



President's Residence Policy

NAME: **President's Residence Policy**
ISSUING DEPARTMENT: **Administration & Finance**
ISSUED DATE: **October 15, 2019**
REVIEWED DATE: **October 15, 2019**
APPROVING AUTHORITY: **President's Cabinet**
DATE REVISED:

PURPOSE

It is the intention of this Procedure to establish a process for inspection and inventory of assets of the president's residence, located at 75 S Academy Street.

SCOPE

As described in Article A.2, "Policy 1984-14-A: Terms and Conditions of Employment of Senior Policy Executives," the president shall reside for the term of the appointment in housing provided by the Board. The Vice President for Finance & Administration will ensure the president's residence is ready for occupancy and that an inventory of all university-owned assets housed within the president's residence has been completed within at least three days of occupancy.

PROCEDURE

Any damages to the president's residence should be noted and documented as part of a pre-occupancy property inspection report to be kept on file in the office of the vice president for finance. A list of university-owned assets housed within the president's residence will also be kept with the property inspection report. The vice president for finance & administration and president will review the inspection report and asset inventory list and mutually agree on the condition of the president's residence and the asset inventory. For the purpose of this Procedure, university-owned assets may also include assets on loan to the university from affiliated or external entities.

During Occupancy:

Renovations may occur and university-owned assets may be removed or added to the president's residence. The vice president for finance and president will both bear responsibility for ensuring that the inspection report and asset inventory is updated to memorialize and all changes.

Preparation for Departure:

Upon departure of a president, the vice president for finance and president shall review the inspection report and asset inventory to verify the condition of the residence and inventory of university-owned assets upon move-out. The vice president for finance may charge the president for any excessive wear to the residency and/or for university-owned assets that cannot be accounted for. Any charges to be paid by the president must be paid by personal funds.

Distribution

This policy will be posted to the Policies and Procedures web page and will be included in the Policies section of the current undergraduate catalog.