



Ohio Administrative Code

Rule 3339-1-04 Administrative officers of the university.

Effective: March 6, 2015

(A) The principal administrative officers of the university shall consist of the president, provost and executive vice president for academic affairs, vice president for finance and business services and treasurer, vice president for student affairs, vice president for university advancement, vice president for information technology, and secretary to the board.

(B) President

The president of Miami university shall be appointed by the board of trustees and shall be the chief administrative officer of the university responsible for the operation of the university as a whole. The president has authority to sign on behalf of the university all necessary documents and papers pertaining to the operating needs of the university. The president has authority to delegate signature authorization to other appropriate administrative personnel of the university for all necessary contracts, documents and papers pertaining to the operating needs of the university, provided that such designation of authority is in writing and on file in the office of the secretary to the board of trustees (resolution of the board of trustees R86-42). The board shall have sole responsibility for determining the size, composition and selection procedures of any presidential search advisory committee.

(C) Provost and executive vice president for academic affairs

The provost and executive vice president for academic affairs of Miami university shall be appointed by the president and elected by the board of trustees. The provost shall be the chief educational officer of the university under the president responsible for general supervision of instructional pro-grams. In the absence of the president, the provost and executive vice president for academic affairs shall be the chief administrative officer of the university.

(D) Vice president for finance and business services and treasurer

The vice president for finance and business services and treasurer shall be appointed by the president and elected by the board of trustees. He or she is the chief business and financial officer of the university under the president responsible for the business affairs of the university including general direction and supervision over new construction, the maintenance and operation of the physical plant, the procurement and distribution of supplies, the management of residence halls and dining facilities, the operation of other auxiliary services, the administration of nonacademic personnel serving in civil service classifications, and the security of university property; and financial affairs of the university including the collection of all accounts due, the custody of funds, the disbursements of accounts payable, the preparation of vouchers payable by the state of Ohio, the control of financial records, the rendering of proper financial reports, the provision of bookkeeping



3339-1-04

2

and auditing service to student organizations, and all necessary liaison with state financial officers.

(E) Vice president for student affairs

The vice president for student affairs shall be appointed by the president and elected by the board of trustees and shall have the responsibility for student services, including the administration of student conduct rules and regulations.

(F) Vice president for university advancement

The vice president for university advancement shall be appointed by the president and elected by the board of trustees and shall be responsible for fund raising and administration of development programs and alumni and parent programs.

(G) Vice president for information technology

The vice president for information technology shall be appointed by the president and elected by the board of trustees and shall be responsible for the development, implementation, and administration of the university's information technology infrastructure and computing systems.

(H) Vice president for enrollment management and student success.

The vice president for enrollment management and student success shall be appointed by the president and elected by the board of trustees and shall be responsible for enrollment management, including admission, financial aid, the bursar, and the registrar, as well as responsibility for coordination of retention and student success initiatives.

(I) General counsel

Miami university's general counsel shall be an administrative officer appointed by the board of trustees upon nomination of the president. The general counsel shall be responsible for the coordination and supervision of all legal matters involving Miami university and the board of trustees, and officers and employees acting on behalf of the university or its affiliated entities.

(J) Secretary to the board

The secretary to the board shall be an administrative officer appointed by the board of trustees upon nomination of the president. The secretary shall prepare and keep the records of the board and shall be responsible for the safekeeping of the seal and other official insignia of the university. As custodian of the university seal, the



3339-1-04

3

secretary shall affix it to such instruments as require its use and when so done shall attest it by his or her signature. This officer shall sign all documents requiring the signature of the secretary as an officer of the corporation. The secretary shall have custody of the charter of the university and of the minute books and papers relating to the records of the board. The secretary shall perform other duties and responsibilities not specifically assigned to another officer by these regulations as the board or the president may direct.

(K) The president, the vice presidents, general counsel, and the secretary to the board are the principal administrative officers of the university; the secretary to the board shall also serve as secretary of the corporation. The president shall have the power to appoint additional principal administrative officers, subject to approval by the board of trustees.

(L) Power of president to designate committees

The president shall have authority to appoint advisory committees to advise him/her on affairs relating to the university. These committees shall have such responsibilities as are assigned to them by the president. Committees appointed by the president may be discharged by him or her at any time.

(M) Power of principal administrative officers to appoint committees

Subject to the direction of the president, each principal administrative officer shall have the authority to appoint advisory committees (whether called councils, boards, commissions, or committees) to advise that officer in affairs relating to his or her responsibilities at the university. These committees shall have such responsibilities as are assigned to them by the principal administrative officer. Committees appointed by a principal administrative officer may be discharged by that officer at any time.

(N) Signature authority

- (1) No contract, agreement, promise, bank account, or other financial undertaking in the name of Miami university or purporting to be made for, or on behalf of any campus, college, school, department, division or other part of the university may be made by any of its officers, agents, or employees or by any student, faculty, or alumni organization, enterprise, or association whatever, unless the same shall have been first authorized by the board of trustees of the university or in pursuance of authority conferred by these regulations.
- (2) Whenever the board of trustees has authorized or ratified the making of any contract or the execution of a written instrument of any kind, the president, the provost and executive vice president for academic affairs and the vice president



3339-1-04

4

for finance and business services shall, without additional authorization from the board, each be authorized to execute and deliver such documents as may be necessary or proper for the performance of the university's obligations thereunder.

(3) Real property.

- (a) Contracts involving the purchase or sale of real estate must be approved by the board of trustees, regardless of the amount. This provision does not include the release of interests by the university for the purchase of land rents as provided in section 3339.03 of the Revised Code. The president and secretary to the board are authorized to execute transfers of real property to release land rent interests and as otherwise authorized by the board. The vice president for finance and business services and the general counsel shall serve as alternates for the president and secretary to the board. The vice president for finance and business services is also authorized to enter into leases of university real property or leases of real property for the benefit of the university.

(4) Capital improvements

- (a) The board of trustees retains sole authority with respect to contracts for capital improvement projects (repair, maintenance, renovation or new construction) unless otherwise specifically delegated by board resolution or as follows:
 - (i) Capital improvement projects are defined as any initiatives undertaken on behalf of the university that improve the physical environment. Projects covered under this policy include, but are not limited to, activities that involve design, repair, maintenance, construction, reconstruction, renovation, demolition, landscaping, roads and grounds improvements/maintenance, building and systems repairs/replacement, client-specific projects, major emergency responses and any capital improvement project. This excludes items which would appropriately be directed through the procurement process and subject to the university's procurement policies and guidelines. All such projects shall adhere to all applicable laws and regulations.
 - (ii) The vice president for finance and business services shall have the responsibility and authority for contracting for any capital improvement project of any kind (repair, maintenance, renovation, or new construction) estimated to cost two point five million dollars or less. The vice president for finance and business services shall



3339-1-04

5

report regularly to the finance and audit committee on the status of each capital improvement project of one million dollars or more.

- (iii) Any capital improvement project estimated to cost more than two point five million dollars shall require specific authorization by the board of trustees. Once a project of more than two point five million dollars has been approved by the Board, the university shall not increase the project costs (including costs for design, construction, construction management, or other services) presented to the board at the time of authorization without specific board approval except as follows:
 - (a) For projects more than two point five million dollars but less than ten million dollars, the vice president for finance and business services shall have the authority to increase individual contracts, approve change orders or the total project budget as long as the increases do not exceed ten percent of the original total projected budget or five hundred thousand dollars, whichever is less, and an appropriate report is made to the board's audit and finance committee at its next regularly scheduled meeting.
 - (b) For projects over ten million dollars, the vice president for finance and business services shall have the authority to increase individual contracts, approve change orders or the total project budget as long as the increases do not exceed ten percent of the original total project budget or one million dollars, whichever is less, and an appropriate report is made to the board's finance and audit committee at its next regularly scheduled meeting.
 - (c) For any energy-saving project estimated to cost less than four million dollars issued in accordance with all applicable laws and regulations, the vice president for finance and business services shall have the requisite authority to enter into such contracts on behalf of the university. This approval constitutes complete authorization for the project including site selection, design, construction, financing and any services needed, except as specifically noted in the authorization resolution

(5) Purchase of goods and services



3339-1-04

6

- (a) The president, the provost and the vice president for finance and business services are authorized to sign all contracts, purchase orders, documents and papers that require the expenditure of funds by the university or are necessary for the good and efficient operation of the university. The vice presidents, dean, directors, chairs and other heads of offices are authorized to purchase goods and services through such purchasing policies and procurement procedures as may be authorized by the vice president for finance and business services.

(6) Employment

- (a) The board authorizes the president and the provost, within the budgetary resources of the university, to employ and set compensation for members of the faculty and unclassified administrative staff.
- (b) The board designates the president and the vice president for finance and business services as the appointing authority to employ and set compensation for members of the unclassified administrative staff, classified staff and law enforcement officers.

(7) Securities

- (a) The board authorizes any of the following officers of the university to buy, sell, assign, transfer and convey any and all securities of any company, corporation or association, now or hereafter registered in the name of or belonging to the president and trustees of the Miami university, or standing in the name or belonging to the university in any capacity: the chair of the board of trustees of the university, the treasurer of the board of trustees of the university, the president of the university, the vice president for finance and business services and treasurer of the university, the associate treasurer of the university, the general counsel of the university, or the secretary to the board of trustees of the university.

(8) Delegation

- (a) The president, the provost and the vice president for finance and business services may delegate some or all of the authority conferred under this Article to other officers or employees of the university. All delegations of authority whether by the president, the provost, or the vice president for finance and business services shall be in writing, shall identify the delegate by title and/or position of employment, shall describe the scope of the authority provided by the delegation, shall bear the signature of the



3339-1-04

7

president, provost or vice president for finance and business services, and shall expire on the earlier of:

- (i) The date of expiration contained in the written delegation
- (ii) The date the delegate ceases to serve in the position to which authority has been delegated
- (iii) Written notice of revocation of the delegation signed by the president, provost, or vice president for finance and business services.

No person receiving a delegation may further assign or delegate to any other person all or any part of the delegated authority. All such delegations shall be filed with the secretary to the board of trustees and the office of general counsel.