

Ferris State University

Delegation of Contract Authority within Board of Trustees Approved Policy

Note: Individual listed herein may not delegate the authority granted them to other individuals.

	Authorized Name	Title	Department	Authorized By	Authorized to Sign	Dated	Expire Date
1.	Angela Roman	Director for Center of Student Leadership & Activities/Career Services	Student Leadership & Activities/Career Services	VP Student Affairs	Entertainment contracts less than \$150,000 for programming associated with Student Organizations.	11/16/2012	Ongoing
2.	Arrick Jackson	Dean	College of Education and Human Services	President	University standard short form and long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM.	7/1/2016; updated 1/1/2018	Ongoing
3.	Carla Miller	Associate Vice President	Advancement	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP.	1/1/2018	Ongoing
4.	David Damari	Dean	Michigan College of Optometry	President	University standard short form and long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM.	7/1/2013; updated 1/1/2018	Ongoing

	Authorized Name	Title	Department	Authorized By	Authorized to Sign	Dated	Expire Date
5.	David Nicol	Dean	College of Business	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within University policies, after consultation with the Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM.	7/1/2009; updated 1/1/2018	Ongoing
6.	David Pilgrim	Vice President for Diversity and Inclusion	Diversity and Inclusion	President	University standard short form or long form agreements for amounts not to exceed \$20,000, for expenditures within university policies.	1/1/2018	Ongoing
7.	Gheretta Harris	Associate Vice President	Auxiliary Enterprises	VP Admin & Finance	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP.	1/1/2018	Ongoing
8.	Jake Martin	Chief Technology Officer	Information Technology Services	VP Admin & Finance	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP.	1/1/2018	Ongoing
9.	Jason Bentley	Dean	Retention/Student Success	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA.	1/1/2018	Ongoing
10.	Jeanine Ward-Roof	Vice President	Student Affairs	President	University standard short form or long form agreements for amounts not to exceed \$20,000 for expenditures within university policy. Entertainment contracts less than \$150,000 for programming associated with Student Organizations.	2/17/2014; updated 1/1/2018	Ongoing

	Authorized Name	Title	Department	Authorized By	Authorized to Sign	Dated	Expire Date
11.	Jeremy Mishler	Associate VP for External Relations	University Advancement and Marketing	VP Admin & Finance	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP. Advertising or sponsorship agreements up to \$5,000.	4/14/2016; Updated 1/1/2018, 8/7/2018	Ongoing
12.	John Randle	Manager	Student Employment & Career Services	VP Admin & Finance	Federal Community Service Work Study contracts and schedules up to \$5,000.	11/10/2006	Ongoing
13.	Joy Pufhal	Dean	Student Life	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP. Entertainment contracts less than \$150,000 for programming associated with Student Organizations.	1/1/2018	Ongoing
14.	Karen Huisman	Secretary	Board of Trustees	President	FSU Board of Trustees related expenses and those expenses specifically authorized by the President.	3/8/2013	Ongoing
15.	Kristen Salomonson	Dean	Enrollment Services	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP.	1/1/2018	Ongoing
16.	Kristi Haik	Dean	College of Arts and Sciences	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM.	7/1/2016; updated 1/1/2018	Ongoing

	Authorized Name	Title	Department	Authorized By	Authorized to Sign	Dated	Expire Date
17.	Leonard Johnson	Associate Provost for Academic Operations	Academic Affairs	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with Provost/VPAA. Standard Third Party Recruiter (TPR) agreements (agreements with international agents or consultants to recruit students for Ferris in their countries).	7/1/2014; updated 1/1/2018	Ongoing
18.	Lincoln Gibbs	Interim Dean	College of Health Professions	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM.	8/7/2018	Ongoing
19.	Michael Hughes	Associate Vice President	Physical Plant	VP Admin & Finance	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP. Capital project change orders under \$25,000.	1/1/2011; updated 1/1/2018	Ongoing
20.	Mike Grandy	Associate Vice President	Finance	VP Admin & Finance	University standard short form and long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP. Other contracts for the University up to \$4,999, grants in the absence of the VPA&F, Charter School State aid agreements, and raffle or 50/50 license applications. Merchant services agreements up to \$4,999.	5/25/2015; updated 1/1/2018, 8/7/2018	Ongoing
21.	Miles Postema	Vice President and General Counsel	Governmental Relations and General Counsel	President	University standard short form or long form agreements for amounts not to exceed \$20,000, for expenditures within university policies.	1/1/2018	Ongoing

	Authorized Name	Title	Department	Authorized By	Authorized to Sign	Dated	Expire Date
22.	Paul Blake	Provost and Vice President for Academic Affairs	Academic Affairs	President	University standard short form or long form agreements for amounts not to exceed \$20,000 for expenditures within university policies. Grant requests not to exceed \$250,000 as long as the grant request does not require a match greater than \$100,000. Academic partnership and articulation agreements after review by General Counsel's Office.	4/6/2015; updated 1/1/2018	Ongoing
23.	Richard Goosen	Interim Dean	College of Engineering Technology	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM. Standard customer contracts where CET is the service provider up to \$50,000.	8/7/2018	Ongoing
24.	Robert (Bob) Murray	Associate Vice President	Advancement	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with divisional VP.	1/1/2018	Ongoing
25.	Roberta Teahen	Associate Provost	Academic Affairs	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA.	1/1/2018	Ongoing
26.	Scott Garrison	Dean	FLITE	President	University standard short form and long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA. Library acquisition related contracts for subscription renewals and acquisitions up to \$50,000.	5/10/2012; updated 1/1/2018	Ongoing

	Authorized Name	Title	Department	Authorized By	Authorized to Sign	Dated	Expire Date
27.	Shelly Pearcy	Vice President	University Advancement and Marketing	President	University standard short form or long form agreements for amounts not to exceed \$20,000 for expenditures within university policies.	7/31/2002; updated 1/1/2018	Ongoing
28.	Steve Durst	Dean	College of Pharmacy	President	University standard short form or long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM.	10/1/2010; updated 1/1/2018	Ongoing
29.	Steve Reifert	Dean	Extended and International Operations	President	University standard short form and long form agreements for amounts not to exceed \$10,000 for expenditures within university policies, after consultation with the Provost/VPAA. University Standard Affiliation Agreements for the College and non-standard Affiliation Agreements for the College after review by the General Counsel's office or SHERM. Standard customer contracts where EIO is the service provider up to \$50,000. Sign agreements up to \$10,000 that are specifically for educational/event related agreements using grant monies from the Career and Technical Education Grant.	1/1/2018; updated 8/7/2018	Ongoing
30.	Thomas Dowling	Director	Office of Research and Sponsored Programs (ORSP)	President	Grant requests for amounts not to exceed \$250,000 as long as the matching requirements do not exceed \$100,000. This authority does not extend to grant awards.	1/1/2018	Ongoing
31.	All Account Managers		All University Departments	VP Admin & Finance	Facility and banquet contracts signed by appropriate account manager up to \$10K. Such contracts with insurance and/or risk management language should be reviewed in advance by SHERM.	9/1/2009	Ongoing