



University of Colorado

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## **System Administration Offices** <sup>[1]</sup>

### **Office of the Board of Regents** <sup>[2]</sup>

The Office of the Board of Regents provides support to the regents and consists of nine members serving staggered six-year terms, one elected from each of Colorado's seven congressional districts and two from the state at-large. The board is charged constitutionally with the general supervision of the university and the exclusive control and direction of all funds of and appropriations to the university, unless otherwise provided by law.

In addition to the Office of the Board of Regents, the University of Colorado's system administration consists of 19 units that serve the entire CU system. These units, which provide critical support services to CU's campuses in Aurora, Boulder, Colorado Springs, Denver and Office of the President in Denver, include:

### **Office of the President** <sup>[3]</sup>

The president is the principal executive officer of the university and carries out the policies and programs established by the Board of Regents. The president is responsible for the administration of the university and for compliance of university matters with applicable regents laws and policies, and state and federal constitutions, laws and regulations. The president is the chief lobbyist and fundraiser for the university.

### **Office of Advancement** <sup>[4]</sup>

The advancement operation provides the strategic leadership, coordination, management and the accompanying apparatus to place the institution in an optimal position to attract substantial support from the philanthropic sector. In addition to placing fundraising professionals in the field, advancement also provides the back office functions to support the field staff. These include research, marketing and communications, gift processing, data base management, estate gift planning and other services. These central services produce economies of scale by eliminating the need for these back office functions to be duplicated on each of the four campuses.

### **Academic Affairs** [5]

The Office of Academic Affairs performs universitywide leadership and coordination of CU's academic and research programs. In collaboration with campus executives, the office coordinates the development and review of academic programs for board and state agency approval and serves as liaison to faculty governance groups.

### **Budget and Finance** [6]

The Office for the Vice President for Budget and Finance and the Chief Financial Officer has the primary responsibility of planning and coordinating the universitywide budget and capital construction process. In addition to working closely with the campus budget offices, the office works with communication offices, faculty budget committees, the Colorado Commission on Higher Education, and the state legislature, in particular the Joint Budget Committee and the Capital Development Committee. The office also produces and maintains the CU Compensation Database.

### **Coleman Institute for Cognitive Disabilities** [7]

The Coleman Institute's mission is to catalyze and integrate advances in science, engineering and technology to promote the quality of life and independent living of people with cognitive disabilities.

### **Employee Services (Previously Payroll and Benefits Services)** [8]

Employee Services provides the CU community with services from recruitment to retirement. This office provides technical expertise while administering benefits, professional development, payroll, individual tax management, and strategic HR programs. The functional areas of Employee Services include payroll, technologies, benefits, retirement, financial education, learning and development, international tax and human resources.

### **Government Relations** [9]

The Office of State and Federal Government Relations is charged with developing and implementing a public affairs strategy to address the legislative goals of the university.

### **Information Security** [10]

The chief information security officer and the campus IT security principals jointly oversee the University of Colorado's efforts to protect its computing and information assets and to comply with information-related privacy and security laws and regulations.

### **Institutional Research** [11]

Institutional Research provides responses to a variety of information and data requests from internal and external sources (e.g., the Board of Regents, system administration, the four campuses, peer institutions, and state and federal regulatory agencies).

### **Internal Audit** [12]

Internal Audit reports directly to the Board of Regents and contributes to the university's objectives by helping the CU community understand and apply sound business practices

through independent examination and evaluation of current processes and internal controls, and providing counsel and education to those responsible for them.

### **Policy and Efficiency (OPE)** <sup>[13]</sup>

The Office of Policy and Efficiency develops, oversees and maintains the university's systemwide policymaking process by partnering with system and campus policy managers to create, revise and distribute universitywide policies; and acts as the official repository and point-of-contact regarding university-wide policies. OPE also supports efforts and initiatives to increase efficiency and effectiveness at the university, such as the President's Task Force on Efficiency.

### **Procurement Service Center (PSC)** <sup>[14]</sup>

The Procurement Service Center (PSC) provides leadership to the University of Colorado in the procurement of goods and services and in paying debts to vendors and travelers by combining sound business controls with efficient and timely service. The functional areas of the PSC include purchasing services, strategic sourcing, supplier relationship management, payable services, commercial card program, travel program, small business program, contract services, and procurement systems. PSC is the system owner of CU Marketplace and Concur Travel and Expense.

### **Technology Transfer** <sup>[15]</sup>

The Technology Transfer Office pursues, protects, packages and licenses the intellectual property generated from CU's research enterprise and serves faculty, staff and students seeking to create such intellectual property.

### **Treasurer** <sup>[16]</sup>

The Treasurer's Office is responsible for overall cash management, debt management and property management. It provides support and assistance to the campuses on financing strategies, real estate issues, banking relationships, and other investment-related issues. CU is the only public institution in the state to maintain its own treasury.

### **University Controller** <sup>[17]</sup>

The Office of University Controller (OUC) is responsible for managing the university's system of record ? the Financial System ? and its interfaces with purchasing, payables, human resources and other subsystems, including the Cognos Reporting System. It works closely with the campus controllers, the state controller and the state auditor's office to ensure that fiscal practices comply with external and internal rules and regulations and generally accepted accounting principles. The OUC communicates fiscal policies and procedures to the university community through its news blog, website, and training programs, and provides direct assistance to faculty, staff and other individuals through the Finance & Procurement Help Desk. The office also administers a Continuing Professional Education program and the CU Shared Practices (CUSP) employee recognition program.

### **University Counsel** <sup>[18]</sup>

University Counsel includes several legal functions that provide an array of services to the University of Colorado system. The Office of the University Counsel provides legal advice to the Board of Regents, the president, system administration and the campuses.

### **University Information Systems (UIS)** <sup>[19]</sup>

University Information Systems provides technical services and enterprise applications to the University of Colorado campuses and the Office of the President. UIS is committed to excellence in customer service and technical expertise. Through the development of enterprise applications, UIS supports the university as a whole with systems used by students, faculty, human resources employees, finance employees and others.

### **University Relations** <sup>[20]</sup>

The Office of University Relations is responsible for all official public communication regarding the Office of the President, which includes responding to requests from the news media for information, interviews and official statements. The office also directs the president's community tours and outreach, manages the president's regional business and community councils, the CU Advocates program and oversees the university's special events and outreach with targeted communities. University Relations also produces the weekly CU Connections, news and information for CU Faculty and Staff, and oversees the systemwide branding initiative and the implementation of an online alumni communications tool, among many other print, Web and social media projects.

### **University Risk Management** <sup>[21]</sup>

The Office of University Risk Management is responsible for affirmative control and minimization of risk, promoting a strong proactive loss prevention program, and using aggressive leading edge concepts to insure the safety of students, employees and others as well as protecting the assets and income of each system campus.

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