



UW Colleges and UW-Extension Restructuring Steering Committee

Weekly Update – week of March 26, 2018

KEY UPDATES

Employee Transition Town Hall Videoconferences

This week, Jason Beier, Assistant Vice Chancellor for Human Resources at UW Colleges and UW-Extension, emailed UW Colleges and UW-Extension employees inviting them to participate in Town Hall videoconferences where he and Shenita Brokenburr, Senior Associate Vice President of Human Resources at UW System Administration, will give a general overview of the process of transitioning employees to their designated receiving institutions. They will discuss the anticipated timeline and milestones, as well as answer employee questions.

Attached is a copy of the Town Hall schedule and slide deck which is being presented to participating employees.

Tuition Functional Team Update

At the March 16 Steering Committee meeting, it was recommended to convene a functional group to review tuition and fee considerations under the future structure. Last week, at the Chancellors meeting with President Cross, the Chancellors of the receiving institutions requested the opportunity to provide ideas and proposals regarding future tuition considerations. In the coming weeks, UW System Administration will be reviewing proposals from the Chancellors. In the meantime, the Tuition Functional Team has been put on hold.

Design Phase Update

We are in week four of seven of the Design Phase of the project. Over the next few weeks, project plans will be finalized and integrated into one master project plan, as well as broken out into Student-Facing, Employee-Facing, Administrative and Finance-Facing, and MOU plans. Plans include timelines for project milestones and decisions. Once the plans are complete and integrated, they will be shared with receiving institutions.

Direct Access to Student and Employee Email Lists

In order to facilitate direct communication from receiving institutions to students and employees at their future branch campus(es), Werner Gade, Chief Information Officer at UW Colleges and UW-Extension, has been working with his team to develop email lists for use by the Receiving Institutions. Each Receiving Institution will receive three lists containing first names, last names, and email addresses. The lists are:

1. Students currently enrolled in a class
2. Students who have been enrolled in a class in the last 4 semesters
3. Current faculty/staff

Receiving Institutions can expect to receive their email lists by 03/30/18. These lists will be updated monthly.

REGIONAL AND FUNCTIONAL TEAM UPDATES

Project Management Office (PMO)

- Sent presentation for Steering Committee Meeting 5
- Added EApp plan to project plan
- Facilitated IT workshop
- Created student-facing project plan
- Distributed updated draft MOU for feedback
- Working on integrating functional team project plans into one comprehensive project plan



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Project Communications Office (PCO)

- Drafting monthly project update for UW employees
- Continuing to work with the HR functional team on employee transition communications
- Screening panel is reviewing applicants for the vacant PCO positions
- Continuing to work with the PMO on developing the project plans in various formats for different internal stakeholder groups.
- Working with IT functional team on developing a communications plan
- Working with President Cross's office and UW-Milwaukee on remarks for a Milwaukee Urban League event focused on how restructuring UW Colleges and UW-Extension will better serve students in greater Milwaukee and around the state. Focus on access, affordability, and opportunity.

UW-Eau Claire: UW-Barron Country

- Reviewed 14 shared governance recommendations, which have been forwarded to Chancellor for approval
- Formed new SIS Rapid Action Task Force
- Conducted discussion of administrative structure based on UWBC survey outcomes
- Will hold UWBC forum on administrative structure with Chancellor, faculty, staff, and students
- Upcoming Steering Team meeting on UWBC campus
- UWEC is meeting with faculty of receiving departments from UWBC
- Review MOU

UW-Green Bay: UW-Marinette, UW-Manitowoc, UW-Sheboygan

- UW-Manitowoc and UW-Sheboygan reviewed shared governance proposal
- Drafted faculty integration plan, which is now under review
- Responses from academic departments to curricular alignment are due April 2nd
- Recruiting students to help with the project and provide an experiential learning opportunity
- Working on timelines and charters of functional teams, which will help ensure teams have a good understanding of what they need to do and by when

UW-Madison: UW-Extension Cooperative and Conference Centers

- Posted notification on transitions of employees and authorities on July 1
- Held steering team meeting
- Hosted Olin House agriculture reception
- Held UWSA/UWCX/Madison finance work group meeting to develop proposal for Restructuring project leadership
- Decided that School of Workers will remain as an academic department in UWEX and will report to Provost until tenure process is determined
- Upcoming meeting of HR and Finance groups to address interdependencies in project plan
- HR Town Halls with UWSA HR's Jason Beier

UW-Milwaukee: UW-Washington County, UW-Waukesha

- Obtained unanimous approval of proposal for Colleges of General Studies at UWM
- Finished proposal for UWM policy changes in order to incorporate new College of Gen. Studies
- Upcoming plan for assimilating UWW/UWWC registration into UWM registration system
- Will conduct a survey on segregated fees for two-year students
- Completed proposal for the College of General Studies



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- UWM Day(s) at UWWC and UWW in April

UW-Oshkosh: UW-Fox Valley, UW-Fond du Lac

- Conducted community input sessions
- Sat for local radio interviews
- Sent CBO to Madison to discuss in-depth financial issues and differences in budget terminology across campuses
- Awaiting feedback regarding the draft mission statement included in HLC document
- Reviewing current UWC bylaws related to tenure and promotion

UW-Platteville: UW-Richland, UW-Baraboo/Sauk

- Posted branch campus administrator role (applications are due March 23)
- Held regional steering committee meeting
- Upcoming visits by Platteville HR to branch campuses to gather personnel data needed to incorporate branch campus personnel into Platteville HR system
- Campus naming options due to Chancellor in April
- Academic calendars approved for 2019-20
- MOU reached with UW Oshkosh, Fox Valley for Collaborative Engineering Program
- Institutional naming process set

UW-Stevens Point: UW-Marathon County, UW-Marshfield

- Held listening sessions for campus naming discussion
- Created project plan for academic affairs work group
- Added to student support work group's project plan
- Working on enhancements to receiving campus website
- Working towards completion of master project plan
- Working on integration of branch campus into governance structure
- Developing org. chart based on critical staffing needs
- Will hold branch campus naming sessions with Chancellor
- Feedback from focus groups is due March 31
- Critical staffing needs assessment due April 30

Athletics

- Awaiting upcoming decision from Chancellors on whether campuses will adopt club sports or intercollegiate model

Bursars

- Finished activities timeline through Feb. 2019
- Identified key questions
- Will follow-up with Department of Revenue on ability to transfer debt versus having to recall it and reassign

Facilities and Property

- Scheduled first team meeting for Wednesday, March 28
- Working on prioritizing action plan



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Finance

- Facilitated initial budget walk-through with UW-Madison and UW-Extension staff
- Assembled list of needed changes to initial crosswalk assumptions
- Working on alignment of MOU service provision assumptions with updated Colleges crosswalks
- Upcoming meetings with cross-functional HR, Finance, and IT teams to understand logistics of budget changes and to align with HR assumptions

Financial Aid

- Provided SIS Team with biographic and demographic data elements to be loaded in PeopleSoft systems for receiving institutions
- Requested information from HLC Functional Team that Financial Aid will need to complete the EApp by June
- Upcoming revisions to letters regarding resources and campus-based funding
- Awaiting federal allocations for Dept. of Ed. (next two weeks)

Higher Learning Commission (HLC)

- Upcoming: Refined Critical Path narrative pertaining to curriculum, faculty, instructional oversight, and learning assessment

Human Resources

- HR leadership holding videoconferences this week to communicate to transitioning employees
- Drafted roadmap for HR transformational vision and near-term transition plan for employees
- Developing plan for merger of UW Colleges and UW-Extension with UW System HR offices

Information Technology (IT)

- Held intensive workshop on progress toward team near-term milestones
- Briefed team on plan to share branch campus email addresses with Receiving Institutions
- Outlined possible future IT support models and documented service transition methodologies milestones
- Reviewed progress against Steering Committee timeline
- Developing communications plan with the PCO

Libraries

- Team members continue work on project plan tasks
- Cross-functional team meeting scheduled for next week with SIS team to discuss technical issues and timing

Procurement

- Functional team membership finalized
- First team meeting scheduled for next week (expected)
Held functional team planning meeting

Registrars

- Participated in spring meeting of all System registrars and admissions staff
- Will review if EPCS process can facilitate data migration
- AACRAO and Alliance conferences



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Student Information Systems (SIS)

- Conducted an all-day workshop on March 12
- Upcoming submission of decisions and recommendations to the Steering Committee
- Following-up with other teams on questions raised at the March 12 meeting
- UWC will produce an example data set by mid-April

Student Recruitment Functional Team (SRFT)

- Completed EApp project timeline
- Working on recruiting plan template for regional use in efforts to recruit two-year students

Student Visa Functional Team (SVFT)

- Submitted Student Exchange and Visitor Program (SEVP) proposal for team review
- Working on submission of formal proposal to School Certification Unit at SEVP for March 31
- Anticipating feedback from SEVP on April 30

Veterans Services

- Created project plan, including milestones and activities timeline