



UW Colleges and UW-Extension Restructuring Weekly Project Update

Week of July 16, 2018

KEY UPDATES

Functional/Regional Team Notes

- Please continue to submit regular updates to the Project Management Office (PMO) until your team has completed its work. If your team has completed its outlined milestones and has no further updates to provide, please let the PMO know so we can officially close out the team.
- Regional and Functional teams will be dropped from this weekly update as they officially close out.
- Teams that have not submitted a new update for this week will keep their heading, but will not have an update below their team name.

PROJECT MILESTONES

Completed

- EApp testing began at Receiving Institutions

Upcoming

- Communication milestones for July
 - UWSA distribution of Title and Total Compensation letters to employees (July – December)
 - RI distribution of appointment letters and contracts to employees
 - RI notification of Graduation/diploma name change to current students
- 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

FUNCTIONAL AND REGIONAL TEAM UPDATES

Project Management Office (PMO)

Completed:

- Worked with MOU client service leads to develop plan for project reporting and support of stated milestones
- Continued MOU management plan SME meetings
- Continued focused support to UW-Oshkosh, UW-Green Bay, UW-Stevens Point, and UW-Eau Claire
- Developed Steering Committee meeting agenda and confirmed speakers

Upcoming:

- 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 in UW-Green Bay
- Finalizing UW-Green Bay's community engagement project plan
- Continuing MOU management SME meetings

Project Communications Office (PCO)

Completed:

- Distributed final Communications Roadmap

Upcoming:

- Distribution of What Prospective Students Need to Know and Financial Aid Guidance
- Final memo/decision on use of UWC email addresses during 2018-19
- Submitting outline to Business Officer magazine for an article on the restructuring project



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- Updating FAQs and creating a new Parents & Counselors FAQ page

UW-Eau Claire: UW-Barron Country

Completed:

- Hired Barron County branch campus administrator
- Assigned campus leads to serve as liaisons between UWCS service areas

Upcoming:

- Working through communication and marketing planning with new web site, internal, and external communications

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

Completed:

- Held final round on-site interviews for branch administrators
- Draft initial proposal for housing AAS students with the GB academic structure
- Refined IT list of issues needing resolution

Upcoming:

- Hold community engagement strategy rollout meeting
- Finalize proposal for housing AAS students

UW-Madison: UW-Extension Cooperative Extension, Public Media, and Conference Centers – No update

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

Completed:

- Continued bi-weekly status calls
- Met the week of 7/16 to discuss seg fees across institutions
- Completed name change request for Board of Regents

Upcoming:

- Adjusting structure of Regional Team to align with post-HLC approval needs
- Continuing to work on seg fees across institutions

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) – No update

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 identify participants for the July 31 Roadmap Workshop;
- Scheduled and finalized half of the visual content for same Workshop
- Reviewed Communications Roadmap and outlined progress on scheduled communications
- Issued decisions on Chancellor's outreach to UW-Fond du Lac and UW-Fox Valley, commencement ceremony processes at all three campuses in fall 2018 and spring 2019, convocation for fall 2018 and recognition of the new university
- Transmitted a communication from the Chancellor to employees at UW-Fond du Lac and UW-Fox Valley

Upcoming:



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- 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

Upcoming:

- Serving as a testing site for procurement electronic approval process
- Search and screen process for hiring will be presented to department chairs in August

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

Completed:

- Had a status meeting with CFO
- Finalized and rolled out operations roadmaps to functional teams
- Finalized charter to include new branch campus executives
- Created campus communication to go out 7/13
- Spoke with Dean Stock-Koppleman about her steering committee presentation on 7/20

Upcoming:

- Continue weekly status meetings with CFO/Provost
- Continue to operationalize roadmaps for risk management, facilities, finance, and public safety

UW-Whitewater: UW-Rock County

Completed:

- Shift of project management responsibilities from Lois Smith to Seth Meisel and Kristin Fillhouer
- Signed MOU with UW System Administration

Upcoming:

- Hiring of recruiter for UW-Whitewater at Rock County
- Celebration of HLC's acceptance of Restructuring Application
- Naming of Dean for UW-Whitewater at Rock County
- Mailings to faculty and staff at UW-Whitewater at Rock County welcoming them to UW-Whitewater (from Chancellor and HR)
- Mailings to Rock County and UW-Whitewater denied admission students with invitations to apply and live in residence halls
- Preparing wraps for signage at Rock County branch campus as well as communication plan for announcing joining of campuses
- Signing of MOU between UW-Whitewater and UW-Whitewater at Rock County

Athletics

Completed:



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- Team is in the process of sunsetting.

Bursars

Completed:

- Met in person on 6/25 and determined how to handle 1098T reporting in the transition year
- Have developed business processes to operationalize their account balance recommendation

Upcoming:

- Follow-up with Steve to determine when Excel spreadsheet for item type crosswalk work will be sent to RIs
- Creating RI Bursar contact list for Colleges to assist with communications during the transition year

Facilities and Property

Completed:

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

Upcoming:

- Working on process for conversion of highway signage
- 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 three weeks
- Investigate amount of outstanding debt with DOA
- RIs to finalize UDDS structure for FY20 (due August 15th)

Finance – No update

Financial Aid – No update

Human Resources – No update

Information Technology (IT)

Completed:

- Determined that former CITS will replace Colleges computers that are inoperable, but will not otherwise upgrade Colleges hardware (CITS will update computer labs on two-year campuses, however; all Colleges computers will run Windows 10)
- Determined that work stations will move with Colleges employees to RIs, and that RIs are free to re-image those machines, if necessary

Upcoming:

- Continue development of the IT Functional Team timeline

Libraries

Completed:

- Library services plan, collection merging strategy, shared information services migration plan completed
- Provided central collection budget recommendation
- Added four new milestones to roadmap
- Meeting with Ex Libris

Upcoming:



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- ID system-wide purchase recommendations for Colleges perpetual access resources (due August 2nd)
- Communication to institutions
- Review ALMA/PRIMO configuration options for branch campuses (due September 1st)

Procurement

Completed:

- Completed initial analysis and team discussion of contract data
- Review of UWC/X spend analysis

Upcoming:

- Initial deep dive into UWCX contracts (due July 31st)
- Bucket PO Contracting work (due August 31st)

Registrars – No update

Student Information Systems (SIS) – No update

Student Recruitment Functional Team (SRFT)

Completed:

- Team is in the process of sunsetting.

Student Visa Functional Team (SVFT)

Completed:

- Identified a PDSO plan for the upcoming transitional year. Danielle Clarizio will assist with DSO responsibilities until DHS approves the I-17 application

Upcoming:

Veterans Services – No update