Policy Name: Juanita Curry Boynton House

Policy Number: 16.32

Is this policy new, being reviewed/revised, or deleted?  New

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Addresses property inventory and routine audit of university property located at the Juanita Curry Boynton House

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review  ☐ Change in law  ☐ Response to audit finding

☐ Internal Review  ☑ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: An inventory audit was recently conducted of the Juanita Curry Boynton House. It has been recommended by Audit Services that in the interest of maintaining current record-keeping, an inventory audit be conducted on a regular basis.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Gina Oglesbee, Chief Audit Executive
Kay Johnson, Director of Procurement and Property Services
Damon Derrick, General Counsel
Juanita Curry Boynton House

Original Implementation: July 23, 2019
Last Revision: None

Purpose

This policy affirms that the Juanita Curry Boynton House serves as an event space and as the residence of the university president. It prescribes responsibility for the university property used and/or stored at the facility, and inventory management procedures, how space is allocated between event and residential space, and a process for renovation and decoration decision-making.

Property

The president is designated as the property custodian for all university property assigned to the custody of the president located at the Juanita Curry Boynton House and grounds. The president may designate another individual to be present during any inventory audit. The Office of the President is responsible for maintaining, including the addition or removal, the listing of items with photographs on the Juanita Curry Boynton House property log. The updated log will be provided by the Office of the President to the director of the department of procurement and property services on an annual basis coinciding with the annual property inventory audit.

The Department of Procurement and Property Services is responsible for conducting a periodic property inventory audit in accordance with policy 17.14, Property Inventory and Management. In addition, during the periodic inventory, the Department of Procurement and Property Services will spot check items on the Juanita Curry Boynton House property log. The Department of Audit Services may audit any and all property as considered necessary.

Space Allocation

The Juanita Curry Boynton House serves as a dual-use facility; the facility serves as both an event/hosting space for the university and as a personal residence of the president. The following prescribes the nature of the various spaces within the facility:

<table>
<thead>
<tr>
<th>University Event Space</th>
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<tbody>
<tr>
<td>• Formal Living Room and Main Foyer</td>
</tr>
<tr>
<td>• Commercial Kitchen</td>
</tr>
<tr>
<td>• Dish Storage Room</td>
</tr>
<tr>
<td>• Formal Dining Room</td>
</tr>
<tr>
<td>• Guest Bathroom</td>
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</tbody>
</table>
• Outdoor areas

Hybrid Space
• East Wing Room
• Bar

Residential Space
• Master Bedroom/Bathroom
• Upstairs Rooms 1-4
• Residential Kitchen
• Den/TV Room

Notwithstanding these allocations, the president is not restricted to only use of the residential space; rather, the president may make use of the entire facility, subject to any restrictions provided in this policy.

Renovation, Furnishing, and Décor

Any decisions regarding renovation, furnishing, and décor will be brought before the Juanita Curry Boynton House committee. This committee consists of the following individuals: chair of the Board of Regents (or designee), vice president for university advancement, director of physical plant department, representative from interior design in the School of Human Sciences, chief audit executive (ex officio), and general counsel (ex officio). The committee may designate additional individuals to serve on a temporary basis as needed.

The renovation, furnishing, and décor of university event space and hybrid space is within the sole purview of the Juanita Curry Boynton House committee. For hybrid space, the committee will solicit input from the president and give such input due consideration.

Furnishing and décor of residential space is in the sole purview of the president. Any request for renovation, including but not limited to construction, space modification, and paint and/or wallpaper, will be submitted to the Juanita Curry Boynton House committee for approval.

All university policies and procedures apply, including but not limited to, those regarding procurement and establishment of a budget.

Cross Reference: Property Inventory and Management (17.14)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services
Forms: Juanita Curry Boynton House Property Log
Board Committee Assignment: Building and Grounds