

## **Executive Memorandum No. 6**

### **Guidelines for Facilities Operation of Intercampus Programs**

A contemporary concern which is expressed about higher education is the need for coordination. This is true at all levels. The record of the University of Nebraska in this context is not insignificant and at the time this Executive Memorandum is proposed there are ten programs in operation where one major administrative unit (home campus) utilizes the resources of another (host) campus. These guidelines are intended to address some of the business/administrative questions which can arise in the establishment and operation of these programs.

The general underlying philosophy of this policy is that the chain of business/administrative responsibility prevails, i.e., from the department head of the program to the dean or director, to the appropriate campus vice chancellors, and to the campus chancellor of the program regardless of its location. With this as a base, the following definitions are appropriate.

**Home campus -** The campus with the ultimate academic, administrative and budgetary authority for the program.

**Host Campus -** The campus (other than home campus) on which the program is physically housed.

**Home Campus Responsibilities** – This responsibility includes the academic and budgetary administration of the program. The operation of the program within the budgetary limits includes all personnel, supplies, movable equipment, and furniture. Certain of these items may be furnished by the host campus, but are to be reimbursed to the host campus from program funds. The home campus will assume financial responsibility for remodeling and renovation costs necessary to accommodate the program. Requests for renovation and/or remodeling will be processed through host campus procedures and will be governed by host campus policies.

**Host Campus Responsibilities** - The host campus has the responsibility to provide building space and other such permanent assets for the utilization of the program. This responsibility must operate within the framework of host campus policies and practices and within the limitations of available resources. The host campus will provide the necessary building repairs, maintenance, custodial services, heat, utilities, and security. Services provided by the host campus on a charge basis to its departments would likewise be billed to the intercampus program. Services provided by the host campus without charge to its departments would similarly be provided without charge to the intercampus programs.

**Asset Responsibility** – The home campus would report and exercise inventory control on all movable equipment and furniture used by the program. The host campus would report and exercise inventory control of all buildings and other assets utilized by a program considered to be part of the host campus.

**Establishment of a New Program** – Upon establishment of a new program which incorporates existing elements presently in operation, the following will prevail:

- i. Academic, administrative and budget control begin at the time prescribed by the designated home campus.
- ii. All movable equipment and furniture in use by an existing element will be transferred to the control of the home campus regardless of location.

**Appeal Procedure** – In case some issue(s) cannot be resolved between the host and home campuses, the issue(s) should be referred to the Council of Business Officers and the Council of Academic Officers for action.

These guidelines should be used in conjunction with future programs being established or considered, and also for the administration of existing programs.

The fact that these guidelines have not outlined a specific model for the communication of and response to proposed program changes and consequent host campus logistic requirements is recognized. It is intended that this matter will be the subject of a later policy study.

**Reference:** Guidelines for Facilities Operation of Intercampus Programs.