

**AMENDED 11/7/2025**  
**University of Wisconsin-Green Bay:**  
**Delegation of Signature Authority as required by University of**  
**Wisconsin System Board of Regent's Policy 13-1**

***\*any contract derived under §16.71 (Procurement Contracts) is excluded and signatory authority is held exclusively by the System Appointed Purchasing Agent for UWGB***

<b>General Authority</b>		
<b>Name:</b>	<b>Title:</b>	<b>Authorization:</b>
Michael Alexander	Chancellor	All contracts subject to exceptions listed above
Kent Bond	Chief Financial Officer	All contracts subject to exceptions listed above
Kate Burns	Provost, Vice Chancellor Academic Affairs	All contracts subject to exception listed above
Sean Martin	Assistant Purchasing Director	All Procurement related Contracts.  Revenue contracts requiring competitive solicitation process or review (subject to exception noted above for certain contracts over \$500,000)
<b><i>Exclusion</i></b>	<b>Board of Regents Approval</b>	<b>All contracts for which the total value exceeds \$1,000,000 and all employment contracts for athletic coaches for which total annual income exceeds \$500,000</b>

<b>Research Related Contracts</b>		
<b>Name:</b>	<b>Title:</b>	<b>Authorization:</b>
Kerry Wilks	Associate Vice Chancellor for Graduate Studies	Proposals and contracts for grants, extramural funding, sub-awards and certifications up to \$1,000,000
Kate Burns	Provost, Vice Chancellor Academic Affairs	Proposals and contracts for grants, extramural funding, sub-awards and certification
Courtney Sherman	Associate Provost	Interagency agreements as required to facilitate collaborative programming with other Institutions and public and private organizations
Roger Wareham	Director of Grants and Research	Proposals and contracts for grants, extramural funding, sub-awards and certification up to \$200,000 from domestic sponsors

<b>Facilities Related Contracts</b>		
<b>Name:</b>	<b>Title:</b>	<b>Authorization:</b>
Christopher Paquet	Assistant Vice-Chancellor of Policy & Compliance	UWGB Use Agreements; Camps and Conference Agreements; and other third-party campus access agreements
Jeff Krueger	Director of Operations-Kress Event Center	Facility Use agreements for the recreational facilities at the Kress Event Center, outdoor athletic fields, Shorewood Center and Shorewood Park areas.
Vacant	Director University Union	Facility Use Agreement for third parties for the University locations. Service contracts for event programming within the Union for an amount up to \$5,000

Wendi Holschbach	Building Manager	Facility Use agreements for the Sheboygan Campus up to a monetary value of \$5,000 per year
Wendi Holschbach	Building Manager	Facility Use agreements for the Manitowoc Campus up to a monetary value of \$5,000 per year.
Lauryn Albaugh	Director, Herbert L. Williams Theater	Facility Use agreements for the Marinette Campus up to a monetary value of \$5,000 per year
Jessica Delzer	Director, Behavioral Health Training Partnership	Contracts and agreements in an amount less than \$5,000 necessary to facilitate the hosting of events and trainings presented by the Behavioral Health Training Partnership, including but not limited to; food service, room rental and use of materials and equipment necessary for the presentation
Laura Nolan	Director of Government Affairs and Economic Development	Contracts and agreements in an amount less than \$3,500 necessary to facilitate the hosting of events and trainings presented by the University Division of Continuing Education and Workforce Training, including but not limited to; food service, room rental and use of materials and equipment necessary for the presentation
Samuel Utesch	Director of Events and Operations	Facility Use agreements for the recreational facilities at the Kress Event Center and outdoor athletic fields

Athletics Related Contracts		
<b>Name:</b>	<b>Title:</b>	<b>Authorization:</b>
Josh Moon	Director of Athletics	Contracts for athletic coaches, game officials, game guarantees & the tenders of financial aid for athletes, NIL license agreements and national letters of intent
Jay Finnerty	Senior Associate Athletic Director	Contracts for Athletic Sponsorships with the University and other supportive agreements
Sean Daniels	Associate Athletic Director	Contracts for Athletic Sponsorships with the University and other supportive agreements. Game guarantees and agreements.
Kassie Wagner	Associate Athletic Director	Tenders of financial aid for athletes and national letters of intent
Vacant	Associate Athletic Director-Finance	Contracts and agreements in an amount less than \$5,000 necessary to facilitate the lodging and transportation of Green Bay Athletic teams; including but not limited to; food service, room rental and ground transportation.

Contracts and agreements as authorized under Regent Policy and Universities of Wisconsin procedural as necessary for the purchase of goods and services that are essential to UWGB's research, educational and outreach mission, including those ancillary to UWGB's collaborations, necessary for the commercialization of faculty resources, intellectual property, speaker and entertainer contracts, or other contracts essential to UWGB's mission that have been subject to a fair and open selection process		
<b>Name:</b>	<b>Title:</b>	<b>Authorization:</b>
Christopher Paquet	Assistant Vice-Chancellor of Policy and Compliance	Memorandums of understanding, certifications, releases, leases of personal property (not real property), and royalty agreements.

Michael Bubolz	CIO	Contracts for the procurement of Information Technology materials (Licenses, Software, Hardware) as permitted under UWSA Procurement and Information Technology Policy.
Kelli Strickland	Executive and Artistic Director Weidner Center for the Performing Arts	Performance Contracts not exceeding \$30,000 for performances at the Weidner Center for the Performing Arts.
Meagan Strehlow	Assistant Vice-Chancellor	Memorandums of Understanding and other Interagency Agreements with K-12 institutions to facilitate dual and concurrent enrollment programs.
Sean Martin	Assistant Purchasing Director	All contracts which find subject matter under §36 Wis. Stats. and are permitted under RPD 13-2
Lauryn Albaugh	Director, Herbert L. Williams Theater	Contracts not exceeding \$7,000 for performances held at the Herbert L. Williams Theater, support of Theater on the Bay and the Children's Theater and service agreements required for such performances.
Paula Ganyard	Director of Libraries	Contracts and Agreements for subscriptions of periodicals, both electronic and traditional; ebooks; and streaming services necessary for use in Library Services
Jessica Lambrecht	Executive Director Division of Continuing Education & Community Engagement	Contracts for services required for facilitation of CECE events not exceeding \$7,000 per occurrence.
Tammy Papineau	Print and Traffic Manager	Delegation as print manager for print contracts not exceeding \$25,000
Katherine Lesperance	Student Affairs Director	Service Contracts for Student Life sponsored performance up to the value of \$5,000
Sandi Maine	Compliance Specialist	Affiliation Agreements with third parties to facilitate practical placements of UW-Green Bay students for academic purposes

Academic Support Services Agreement (ASSA)		
Name:	Title:	Authorization:
Christopher Paquet	Assistant Vice-Chancellor of Policy and Compliance	Academic Support Services Agreements and supplemental third-party addendums and riders to those agreements
Jessica Lambrecht	Executive Director Division of Continuing Education & Community Engagement	ASSA's in an amount less than \$5,000 for retention of instructors and instructional design for Continuing Education and Workforce Training
Jessica Delzer	Director, Behavioral Health Training Partnership	ASSA's in an amount less than \$5,000 for retention of instructors for Behavioral Health Training
Samantha Betancur	Camps and Outreach Coordinator	Memorandums of Understanding and other Interagency Agreements with third party organizations to facilitate youth programs aligned with the University Mission. <i>This delegation is subject to the approval of the program by the Compliance Specialist.</i>
Sandi Maine	Compliance Specialist	Memorandums of Understanding and other Interagency Agreements with third party organizations to facilitate youth programs aligned with the University Mission and other confirmations required under SYS625 for facilitation of Youth Programs

**Delegation under BOR Policy 13-1:**

I, Michael Alexander, Chancellor of the University of Wisconsin-Green Bay, make the above stated amended delegations of signature authority, subject to the limitations set forth, oversight by the Chief Business Officer, compliance with all UW System Policies and sound business practices to be assessed through periodic review by the UW System Office of Internal Audit.

All delegations provided shall be reviewed annual basis and either revoked or renewed on or before December 31, 2025. The Chief Business Officer, through the Purchasing Office, shall ensure that all named individuals continue to maintain the education, knowledge and expertise to competently fulfill their obligations.

**Dated this 22 day of December, 2025**



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**MICHAEL ALEXANDER**  
**Chancellor, University of Wisconsin-Green Bay**