b>Michael Kilbride</b>	Chief of Staff	Michael Kilbride, Chief of Staff, may sign all contracts up to \$250,000 on behalf of departments and units with the division of the President, including Partnerships and Innovation. Additionally, he has the authority to approve salary supplemental payments in accordance with UCF and Human Resources policies and procedures, including uniform/tool allowances, one-time performance payments, stipends, and awards.	04/2/2027
<b>Cyndia M. Muniz</b>	Senior Director, HSI Initiatives	Cyndia Muñiz, Senior Director for Hispanic Serving Institution Initiatives, is authorized to sign Hispanic/Minority Serving Institution (HSI) Certification Forms as the authorized organizational representative and related grant verification letters that do not bind the university in any contractual or financial obligation.	04/24/2027
<b>Ana Petkov</b>	Senior Assistant Vice President, University Events	Ana Petkov, Senior Assistant Vice President of University Events, is authorized to execute contracts within her area of responsibility up to \$100,000.	07/10/2026

<b>Eric "Tubby" Shwedo</b>	Associate Vice President, Federal Relations	Eric "Tubby" Shwedo, Associate Vice President, Federal Relations, is authorized to sign NDA agreements with Space Florida, and other entities and agreements with federal entities, including contracts not to exceed \$10,000.	04/24/2027
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