



# UW Colleges and UW-Extension Restructuring Weekly Project Update

Week of July 23, 2018

## KEY UPDATES

### NEW Project Decisions

Two project decisions were issued this week.

1. [Tuition and Fees for 2018-19 and 2019-20](#) was amended to clarify tuition will follow a degree/program based model.
2. A timeline was established for [requests to change campus structure](#) (i.e. from branch campus to additional location model). Receiving institutions will not submit a request to the Higher Learning Commission (HLC) for a change to campus structure until HLC has completed its six-month review. New campus structures will not be implemented before July 1, 2019.

Full text of the decisions, background, and next steps are posted to the [Project Decisions](#) page of the UW Restructuring website.

## PROJECT MILESTONES

### Upcoming

- Communication milestones for July - August
  - RI distribution of appointment letters and contracts to employees
  - RI notification of Graduation/diploma name change to current students
  - New students welcome notification
  - New leadership team welcome by Chancellors
  - Communication of tuition structure and fees
  - Announcement of new faculty governance structure (August – September)
  - Completion of student recruitment/marketing plan and materials (August – September)
  - Distribution of faculty orientation details for branch campus faculty (August – November)
  - Confirmation of Campus name changes (August – December)
  - Confirmation of new FAFSA schools codes (August – December)
- 7/31: System will distribute final 2018 budget transfer
- 7/31: UW-Extension Funding Crosswalk for BOR
- 7/31: Initial deep dive into UW Colleges/UW-Extension contracts completed by Procurement team
- 8/1: Launch new EApp for Fall 2019
- 8/2: Go/no-go validation for each region to process applications on 9/1
- 8/15: Memo added to transcript for UWC, indicating accredited institutions
- 8/15: RIs finalize UDDS structure for FY20; structure validated by CBO and entered into SFS

## FUNCTIONAL AND REGIONAL TEAM UPDATES

### Project Management Office (PMO)

#### Completed:

- Continued MOU management plan SME meetings
- Continued focused support to UW-Oshkosh, UW-Green Bay, UW-Stevens Point, and UW-Eau Claire
- Prepared materials for the Steering Committee meeting

#### Upcoming:

- Conducting July 31 roadmap workshop at UW-Oshkosh
- Completing first draft of academics and student life roadmap for UW-Green Bay
- Analyzing coursework and enrollment data for UW-Green Bay
- Finalizing UW-Green Bay's community engagement project plan



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- Continuing MOU management SME meetings
- Functional Team All-Hands meeting on July 26

## Project Communications Office (PCO)

### Completed:

- Gave Communications Roadmap presentation at July Steering Committee meeting
- Had first meeting with UWC Online project team to begin communications planning
- Finalized digital marketing ads for fee waiver promotion
- Updated draft memo and decision paper on use of UWC email during 2018-19 transition year
- Finalized welcome message from President Cross to new units of UWSA for July Connect@UWSA

### Upcoming:

- Issue final memo and decision paper on use of UWC email addresses during 2018-19
- Meet with UWC Online project team and continue communications planning
- Establish timeline and process for campus name change updates to uw.edu, uwhelp.wisconsin.edu, and wisconsin.edu

## UW-Eau Claire: UW-Barron Country

### Completed:

- Presented community outreach approach to UW Restructuring Steering Committee
- Continue to work through milestones per the Restructuring milestones
- Making progress toward development of the marketing materials

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

### Completed:

- Offers signed for two remaining branch administrator positions;
- Developed an academic structure that is being tested for registrar activities;
- Met with Huron to continue conversations around academic/financial modeling

### Upcoming:

- Reconfiguring recruitment territories in Salesforce
- Meeting with all branch administrators to kick off community engagement strategy
- Re-evaluating project committee structure

## UW-Madison: UW-Extension Cooperative Extension, Public Media, and Conference Centers

### Upcoming:

- Finalized MOUs for all four transitioning units – Conference Centers, Mail Services, Public Media, Cooperative extension
- Fully transitioned Conference Centers and Mail Services to UW-Madison
- Created a new division to hold UW-Extension and Public Media, currently being led by Interim Vice Chancellor Casey Nagy
- Hired new Director of Wisconsin Public Media

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

### Completed:

- Dean in place for College of General Studies (CGS)
- Associate Dean in place for Admin. and Finance



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- Planned 'Opening Day' introduction for CGS
- Submitted name change request to Board of Regents

## Upcoming:

- Seg Fee determination across campuses

**UW System Administration: UW-Extension Continuing Education, Outreach and E-Learning; Division of Business and Entrepreneurship; Instructional Communications Systems (ICS); Wisconsin Humanities Council; Wisconsin Institute for Public Policy and Service (WIPPS)**

## Completed:

- Conducted several meetings with CEOEL leadership and UW Colleges Online staff to identify working group structures, initial participants, and to prep organizational structure

## Upcoming:

- Initial communication announcing shift in working structure, communications plan, and deep dive into existing UW Colleges Online operations

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

## Completed:

- Met with Huron to check off scheduled Roadmap activities through July 1
- Worked with Working Group leads to schedule and finalize both participants and visual content for the July 31 Roadmap Workshop;
- Reviewed Communications Roadmap and outlined progress on scheduled communications
- Transmitted an initial communication from the Chancellor to employees at UW-Fond du Lac and UW-Fox Valley

## Upcoming:

- The July 31 Roadmap Workshop
- Leadership meetings on Lake Winnebago communications plan for this fall

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

## Completed:

- Campus Assist Deans hiring decisions in process
- SIS team ran Mock I of data conversion
- Reviewing reports for cleanup
- Branch and main campus had a presence in community parades this summer
- Formal request for branch campus name changes have been submitted
- Student services/admissions areas are planning cross-trainings and continuing to work on policies/procedures
- Directors for Student Life have been hired
- Residence Life has met with each campus

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

## Completed:

- Addressed July 20 Steering Committee meeting participants
- Launched administrative oversight of branch campuses
- Began orientation for transitioning employees

## Upcoming:



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- Presentation to BOR of finalized name change

UW-Whitewater: UW-Rock County – updates monthly, last update was 7/16

Athletics – Sunsetting

Bursars – No update

Facilities and Property

Completed:

- Attended orientation meeting with Milwaukee and Deans/Interim Deans of Waukesha and Washington Counties

Upcoming:

- Start to work on a process to facilitate changing signage
- Working on process for conversion of highway signage, process to be defined between Communications and Facilities
- Need to investigate how amendments to MOU will be facilitated
- Continue to research county budget timelines to assist campus planners with their capital planning
- Five more individualized meetings with UW Colleges management, deans, and Facilities planners left in the next 3 weeks
- Investigate amount of outstanding debt with DOA
- RIs to finalize UDDS structure for FY20 (due August 15)

Finance

Completed:

- Executed July 2018 budget transfers
- Gathered tuition perspectives and updated draft of tuition decision circulated for review

Upcoming:

- Continuing UW-Extension budget discussions and analyzing existing service delivery splits within units
- Finance memo addressing financial decisions and timelines

Financial Aid – No update

Human Resources

Completed:

- All RIs have sent welcome letters to employees they are receiving
- To ensure seamless processing and accurate support to be provided to employees through the restructure, the Central UWC/UWEX Office of HR and RIs have been collaborating on HR services and are finalizing Service Level Agreements to help organize their work during the transitional year

Upcoming:

- Pending clarification on when funds transfer for employees who were offered a letter of intent; RIs are creating onboarding plans for employees;
- The finalized “HR Transactional Timeline” and “HR Transitional Year Guide” will be shared with a wide audience
- HR Transactional Team will meet monthly -- upcoming milestones are
  - UWC Recruiters moving on Aug. 1,
  - RIs establishing new organizational structure;



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- Share new UDDS with the Service Center;
- Announcement of the hiring of Manitowoc and Sheboygan Branch Campus Administrators

## Information Technology (IT) – Sunsetting

## Libraries – No update

## Procurement

### Completed:

- Meeting to review various UWC/X contracts
- Review of UWC/X spend analysis
- Completed assessment of procurement automation future state
- Completed initial analysis and team discussion of UWC contract data

### Upcoming:

- Identify the group of POs/contracts that should be supported with UWC/X/UWSA procurement services
- Analyze all UWSA/C/X contracts for legal issues related to transferring contracts to RIs
- Review the UWC Auxiliary contracts issued by UWSA
- Establish approach for contract review
- Auxiliary contracts informational piece
- Initial deep dive into UWC/Extension contracts completed (July 31)
- Bucket PO contracting work (due August 31)

## Registrars – No update

## Student Information Systems (SIS)

### Completed:

- First mock data conversion completed for UW-Green Bay and UW-Platteville
- Validation of test data is progressing well

### Upcoming:

- First mock data conversion next week for UW-Stevens Point and UW-Milwaukee

## Student Recruitment Functional Team (SRFT) – Sunsetting

## Student Visa Functional Team (SVFT)

### Completed:

- Confirmed an interim plan for DSO responsibilities until DHS approves the I-17 application

### Upcoming:

- May receive update on I-17 application approval by the end of July

## Veterans Services – No update