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**Date**:

**To**: Jed Shivers, Vice President for Finance and Operations/COO

**From**:

**RE**: Annual VPF/CoO Committee Review

A review of the  Committee information attached has been completed for the  academic year.

**Charter**

The committee’s charter has been reviewed.

Changes to the charter have been identified in the attached redline document. Changes made to the charter were based on the following criteria:

**Membership**

Committee membership has been reviewed.

The following individuals are no longer on the committee and should be removed:

Committee members with expiring terms have been contacted for re-appointment (if applicable).

Memo to VPFO requesting the *appointment* or *re-appointment* of committee members has been attached for VPFO approval. The names of those seeking appointment or re-appointment are:

The following individuals will serve on the committee (list *all* committee members, their title and department they represent, term length, and year in which term expires):

Additional representatives are needed. By completing the following information you initiate the process by which the Office of the VPFO contacts and secures faculty, staff and student representatives for your committee. For follow-up call 7-3511 or email [robert.wood.frasier@UND.edu](mailto:robert.wood.frasier@UND.edu).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type | Faculty | Faculty | Faculty | Staff | Staff | Staff | Student | Student | Student |
| 1-year term |  |  |  |  |  |  |  |  |  |
| 2-year term |  |  |  |  |  |  |  |  |  |
| 3-year term |  |  |  |  |  |  |  |  |  |

Additional representatives are needed, but not addressed through the above chart. Include specifics such as type (faculty, staff, student, job title, other), number of representatives and term length, etc.:

**Miscellaneous**

There are other items/issues that should be addressed that have not been referenced above:

**Minutes/Reports**

Minutes from committee meetings (if identified in the charter) will be sent electronically to the Office of the Vice President for Finance and Operations ([robert.wood.frasier@UND.edu](mailto:robert.wood.frasier@UND.edu)) no later than one month post meeting.

Reports (if identified in the charter) will be sent electronically to the Office of the Vice President for Finance and Operations ([robert.wood.frasier@UND.edu](mailto:robert.wood.frasier@UND.edu)) on an **academic calendar basis** and done so no later than June 30.

**For VPFO Office Use Only**

Changes to charter not required Initials Date

Changes made to charter/submitted to VPFO for signature Initials Date

VPFO signed charter submitted to President for signature Initials Date

Changes to committee membership not required Initials Date

Membership memo submitted to VPFO for review/approval Initials Date

Additional representatives secured as requested Initials Date

Appointment letters sent to committee members Initials Date

Other: Initials Date

File documents Initials Date