



University Operating Procedure

The President's Official Residence

I. PURPOSE

The purpose of this University Operating Procedure is to outline responsibilities for maintaining the President's Official Residence ("the residence"). The Board shall review periodically the suitability of the residence for its intended purposes, and the soundness of these procedures.

II. PROCEDURES

The Vice President for University Relations and Administration will prepare and maintain an annual operating budget and capital maintenance budget for the residence. The budget may designate for expenditure unrestricted funds and/or funds raised from private donors. The budget will include reasonable expenditures classifications, including but not necessarily limited to remodeling; furniture, appliances and equipment; repairs and maintenance of physical facilities and/or fixed equipment; and grounds care.

A. General Maintenance and Operations

1. Administrative and Facilities Services (AFS) is responsible for routine maintenance of the grounds of the residence, including the garage, driveway, fencing, landscaping, lawn care and snow removal.
2. AFS is responsible for providing site work, materials and labor for non-routine service requests originating from the residence through the Office of the President. Project expenditures whose aggregate or single cost is estimated to be \$100,000 or more must be approved in advance by the Board following a favorable recommendation from Budget, Finance and Investment Committee. Aggregate or single project expenditures whose cost is estimated to be less than \$100,000 must be approved in advance by the Vice President for University Relations and Administration.
3. AFS will provide design, labor, and materials associated with renovations, remodeling, and/or re-decorating in the residence unless the Vice President for University Relations and Administration retains external services under customary policies and procedures. The expense of design, labor, and materials

associated with non-maintenance related renovations, re-modeling, and re-decorating in the residence will be budgeted and approved through usual channels, provided that aggregate project expenditures whose cost is projected to equal or exceed \$100,000 must be approved in advance by the Board following a favorable recommendation from the Budget, Finance and Investment Committee. These procedures will also apply to the purchase of furniture and major appliances associated with renovations, re-modeling, and re-decorating in any amount that equals or exceeds \$100,000 for a single item.

4. Refuse removal and recycling will be done in the same manner as that for other University facilities.
 5. Emergency Services
 - a) Burglar Alarm System: A burglar alarm system shall be installed and maintained under the direction of AFS, in consultation with the University's Police Services.
 - b) Fire Alarm System: The residence will have a fire alarm system installed and maintained under the direction of the University Fire Marshal.
 6. Telephone, Network and Cable Services
 - a) Telephone: Telephone services at the residence will be provided by and through the University Telecommunications Department. The President will be furnished a line for University business and a line for personal business. The charges associated with the latter will be paid by the President.
 - b) Network Services: Computer network services will be provided to the residence by University Enterprise Technology Services.
 - c) Cable television, high speed internet: The President may obtain cable television and high speed internet services at his or her own expense.
 7. The University will provide routine housekeeping services for the residence at the University's expense.
 8. Annual accounting: The Chief Internal Auditor shall annually provide a report to the Audit Committee of the Board addressing all expenses incurred by the University related to the general maintenance and operations of the residence.
- B. Insurance on building and contents: University Risk Management is responsible for maintaining commercially reasonable insurance coverage on the residence and University-owned contents. University property may include china, silver, silverware, utensils, linens, moveable kitchen equipment, and fixtures. University-purchased coverage will also be maintained with respect to any University-owned or leased art collection temporarily displayed in the residence. The Office of the President is

responsible for maintaining a physical inventory of University-owned contents in the residence. The President is responsible for maintaining insurance covering his or her personal property.

- C. Official events: Services to support official events at the residence will be arranged through usual channels in consultation with the Vice President for Executive Operations.
1. Food Services: No food or dining services will be provided to the President and/or his/her family at University expense except in connection with official events.
 2. Events planning: All official University events at the residence will be coordinated by the President's Office, University Conference and Events Services or the University of Vermont and State Agricultural Foundation, Inc. as applicable, in consultation with the Vice President for Executive Operations.
- D. Taxes: The income tax status of the consideration provided to, or for the benefit of, the President under these procedures is for the University and the President to determine respectively, in consultation with each other subject to Internal Revenue Service requirements.

Effective Date

Approved by the Vice President University Relations and Administration November 18, 2013

Acknowledged by the Board of Trustees: November 18, 2013

Endorsed by the Board of Trustees: March 12, 2012

Approved by the Vice President for Finance and Administration April 12, 2012