

**3359-3-01 Officers of finance and administration.**

- (A) The president of the university, as specified in rule 3359-1-05 of the Administrative Code, the president is executive head of all university colleges and departments possessing duties, on

recommendation of the president, shall hold office at the pleasure of the president, and shall be responsible to the president.

Notwithstanding the direct reporting relation between the vice president for finance and administration and chief financial officer to the president, it shall be the duty and responsibility of the vice president for finance and administration and chief financial officer to coordinate with and keep the senior vice president for academic affairs and chief operating officer informed in advance of all major initiatives, or decisions within their area of responsibility that involve academic matters, or that have a reasonable expectation of involving or affecting the academic programs, policies, or directions of the university.

- (2) The vice president for finance and administration and chief financial officer shall be responsible for the supervision and administration of functions encompassed by the division of finance and administration, including all fiscal operations, financial planning and budgeting, treasury services, student services, labor relations, human resources, purchasing, maintenance, house, parking services, dining services, telecommunications, and other auxiliary services.
- (3) The vice president for finance and administration and chief financial officer shall be responsible for



shall be responsible to the president through the vice president for finance and administration and chief financial officer.

- (2) The associate vice president for treasury and financial planning shall be responsible to the vice president for finance and administration and chief financial officer for the administration of the functions encompassed by the separate offices of resource analysis and budget, treasury services, and foundation accounting.
- (3) The associate vice president for treasury and financial planning shall be responsible for the scheduling of functions at the John W. Heisman lodge.
- (4) The associate vice president for treasury and financial planning



operating officer, within the scope of their authority, as set forth in the bylaws and regulations of the board.

- (b) The dean of the university libraries and the law librarian may make contracts for the purchase of library books and periodicals and to execute license agreements for additional library resources,

- (iii) Situations involving emergencies;
- (iv) The purchase of proprietary goods or services that are only available from a sole source;
- (v) Professional contracted services;
- (vi) The purchase of goods or services from vendors covered by consortium group contracts such as the state of Ohio, inter-university council of Ohio (IUC), and community, university, and educational cooperative and purchasing association (CUE); or
- (vii) Any approved negotiation processes.

The director of purchasing shall take full advantage of state of Ohio contracts with suppliers negotiated by the Ohio department of administrative services, state purchasing department. The director of purchasing shall also make efficient use of the inter-university council purchasing contracts and other cooperative purchasing association contracts available to state universities.

- (g) Any purchase of construction services in excess of fifty thousand dollars must be by competitive bid. For construction services in excess of fifty thousand dollars, a request for competitive bid must be advertised in a newspaper of general circulation and/or other electronic means approved by the director of purchasing.

The limitations provided in this authority shall not be avoided through multiple purchases of goods or services under the limits authorized or through aggregations or purchases at the same or different times.

- (h) Any purchase of goods or services in excess of three hundred fifty thousand dollars, except for subcontracts issued through externally funded research grants and contracts for which the university is the grantee, shall be submitted to the board for prior approval. All purchases of goods in excess of twenty-five thousand dollars and services



- (i) The director of purchasing shall search for new vendors and contractors, especially vendors and contractors owned and operated by individuals categorized as minorities, and shall honor state laws concerning purchasing set aside rules favoring minorities, and shall communicate to others on campus the desirability of using minority vendors.
- (j) The purchase of insurance occasionally can be more economical and efficient through direct placement rather than competitive bid. In such instances, the trustees must be notified of action taken and the vice president for finance and administration and chief financial officer shall report why the purchase was done by direct placement rather than through competitive bid.
- (k) The director of purchasing shall perform other duties as



investment of operating funds, including the monitoring of investment managers and overseeing their compliance with board policy concerning securities, quality constraints, and maturity guidelines as well as recommending modifications to the strategic policies.

- (4) The treasurer shall prepare periodic financial reports on endowment and operating funds for presentation to the board by the vice president for finance and administration and chief financial officer.
- (5) The treasurer shall be responsible for relations with financial institutions and for soliciting and evaluating general banking services.
- (6) The treasurer shall assist in the evaluation of capital asset financing alternatives through bonds, notes, leases, or by other means.

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suggests methods for accomplishing objectives; confirms salary funding availability for each position based on information provided by the initiating unit; and administers deficit account monitoring to ensure compliance with the board of trustees' policy prohibiting departments from operating with deficit balances.

- (4) In addition, the office of resource analysis and budget also distributes monthly computer-generated reports such as budget statements, processes all general fund and auxiliary budget amendments, provides supporting information to campus committees as requested, creates ad hoc reports based on campus-wide and senior management inquiries, projects tuition, fees, and state subsidy revenues utilizing computer models developed by the office, and provides and prepares financial materials for submission by the vice president for finance and administration and chief financial officer to the board of trustees.
- (5) The director of the office of resource analysis and budget is responsible to associate vice president for treasury and financial planning, who reports directly to the vice president for finance and administration and chief financial officer. In addition to these duties, this office shall perform such other duties as may be assigned by the vice president for finance and administration and chief financial officer.



duties as may be assigned by the vice president for finance and administration and chief financial officer.

- (J) Other administrative officers and assistants. Such other administrative officers and assistants as are needed to carry on effectively the work of the university may be appointed by the board upon recommendation of the president of the university who shall define their duties and responsibilities.

Effective: ~~October 6, 2011~~

Certification: \_\_\_\_\_  
Ted A. Mallo  
Secretary  
Board of Trustees