

**3359-06-01 Office of the vice president for capital planning and facilities management.**

- (A) President of the university. As specified in rule chapter 3359-1-05 of the Administrative Code, the president is executive head of all university colleges, branches, schools and departments, possessing duties, responsibilities and powers as delineated in the bylaws.
- (B) In accordance with section 3345.15 of the Revised Code, the vice president for capital planning and facilities management shall be appointed by the board, upon recommendation of the president, and shall hold office at the discretion of the president.

Notwithstanding the direct reporting relation between the vice president for capital planning and facilities management to the president, it shall be the duty and responsibility of the vice president for capital planning and facilities management to coordinate with and keep the senior vice president and provost and chief operating officer informed in advance on all matters, 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, activities, or directions of the university.

- (1) The vice president for capital planning and facilities management shall serve as the primary advisor to the administration on physical planning, construction, maintenance and safety; and, shall be responsible for the direction and supervision of all physical planning, construction, maintenance and safety of the university, including the provision of design advice, and services in all matters pertaining to capital improvements on behalf of the university of Akron.
- (2) Specific duties of the vice president for capital planning and facilities management shall include responsibility for management of the office of capital planning and facilities management, environmental and occupational health and safety, physical facilities, university police and supervision of the planning, safety, maintenance, and police staffs, and directing and monitoring all associated matters on behalf of the university of Akron, including for example:

- (a) Review, advise, and assist with planning and construction documents, contracts, policies, procedures, practices, actions, or any matter having legal significance to the capital improvements, maintenance and safety of the university of Akron;
  - (b) Administrative review of judicial decisions, legislative or governmental regulatory developments, and recommendations for compliance procedures or strategies;
  - (c) Review, advise, and assist with property acquisitions, leases, labor relations, and personnel matters, and construction related insurance matters;
  - (c) Advise and assist with compliance reviews by governmental agencies, higher education regulatory agencies and internal audits; and
  - (d) Assist the president and other administrative officers to identify and implement programs and strategies that will provide comprehensive and preventative capital planning guidance to the university of Akron.
- (3) The vice president for capital planning and facilities management, director of architectural services and capital planning, and associates or assistants thereto shall maintain the professional qualifications for appointment as university architect.
- (4) The vice president for capital planning and facilities management, shall coordinate capital improvements and services for the university of Akron with the state of Ohio department of administrative services, board of regents, and provide appropriate liaison with the city of Akron, county of Summit, and state of Ohio planning authorities. The vice president for capital planning and facilities management shall serve as liaison with the office of the state architect.
- (5) The vice president for capital planning and facilities management shall oversee the safekeeping of all construction drawings, specifications, and similar documents or instruments.

- (C) The director of architectural services and capital planning shall be appointed by the board upon recommendation of the vice president for capital planning and facilities management through the president and shall hold office at the discretion of the president.
  - (1) The director of architectural services and capital planning shall be responsible to the vice president for capital planning and facilities management. The duties of the director shall include the responsibility to develop and implement and ongoing and comprehensive plan with respect to the capital improvements for the university. This shall include focusing planning strategies, budgeting and analysis, coordination of assignments and staffing.
  - (2) With prior approval and at the direction from the vice president for capital planning and facilities management, the director of architectural services and capital planning shall fulfill the duties of the vice president.
  
- (D) The assistant vice president for campus safety (AVPCS) shall be appointed by the board upon recommendation of the vice president for capital planning and facilities management through the president and shall hold office at the discretion of the president. The AVPCS must maintain current certification from the Ohio peace officers training academy.
  - (1) The AVPCS of university police shall be responsible to the vice president for capital planning and facilities management. The duties of the AVPCS shall include the responsibility to supervise the administrative, operational, financial, and personnel activities of the university police department, environmental and occupational health and safety (EOHS), Locking Systems, and Grounds Department. The AVPCS shall provide overall management coordination of all assigned administrative areas and execute such other responsibilities as may be assigned by the vice president for capital planning and facilities management. Generally, the AVPCS is charged with the responsibility to protect members, property, guests, and visitors of the university community and the duty to enforce the law.
  - (2) The AVPCS is authorized to compel compliance with all appropriate federal, state, local and university rules and regulations, laws and ordinances. To the extent permitted by law,

the AVPCS may issue stop work and cease and desist orders or other such actions or orders deemed necessary to any individuals or departments on or affecting the university.

- (E) The director of environmental and occupational health and safety shall be appointed by the board upon recommendation of the AVPCS through the vice president for capital planning and facilities management through the president and shall hold office at the discretion of the president. The director must maintain current certifications from the Ohio fire marshal's office, Ohio environmental protection agency and the occupational safety and health act (OSHA). The director shall serve as a resource to the university for the implementation and continuous improvement of its environmental management system and the coordination with other safety programs as deemed necessary.
- (1) The director of environmental and occupational health and safety shall be responsible to the AVPCS. The duties of the director shall include the responsibility to supervise the administrative, operational, financial, and personnel activities of the safety department. The director shall provide overall management coordination of all assigned administrative areas and execute such other responsibilities as may be assigned by the AVPCS. Generally, the director is charged with the responsibility to protect members, property, guests, and visitors of the university community and the duty to enforce the law.
  - (2) The director of environmental and occupational health and safety is authorized to compel compliance with all appropriate federal, state, local and university rules and regulations, laws and ordinances. To the extent permitted by law, the director of environmental and occupational health and safety may issue stop work and cease and desist orders or other such actions or orders deemed necessary to any individuals or departments on or affecting the university.
  - (3) The radiation safety officer shall report to the director of environmental and occupational health and safety and perform such duties as set forth in rule 3359-20-059.

- (F) The director of physical facilities shall be appointed by the board upon recommendation of the vice president for capital planning and facilities management through the president and shall hold office at the discretion of the president.
- (1) The director of physical facilities shall be responsible to the vice president for capital planning and facilities management. The duties of the director shall include the responsibility to supervise the administrative, operational, financial, and personnel activities of physical facilities. The director shall provide overall management coordination of all assigned administrative areas and execute such other responsibilities as may be assigned by the vice president for capital planning and facilities management.
- (2) The director of physical facilities is authorized to compel compliance with all appropriate federal, state, local and university rules and regulations, laws and ordinances, for his/her supervised employees. The director of physical facilities is responsible for the maintenance of the physical environment of the university including buildings, equipment, grounds, and other physical facilities.

Effective: June 25, 2007

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

Prom. Under: 111.15

Rule Amp.: Ch. 3359

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