



Juanita Curry Boynton House

Purpose

This policy affirms that the Juanita Curry Boynton House (Boynton House) serves as a university 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; it officially designates event and residential space and the process for making decisions concerning renovations and décor.

Persons Affected

This policy applies to the university president and those employees with responsibility over the Juanita Curry Boynton House.

Definitions

None.

Procedures

Property

The president is designated as the property custodian for all university property located at the Juanita Curry Boynton House and grounds. The president is responsible for maintaining an accurate and current inventory, documented by photographs, of all university property located at the Boynton House in the Juanita Curry Boynton House property log. The updated log will be provided by the Office of the President to the director of procurement and business services/HUB coordinator and the chief audit executive on an annual basis coinciding with the annual property inventory audit.

The Department of Procurement and Business Services is responsible for conducting a periodic property inventory audit in accordance with SFA HOP 05-306 Property and Inventory Management. In addition, during the periodic inventory, the Department of Procurement and Business Services will select and 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:

University Event Space

- Formal Living Room and Main Foyer
- Commercial Kitchen



- Dish Storage Room
- Formal Dining Room
- Guest Bathroom
- 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 use solely 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 shall consist of the following individuals: the vice president for university advancement, the director of the physical plant department, a representative from Interior Design program in the School of Human Sciences, the chief audit executive (ex officio), and the vice president and general counsel (ex officio). The vice president for university advancement will serve as chair of this committee. The committee may designate additional individuals to advise it as desired.

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 and consider input from the president.

Furnishing and décor of residential space is 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 and Regents' *Rules and Regulations*, Rule 80107.

Related Statutes or Regulations, Rules, Policies, or Standards

Regents' *Rules and Regulations*, Rule 80107, Expenditures for the Maintenance of University Residences

SFA HOP 05-306 Property Inventory and Management



Responsible Executive

Vice President for Finance and Administration

Forms

Juanita Curry Boynton House Property Log

Revision History

September 1, 2023 (original)