



# UW Colleges and UW-Extension Restructuring Weekly Project Update

Week of September 3, 2018

## KEY UPDATES

### PRISM production code freeze

UW Colleges PRISM production is in a code freeze from August 27 through September 19. This means that no PeopleSoft changes are to be implemented in PRISM production during this timeframe. The purpose of this code freeze is to allow UW Colleges functional offices to be able to run start of semester processes effectively without potential interruption of services that may be caused by new or modified code in PRISM.

## PROJECT MILESTONES

### Completed

- 8/15: RIs - Finalize UDDS structure for FY20; structure validated by CBO and entered in SFS
- 9/1: Fall 2019 admissions begin

### Upcoming (or unconfirmed as complete)

- Communication Roadmap milestones for August
  - 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 - Distribute final 2018 budget transfer
- 7/31: Finance - UW-Extension Funding Crosswalk for BOR
- 7/31: Procurement - Initial deep dive into UW Colleges/UW-Extension contracts completed
- 8/30: Finance - UDDS Placement
- 8/31: SIS - Bio-demo testing complete
- 9/12: Finance – Transfer outstanding PR/GPR debt to RIs

## FUNCTIONAL AND REGIONAL TEAM UPDATES

### Project Management Office (PMO)

#### Completed:

- Completed and disseminated to Client Service Leads service transition dashboard with RI updates
- Finished MOU interviews with Campus Relationship Leads at UW-Platteville, UW-Oshkosh, and UW-Whitewater

#### Upcoming:

- Develop communication plan to support MOU transitions
- Work on establishing “resolution team” with HR, IT issues

### Project Communications Office (PCO)

#### Completed:

- Updated Functional, Employee, and Student Communications Roadmaps
- Created new carousel feature on website to promote new FAQs
- Added Faculty & Staff Blog to website
- Activated new Restructuring blog for faculty and staff



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## Upcoming:

- Creating Library Communications roadmap
- Meeting with HR FT to update FAQs

## Service Area Transitions

### Upcoming:

- Conduct and Compliance
- Law Enforcement, Emergency Planning
- Risk Management

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## UW-Eau Claire: UW-Barron County – Bi-weekly updates

### Completed:

- Completing work on the MOU Amendment review and identifying issues regarding the transition

### Upcoming:

- Working with PMO to schedule meetings with Campus Liaisons and work through transition questions

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

### Completed:

- Finalized new admissions webpage
- SIS data conversion on new iteration that is tested daily; incorporated the branch campus CEOs into formal restructuring meetings

### Upcoming:

- Trainings scheduled for branch administrators
- Begin compliance training with new 12-month employees

## UW-Madison: UW-Extension Cooperative Extension, Public Media, and Conference Centers – Bi-weekly updates

### Top Concerns:

- Follow-up on UW-Extension budget negotiations
- Status of submitted System policy draft changes

## UW-Milwaukee: UW-Washington County, UW-Waukesha – Bi-weekly updates

### Completed:

- Completed MOU transition conversations with UW-Milwaukee

### Upcoming:

- Campus Relationship Leads and are in the process of scheduling meetings with the Campus Administrator, Stephen Schmid

## 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) – monthly updates

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

### Completed:

- Completed final three Roadmap follow-up meetings with Oshkosh Working Groups



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- Drafted presentation content for opening meetings at Fox Valley and Fond du Lac campuses
- Attended opening meetings at Fox Valley and Fond du Lac campuses
- Created template for employee-facing Oshkosh Communications Roadmap
- Reviewed MOU service transitions with Enrollment Management Campus Relationship Lead at Oshkosh

## Upcoming:

- Drafting of content for next Lake Winnebago Restructuring Steering Committee meeting
- Contribution of content for employee-facing Oshkosh Communications Roadmap
- Continued follow-up on outstanding service transitions and updates to Oshkosh service transition dashboard

## UW-Platteville: UW-Richland, UW-Baraboo/Sauk- Bi-weekly updates

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

### Completed:

- Met with all Campus relationship leads to discuss current progress of transitions
- Verified all expedited transition for Stevens Point, including housing
- Signed MOU amendment

### Upcoming:

- Schedule meetings for the deans of all four colleges for the week of September 4

## UW-Whitewater: UW-Rock County – Monthly updates

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## Bursars

### Completed:

- Bursars met on 8-27 and discussed the account balance transfer process as well as how to handle MSEP and MN Reciprocity;
- This team will continue to meet monthly and as needed until at least September of 2019.

### Upcoming:

- Team lead will follow up with System budget office on guidance around MSEP and MN Reciprocity

## Facilities and Property – No update since 8/31

## Finance

### Completed:

- Biennial budget proposal to BOR

## Financial Aid – No update since 7/2

## HLC – No update since 8/31

## Human Resources – No update since 8/31

## Libraries

### Completed:



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- Completed library services plan, collection merging strategy, shared information services migration plan
- Provided central collection budget recommendation
- Discussed HRS data feeds and submitted recommendation to UWSA to add HRS system flag for employees.

## Upcoming:

- Funding requests for Restructuring-related software updates
- PRIMO Subgroup recommendations
- Communication to institutions
- Review ALMA/PRIMO configuration options for branch campuses (due September 1)

## Procurement

### Completed:

- Met to review various UWCX contracts
- Reviewed 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
- P-card spend analysis and review
- 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 (target by July 31)
- Bucket PO contracting work (due August 31)

## Registrars

### Completed:

- Met on 8-29 and discussed transcripts and reporting graduates to the NCH
- The team will continue to meet every two weeks as needed until July 2019

### Upcoming:

- Memo to go out with UWC transcripts has been finalized and each RI is finalizing communication to send to 18-19 graduates from branch campuses that will be receiving RI diplomas

## Student Information Systems (SIS)

### Completed:

- Huron/SCI Data Conversion Team worked with UW Colleges Central IT to migrate data conversion processes and security authorizations into the Production environment prior to the code freeze; this migration allows for an on-time implementation of the Mock 3 data conversion in PRISM production
- The SIS Functional team has officially sunsetted, converting to a special project structure; held kickoff meeting for new structure, updated charter and roles

### Upcoming:

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freeze is to allow UW Colleges functional offices to be able to run start of semester processes effectively without potential interruption of services that may be caused by new or modified code in PRISM.

Student Visa Functional Team (SVFT) – No update since 8/31