

**UW Colleges & UW-Extension
Administrative Services Integration Sub-committee
Charge**

The Administrative Services Sub-committee will:

1. Conduct discussions of the core functional units which comprise Administrative Services, and identify key individuals from both institutions to include in those discussions. UW System Administration should participate in these discussions where appropriate.

Functional areas of review include:

- Facilities Planning & Management
- Risk Management & Safety
- Procurement
- Internal Audit
- Extramural Grants
- Accounting Services
- Financial Admin/Reporting
- General Support Services

Note: Budget planning, development and analysis will be reviewed at a later date. Payroll & staff benefits, while a unit of UW Colleges administrative services, will be discussed in the HR subcommittee, yet to be established.

2. Analyze and compare service delivery within each function for commonalities, differences, and areas of possible integration.
3. Document the advantages and disadvantages of integration in each functional area.
4. Quantify any potential cost savings or cost increase that might result from integration.
5. Recommend to the Steering Committee services which could be combined and recommend staffing options.

Timeline: A preliminary report indicating overall progress and status by function should be provided to the steering committee by September 30, 2005.

Administrative Services Sub-Committee Members

Sue Schymanski	Interim Vice Chancellor – Administration UW-Extension Co-chair
Steve Wildeck	Vice Chancellor – Administration UW-Colleges Co-chair
Mark Dorn	Director – Business Services & Controller UW-Extension
Laurie Grigg	Director – Business Services & Controller UW Colleges
Dan Malacara	Director – Business Services Cooperative Extension
Jim Eagon	Assistant Dean – Administrative Services UW-Fox Valley
Mike Kraus	Special Assistant to the Vice President UW System Administration