UNIVERSITY COMMITTEE CHARTER

Committee: Support Unit Allocation Committee

Background and History: The governance structure for the Model for Incentive-based Resource Allocation (MIRA) includes several advisory groups, including the Support Unit Allocation Committee.

Charge: The Support Unit Allocation Committee examines support unit performance and recommends budgets to the Executive Budget Committee. The committee will:

- During October and November of each year, meet with support unit leadership to:
  - Review support unit’s budget proposal for the following fiscal year, including strategic objectives, service level demands, and workforce plans.
  - Examine benchmark data, customer survey results, and performance metrics to evaluate service level effectiveness and efficiency.
    - Unit presents self-assessment of unit operations and how it is impacting strategy and tactics (SWOT analysis, workplace or customer survey results).
    - Unit discusses prior year performance and how it contributes to UND’s mission and strategic priorities (statement of activities and metric dashboard, impact of prior year subvention allocation).
    - Unit outlines performance improvement plan, including needs from central leadership (workforce development plan; proposed policies, programs, etc.).
    - Unit presents budget appropriation request for next fiscal year (justification for budget request, demonstrate how change in budget impacts service).
  - Offer suggestions for performance improvement and promote development of service level agreements between primary units and select support units.
- Elevate any unresolved issues to the Executive Budget Committee.
  - Budgets for the vice president for finance and operations will be reviewed by the Executive Budget Committee since the vice president is chair of the Support Unit Allocation Committee.
- By December of each year, submit an executive summary of a unified support unit budget recommendation to the Executive Budget Committee as defined in MIRA.

Reporting Channels/Procedures: The committee is advisory to the MIRA Executive Budget Committee.

Membership: The committee is comprised of nine voting members and includes:

- Vice President for Finance and Operations
  - Director, Resource Allocation (ex-officio)
  - Director, Resource Allocation (ex-officio)
  - Associate Provost or designee (ex-officio)
- Academic Dean
- Academic Dean
- College Business Officer
- College Business Officer
- Academic Department Chair
- Faculty Member
• Auxiliary and Centers & Institutes Representative
• Auxiliary and Centers & Institutes Representative

**Appointment:** Committee member appointments will be made by the president as follows.
- Vice president for finance and operations – based upon official position
- Academic dean member is nominated by the Deans’ Council (academic deans plus graduate dean plus library dean)
- College business officer member is nominated by the Deans’ Council (academic deans plus graduate dean plus library dean)
- Academic department chair member is nominated by University Senate
- Faculty member is nominated by University Senate
- Auxiliary and centers & institute representatives are nominated by its respective vice president

To insure broad representation, committee member nominations will be made for twice the number of open slots for that representative. In the instance of the auxiliary or centers & institutes representative, the number of nominations will vary based on the vice presidents’ recommendations.

**Membership Terms:** Committee membership is based on official position and on rotating two-year terms with terms staggered.

**Officers:** The vice president for finance and operations will act as chair of the committee.

**Relationship to Other University Committees:** This committee will work closely and cooperatively with the Executive Budget Committee and the Space Management Committee relative to annual budgets and support unit service effectiveness and efficiency.

**Frequency of Meetings:** This committee will meet at the call of the chair.

**Notice of Meetings/Meeting Agenda and Support Material:** Notice of meeting will be sent to members in writing. Agenda and relevant information will be provided prior to the meeting.

**Committee Minutes:** Minutes of the committee will be kept and distributed to all members.

**Committee Reports:** In December of each year the committee will submit an executive summary of a unified support unit budget recommendation to the Executive Budget Committee as defined in MIRA.

**Committee Activities:** Committee will be responsible for activities such as:
- Develop process and templates for Support Units presentations
- Develop standard reports to enhance transparency and consistency
- Assist in the developments of “standard service levels”
- Support development of service level agreements between support units and primary units

**Staff Support:** Direct staff assistance to the committee will be provided by the Central Budget Office.

**Meeting Quorum:** A simple majority will constitute the necessary quorum for conducting
official business.

Amendment to this Charter: Should any amendment to this charter be required, the appointing official will work closely with the committee chair in deriving amendments suitable to all parties and the amended charter will be completed, signed, and issued with all possible haste. When initiative for such amendment comes from the committee, a written request from the chair to the appointing official will be required.

This University committee charter is effective as of 9/30/15

Robert O. Kelley
President

Tom DiLorenzo
Vice President for Academic Affairs/Provost

Alice Brekke
Vice President for Finance and Operations