



## **Policy Number 6.1**

### **Chapter: Operations**

#### **Title: Division of Operations Mission and Structure**

#### **Division/Department: Operations**

#### **Policy Administrator: Chief Operations Officer**

Adoption Date: 12/18/2024

Revision Dates:

### **1. PURPOSE**

The Auraria Higher Education Center administration is divided into divisions and departments. Each division and each department has a mission statement and organization chart in order to guide and efficiently manage its operations. This policy will define the Division of Operations and identify its departments and key areas of responsibility.

### **2. DEFINITIONS**

This Policy does not require the definition of any specific terms.

### **3. POLICY**

3.1. Within the AHEC administration, there is a Division of Operations headed by the Chief Operations Officer, who reports to the Chief Executive Officer. The responsibilities of the Chief Operations Officer are to direct and manage the division, appoint department heads and other employees within the division, prepare its annual budgets, be accountable for activities of the division, and serve as the most senior supervisor over such departments.

3.2. The mission of the Division of Operations is to provide a comfortable, safe, and visibly attractive environment in which students, faculty, staff, and guests on the Auraria Campus can accomplish their educational and professional goals, thrive in the diversity of a multi-institutional academic community, and enjoy the variety of activities, events, and gatherings that take place on or around the Campus.

3.3. The Division of Operations consists of the following departments:

#### **3.3.1. Facilities Services Department:**

Facilities Services is generally responsible for maintenance of campus facilities, campus environmental health and safety, and campus life safety. Specifically, Facilities Services:

- Continuously monitors and evaluates campus facilities to ensure that maintenance needs are timely identified, and that AHEC facilities are functional, safe and accessible.
- Prioritizes maintenance projects based on budget and need and performs maintenance on a periodic and as-needed basis to ensure continuous functionality of AHEC-controlled facilities and to maximize facilities' useful life.
- Beautifies the campus through grounds maintenance and improvement.
- Maintains the vehicles kept by AHEC.
- Educates and provides support to the Auraria Campus community to prevent and mitigate health and safety impacts on campus.

#### 3.3.2. Custodial Services Department:

Custodial Services is generally responsible for cleaning interior building spaces, maintaining cleanliness and safety inside and outside AHEC facilities, trash pickup and waste management, sticker and graffiti removal, snow removal, keeping restrooms supplied with paper products, and leading pest control efforts through management of contractors.

#### 3.3.3. Construction Project Management Department:

Construction Project Management is generally responsible for overseeing all new construction and remodeling projects, providing project management services to campus departments involved in construction and remodeling projects using in house and external professional services and contractors to design, construct, remodel and improve the campus, collaborating with the Department of Procurement to solicit professional services and construction services, and managing construction and related contracts.

## 4. APPROVAL AND ADOPTION

This Policy has been reviewed and approved by the Board of Directors for the Auraria Higher Education Center.

Date: December 18, 2024

Approved by: */s/ Kate Barton*  
Chairperson of the Auraria Board