



## Curator's Meeting

Wednesday, September 18, 2019

1:30 p.m. KSC Governance Chambers

### *Agenda / Discussion Items*

- I. Welcome and Introductions
- II. Curator Overview / New Forms / Updates to Curator Website / Revised Building Curator Guidebook – Jacquie Mest
- III. New Administrative Policy for Scheduling Events – Gretchen Julian/Ann Myers
- IV. Lactation Rooms – Melanie Knowles
- V. Upcoming Campus Improvements/Renovations – Michael Bruder
- VI. Surplus Policy – AVP Pearson
- VII. Questions/Answers
- VIII. Next Meeting – January 15, 2020 & September 9, 2020 – 1:30p – Governance Chambers

Doug Pearson – Associate Vice President, Facilities Planning and Operations

Michael Bruder – Executive Director, Office of the University Architect

Nicole Corll – Associate Director, University Facilities Management

Gretchen Julian – Senior Director, Auxiliary Operations and Services, KSC Administration

Melanie Knowles – Manager, Sustainability

Jacqueline (Jacquie) Mest – Contracts Manager and Harbourt Hall Curator, Office of the University Architect

Ann Myers – Senior Assistant Director, KSC Administration



## Administrator's Nomination for Building Curator

**Building:** \_\_\_\_\_

**Administrator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Recommended Building Curator:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Office Phone Number / Fax Number:** \_\_\_\_\_

**eMail Address:** \_\_\_\_\_

**Emergency Cell or Home Phone Number:** \_\_\_\_\_

*As required by University Policy 3342-5-12.403 (D) (1):*

*Due to the vacancy of the position, I submit the following individual for consideration as Building Curator, effective on: \_\_\_\_\_.*

### Nominated By:

### Curator's Acceptance:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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### Associate Vice President's Review:

Doug Pearson, Ph. D.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date      Approved? (circle one) YES    NO

\_\_\_\_\_  
If not approved, identify interim appointee

Please return completed form to: Facilities Planning and Operations, Suite 101 Harbourt Hall  
[dpearso9@kent.edu](mailto:dpearso9@kent.edu) and [jmest@kent.edu](mailto:jmest@kent.edu)



## University Facilities Management Lock Shop

### Administrator's Delegation to Building Curator for Lock Shop Requests

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Division: \_\_\_\_\_

Campus: \_\_\_\_\_

Department: \_\_\_\_\_

Building: \_\_\_\_\_

Name of Building Curator: \_\_\_\_\_

Kent State Banner ID Number: \_\_\_\_\_

#### **Operational Policy (3342-5-2-12.405) regarding key and electronic access control:**

(E 1) The Unit administrator is responsible for:

- (b) Approving (or delegating authority to building curator to approve) key or access card requests and forwarding such requests for further processing in accordance with this policy.

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***I hereby authorize the above-listed Building Curator  
to make Lock Shop requests on behalf of the Department:***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please email this completed form to:**  
[ufm\\_service\\_center@kent.edu](mailto:ufm_service_center@kent.edu) for Electronic Lock Requests

On Sept. 1, 2019, Kent State implemented new Administrative Policy 3342-5-12.4 regarding event registration and use of university facilities and grounds for non-instructional purposes. This new policy consolidates multiple previous policies into one simpler statement. It also clearly defines terms and better articulates guidelines for using university facilities and grounds, along with formally designating who coordinates registrations.

The new policy replaces several former policies:

- 3342-4-03.1 Administrative policy regarding demonstrations, marches and speakers
- 3342-4-03.101 Operational procedures and regulations regarding demonstrations, marches and speakers sponsored by student organizations
- 3342-4-03.2 Administrative policy regarding crowd management
- 3342-4-10.1 Administrative policy regarding use of the Kent Student Center, Risman Plaza and student green
- 3342-5-12.402 Operational procedures and regulations regarding conferences and events

In addition, policy 3342-5-12.403 (Operational procedures and regulations regarding schedule of use and closed periods for buildings of the university) has been renumbered to 3342-5-12.401 and policy 3342-5-12.404 (Operational procedures and regulations regarding half-staff for the flag and death notices) has been renumbered to 3342-5-12.403.

**Highlights of the new policy:**

- The use of university facilities and grounds for non-instructional purposes is controlled by University Events and Conference Services on the Kent Campus or the equivalent regional campus office.
- All indoor events must be sponsored by a registered student organization or university department and registered through University Events and Conference Services (<https://www.kent.edu/universityevents>) on the Kent Campus or the equivalent regional campus office.
- To secure exclusive use of available outdoor university grounds, the event must be registered through University Events and Conference Services on the Kent Campus or the equivalent regional campus office.
- Outdoor events that are not registered do not have exclusive use of the grounds. They must comply with certain restrictions detailed in the policy.

Please visit the policy register (<https://www.kent.edu/policyreg/administrative-policy-regarding-event-registration-and-use-university-facilities-and>) and read the full policy.

## Lactation Rooms

Kent State faculty, staff and students who are nursing mothers have the option of using a lactation room on each of the Kent State campuses. The resource for new mothers is part of the Health Care and Education Reconciliation Act of 2010 (the federal health care reform law).

The list of lactation rooms is available on the Office of the University Architect website at: <https://www.kent.edu/universityarchitect/lactation-rooms> and will be added to the online campus map.

If key card access to a lactation room is required, the end-user can be referred to the Lock Shop to submit a request.

If there are requests for additional lactation space or accommodations, please contact the Office of the University Architect at 672-3880.

Questions about lactation room rights and policy can be referred to Kim Hauge in Human Resources at 672-7505.

**3342-5-12.3 Administrative policy regarding acquisition, and inventory control, and sales or other disposal of university property**

- (A) Policy purpose. The purpose of this policy is to document the responsibilities and requirements related to the handling and recordkeeping of university property, including capital assets. The associate vice president for facilities planning and operations is responsible for the administration of this policy, as well as the development, implementation, and communication of the procedures necessary for the sale and/or disposition of university property as provided herein.
- (B) Definitions.
- (1) University property. All materials, supplies, and equipment owned or leased by Kent state university **funds or funds within the control of Kent state university (KSU)**, including capital assets, regardless of the means of acquisition.
  - (2) Capital asset. Any tangible personal property such as equipment, furniture, or other assets with a value of five thousand dollars or more, including all costs to prepare the asset for use (installation, shipping and handling, etc.), and an estimated useful life in excess of one year. This definition excludes library books and real property. Real property is land and any assets attached directly to land such as buildings and building improvements.
  - (3) Surplus university property. University property that is in excess of department needs, no longer in use by the department, technically or mechanically obsolete, no longer functional, or has no intrinsic value.
  - (4) Unit. Officially recognized administrative structures of the university such as campuses, colleges, schools, departments, offices, institutes, and centers.
  - (5) Campus surplus. A **function** of university facilities management delegated by the associate vice president for facilities planning and operations to be responsible for the distribution, sale, or disposal of university property.

(C) Scope and eligibility. This policy applies to all university property purchased or leased with Kent state university funds or funds within the control of Kent state university. This scope of this policy does not include the sale and other disposal of motor vehicles owned or leased by the university for which university fleet services retains sole control and authority.

(D) Procedure and implementation.

(1) Acquisition. All university property must be procured in accordance with applicable university policies including but not limited to rules 3342-7-12 and 3342-7-12.1 of the Administrative Code.

(a) Capital asset identification. Upon delivery and/or installation and prior to being placed in service, all capital assets must be tagged and assigned an inventory control number by the controller's office in the division of finance and administration. The unit acquiring the capital asset is responsible for affixing the tag to the asset and completing the related documentation to provide to the controller's office.

(2) Inventory control. Each unit is responsible for the university property under its control, including applicable maintenance and repair. The components of inventory control include recordkeeping and maintenance of assets.

(a) Capital asset verification. The components of inventory control include recordkeeping and maintenance of assets. Recordkeeping for capital assets shall be administered through the controller's office. The acquiring unit is responsible for maintaining the capital asset in a location and manner to avoid damage, theft, or other loss of the asset. The acquiring unit is also responsible for performing a physical inventory of all tagged capital assets every two years in order for the university to maintain compliance with applicable federal and state regulations.

(b) Recordkeeping for capital assets. Recordkeeping for capital assets shall be administered through controller's office. The

bi-annual inventory **noted in section D.2.(a)** is initiated by the controller's office and the acquiring unit is responsible for verifying that every capital asset listed on the report is still present in the unit and in good working order. The unit shall notify the controller's office of any changes in the capital asset status or location.

(3) Sale of university property, including capital assets. All university property must be sold or otherwise disposed of in accordance with this policy. Units **must follow this policy when selling or** otherwise dispose of **university** property.

(a) Sale of university property not acquired with funds from sponsored programs. Campus surplus is responsible for the sale of university property. **Campus surplus will use one of the following methods to facilitate the sale of university property:**

(i) Redistribute to another unit of Kent state university as surplus university property;

(ii) Pursuant to competitive bidding procedures with the university property being sold to the highest bidder;

(iii) In an advertised public sale or auction with the applicable university property having a price assigned and sold or auctioned to the public at a stipulated time and place. Net proceeds from the sale of surplus property will be used to financially sustain the staffing and overhead costs of the campus surplus operation. For items with a resale value over two thousand five hundred dollars, a minimum of seventy-five percent of the net proceeds will be credited to the releasing department, with the remaining percent credited to campus surplus (with exception to regional campuses and college of podiatric medicine, **where campus surplus shall receive a \$35.00 flat fee to cover overhead costs associated with sale**); or



(iv) Exceptions must be approved by the associate vice president for facilities planning and operations.

(v) For all capital assets, the unit is responsible for notifying the controller's office of the sale or disposal of any capital asset, but the unit is not permitted to transact a capital asset sale or other disposal.

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(c) Disposal of surplus university property not acquired with funds from sponsored programs. Surplus university property not redistributed within the university or sold via public sale or other methods provided for in section (D)(3)(a) of this rule may be disposed of in the way most economical for the university. Campus surplus shall be responsible for all surplus university property received, and shall have the sole discretion to determine its appropriate disposal for maximum benefit to the university, including scrap.

(d) University property, including capital assets, acquired with funds from sponsored programs. Special recordkeeping and disposal requirements often apply to university property purchased under a federal award or other sponsored program. In cases where the terms of the grant or contract are more restrictive than university policy, those terms shall govern. In cases where the requirements imposed are less restrictive, university policy shall apply. Additional details regarding requirements specific to sponsored programs are provided for in rule 3342-10-03.1 of the Administrative Code.

Disposition of sponsored program assets must meet all university and sponsor requirements and be coordinated through the office of sponsored programs to ensure appropriate approval before the university controller's office **for final approval.**

(d) Donations or sales of university property, including capital assets, to private individuals, for-profit organizations, or

other state employees are prohibited unless sold in accordance in with paragraph (D)(3)(a)(iii) of this rule.

- (E) Prohibition. In accordance with the conflict of interest policy provided for in rule 3342-6-23 of the Administrative Code, university employees may not personally benefit from the sale of university-owned material or equipment.
- (F) Reporting and records. Campus surplus shall maintain all records of sales and other disposals of university property as provided for by this policy.
- (G) Violation. Any violation of this policy may result in the unit being subject to supervised inventory control measures and any employee who violates this policy may be subject to disciplinary actions up to and including termination.

Policy Effective Date: **TBD**

Policy Prior Effective Dates:

11/4/1977, 8/31/1979, 3/11/1982, 4/14/1989, 7/27/1990, 8/16/1991, 3/4/1994, 3,7/2000, 6/4/2003, 6/1/2007, 8/22/2008, 3/1/2015, 3/1/2017

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