



# Service Agreement

Office of the  
Vice  
President for  
Finance and  
Operations

FY19 through FY23 Budget Information

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
	VP for Finance & Operations				
<b>Service Unit Allocation for Primary Unit</b>	\$ 6,138,216	\$ 2,430,933	\$ 2,302,259	\$ 1,888,165	\$ 1,595,706

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Service Unit	Brief Description of Services	Core	Premium	Recharge	Page #
Office of the Vice President for Finance and Operations	Provides cost effective and high quality administrative, financial and operational services in support of the University of North Dakota and to units within the division of finance and operations including Chester Fritz Auditorium, Equal Opportunity & Title IX, Facilities, Finance, Human Resources and Public Safety. A liaison for policy development is also located within the office.	X			3

<b>Name of Service Unit:</b>	Office of the Vice President for Finance and Operations
<b>Contact:</b>	Jen Rogers, Special Projects Assistant to the Vice President
<b>Web address:</b>	<a href="http://campus.UND.edu/operations/">http://campus.UND.edu/operations/</a>
<b>Brief Description:</b>	Provides cost effective and high quality administrative, financial and operational services in support of the University of North Dakota and to units within the division of finance and operations including Chester Fritz Auditorium, Equal Opportunity & Title IX, Facilities, Finance, Human Resources and Public Safety. A liaison for policy development is also located within the office.
<b>Customers Eligible to Request Service:</b>	Internal: Faculty, Staff, Students External: Community; Federal, State and Local Government
<b>Core Services Specifics:</b>	<ul style="list-style-type: none"> <li>• Maintain fiscal integrity of institution and provide comprehensive oversight of campus finances and operations.</li> <li>• Oversee 29 units within the division of finance and operations that provide a variety of finance, facility, safety and human resource services to the campus as a whole.</li> <li>• Coordinate university policy development process across all divisions; perform compliance related updates to policy documents.</li> <li>• Provide administrative support to vice president and special projects.</li> <li>• Serve as an institutional liaison, representative and resource to North Dakota Legislature and North Dakota University System (NDUS) /State Board of Higher Education (SBHE); participate in legislative and NDUS/SBHE activities.</li> <li>• Oversee implementation of strategic planning objectives across the division of finance and operations.</li> <li>• Serve as an institutional sponsor for the model for incentive-based resource allocation (MIRA).</li> <li>• Participate as a member of the institution’s executive leadership team (collaboration, decision-making, cross-divisional communication, policy).</li> <li>• Serve as delegated institutional signature authority.</li> <li>• Serve as a liaison for University-related entities (e.g., EERC Foundation, UND Alumni Association and Foundation, REA Foundation).</li> <li>• Oversee enterprise-wide risk management activities.</li> </ul>
<b>Recharge Services:</b>	N/A
<b>Premium Services:</b>	N/A