UNIVERSITY OF MANITOBA

# UNIVERSITY OF MANITOBA
# PROCEDURE

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| **Procedure:** | **The Vice President (Administration)** |
| **Parent Bylaw:** | The Provost and the Vice-Presidents of the University of Manitoba |
| **Effective Date:** | June 22, 2021 |
| **Revised Date:** | |
| **Review Date:** | June 22, 2031 |
| **Approving Body:** | President |
| **Authority:** | University of Manitoba Act section #16 1(b) |
| **Responsible Executive Officer:** | President and Vice-Chancellor |
| **Delegate:** | President and Vice-Chancellor |
| **Contact:** | President and Vice-Chancellor |
| **Application:** | Board of Governors members, Senate members, Faculty/School Council, Students |

## Part I
## Reason for Procedure

1.1 To set out Procedures secondary to the Bylaw entitled "The Provost and the Vice-Presidents of the University of Manitoba" (the Bylaw) in further defining the roles and responsibilities of the Vice-President (Administration) of the University of Manitoba.

## Part II
## Procedural Content

### Definitions

**2.1** For the purpose of this Procedure, "**Research**" means research, scholarly works and other creative activities.

**Duties and Responsibilities**

2.2 Specific and/or in addition to the duties set out in the Bylaw, the Vice-President (Administration) shall:

(a) provide overall leadership for the strategic development, administration, implementation and oversight of the University's short and long term administrative activities and all financial, business, property, security and investment interests of the University;

(b) ensure the effective and efficient administration of units which report to the Vice-President (Administration) and directly support the operational activities of the University;

(c) in accordance with the Signing of Agreements Policy, recommend to the Board of Governors all contracts requiring the approval of the Board of Governors;

(d) support the institutional strategic, operational, capital, learning spaces and budget planning activities led by the Provost and Vice-President (Academic);

(e) work with the Provost and Vice-President (Academic) to set budget and capital planning priorities in support of the University's mission;

(f) collaborate with all the Vice-Presidents to provide the technology and capital infrastructure and respectful learning environment required to facilitate, nurture and support the University's teaching and research excellence;

(g) collaborate with the Vice-President (Indigenous) to create a supportive environment for Indigenous students, faculty, staff and guests;

(h) in accordance with the policies or procedures established by the Board of Governors or the President, oversee the development, implementation and evaluation of multi-year financial planning and annual budget processes that align with the University's strategic goals and objectives, which are established under the direction of the Provost and Vice-President (Academic);

(i) control the receipts and disbursements of all funds for capital and other purposes processed through University accounts, according to appropriations and policies approved by the Board of Governors;

(j) administer loan funds, trust funds, and all other funds held by the University or administered through its accounts;

(k) invest the funds of, or held by the University, maintain detailed records thereof, and report to the Board of Governors on the investment of funds, including all changes made since the previous report in the said investments, and reporting at the end of each fiscal year the sum total of all important details of such investments;

(l) arrange for appropriate safe-keeping and control of all securities owned or held by or for the University, and of all documents of title evidencing an interest of the University;

(m) present the annual financial report to the Board of Governors on the accounts of the University on or before the last day of June following the close of the fiscal year.

(n) administer for the University the acquisition by purchase or otherwise of all property and services required by the University, and the disposition by sale or otherwise of any property of the University, in accordance with the policies and procedures established by the Board of Governors or the President;

(o) coordinate, in conjunction with the Vice-President (Research and International), the development and operation of the SmartPark Research Park;

(p) develop, secure and maintain the University's property, including its lands, buildings, grounds and equipment;

(q) serve as the administrative officer responsible for oversight of the administration of the pension plans;

(r) oversee the general insurance program and staff benefits plans of the University;

(s) administer and enforce the traffic and parking regulations of the University; and

(t) in collaboration with the Vice-President (External), ensure the University's philanthropic foci are aligned with the University's capital plan,.

## Part III
## Accountability

3.1 The Office of Legal Counsel is responsible for advising the University Secretary that a formal review of this Procedure is required.

3.2 The President is responsible for the implementation, administration and review of this Procedure.

3.3 Board of Governors members, Senate members, Faculty/School Councils, faculty members, staff and students are responsible for complying with this Procedure.

## Part IV
## Review

4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is June 22, 2031.

4.2 In the interim, this Procedure may be revised or repealed if:

(a) the Board of Governors or Approving Body deems it necessary or desirable to do so;

(b) the Procedure is no longer legislatively or statutorily compliant;

(c) the Procedure is now in conflict with another Governing Document; and/or

(d) the Parent Policy is revised or repealed.

## Part V
## Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

(a) The Vice-President (Administration) Bylaw;

(b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and

(c) all previous Administration Governing Documents on the subject matter contained herein.

## Part VI
## Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) Bylaw: The Provost and the Vice-Presidents of the University of Manitoba