



UNIVERSITY OPERATING PROCEDURE

Title: The President's Official Residence

Overview

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.

Applicability of the Procedure

This Operating Procedure applies to the responsible officials referenced below.

Procedures

The Vice President for Finance 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. Facilities Management (FM) is responsible for routine maintenance of the grounds of the residence, including the garage, driveway, fencing, landscaping, lawn care and snow removal.
2. FM 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 of Trustees following a favorable recommendation from the 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 Finance and Administration.
3. FM will provide design, labor, and materials associated with renovations, re-modeling, and/or re-decorating in the residence unless the Vice President for Finance 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 of Trustees 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 the Chief Safety and Compliance Officer, 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 their 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 of Trustees 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 their personal property at their own expense.
- C. Official events: Services to support official events at the residence will be arranged through usual channels in consultation with the Vice President for Legal Affairs & General Counsel and Chief of Staff to the President.
1. Food Services: No food or dining services will be provided to the President and/or their 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 Events Services or the University of Vermont and State Agricultural Foundation, Inc. as applicable, in consultation with the Vice President for Legal Affairs & General Counsel and Chief of Staff to the President.

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

Contacts

Questions concerning the daily operational interpretation of this UOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
None	

Forms/Flowcharts/Diagrams

None

Related Documents/Policies

None

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

Responsible Official:	Vice President for Finance and Administration	Approval Authority:	Vice President for Finance and Administration
Affiliated Policy Number(s):	None	Effective Date:	November 18, 2013
Revision History:	<ul style="list-style-type: none">• Endorsed by the Board of Trustees: March 12, 2012• Approved by the Vice President for Finance and Administration April 12, 2012• Approved by the Vice President University Relations and Administration November 18, 2013• Acknowledged by the Board of Trustees: November 18, 2013• Responsible official officially changed from the Vice President for University Relations and Administration to the Vice President for Finance and Treasurer on October 1, 2019• September 11, 2020		