

**UW Colleges and UW-Extension  
Administrative Integration Steering Committee**

**Subcommittee and Work Group Status Report**

**January 2006**

## **Administrative Services Integration Subcommittee**

### ***Charge:***

- 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 and management; risk management and safety; procurement; internal audit; extramural grants; accounting services; financial administration/reporting; general support services.
- Analyze and compare service delivery within each function for commonalities, differences, and areas of possible integration.
- Document the advantages and disadvantages of integration in each functional area.
- Quantify any potential cost savings or cost increase that might result from integration.
- Recommend to the Steering Committee services which could be combined and recommend staffing options.

***Members:*** Sue Schymanski, Steve Wildeck, Mark Dorn, Laurie Grigg, Dan Malacara, Jim Eagon, Mike Kraus

***Status:*** Reports submitted 12/19/05 on the Purchasing, Internal Audit, and a Chancellor Expense Proposal. The group recommends that the next UW-Extension purchasing director lead the integration of that function. With the combined size of the UW Colleges and UW-Extension, the group recommends continuing with two audit positions.

## **Equal Employment Opportunity and Diversity Programs Work Group**

### ***Charge:***

- Identify available resources within the University of Wisconsin-Colleges and the University of Wisconsin-Extension that provide services in equal employment opportunity, ADA, and diversity programs.
- Identify services needed from both institutions and the fit between resources available and those needed
- Review models for delivery of services based on best practices which includes review of centralized and decentralized models
- Recommend to the Steering Committee services which could be combined and recommend staffing options.

***Members:*** Yvonne Horton, Lyn Reigstad, Nora McGuire, (another Colleges person?), Kathy Stittleburg, Melissa Mayo, Christine Curley.

***Status:*** Work completed; report posted on website (overview enclosed). UW-Extension is proceeding with the hiring of a new Director for Workforce Equity and Diversity; this position will provide leadership for shared resources, services and training.

## **Human Resources Subcommittee**

### ***Charge:***

- Identify human resource functions that are currently provided by staff in the UW Colleges and UW-Extension
- Identify the staff and other resources *available* in both institutions
- Identify the functions *needed* by both institutions
- Analyze the fit between existing capacity and human resource needs in both institutions
- Review best practices models
- Explore potential integration opportunities
- Prepare recommendations for the Steering Committee for effective human resource function that will serve the needs of UW Colleges and UW-Extension

***Members:*** David Prucha and Lyn Reigstad (co-chairs); Diane Lund, Brad Kraus, Barbara Dueholm, Melissa Mayo, Greg Lampe, Sharon Klawitter

***Status:*** The committee has been asked to complete its work by April 2006 and to provide the Steering Committee with a progress report in February.

## **Increasing Baccalaureate Degrees Work Group**

### ***Charge:***

The group will develop new and innovative systems to provide access for place-bound, non-traditional, and under served students to baccalaureate degrees. To complete its work the IBDWG is expected to:

- Identify existing capacity at UW- Colleges and UW-Extension including programs, staff, faculty, delivery and support services.
- Identify socioeconomic, geographic location and degree interests of Wisconsin population groups currently not served by existing UWS institutions.
- Develop new delivery models that take advantage of innovative uses of technology including, but not limited to, on-line learning, digital television, flexible scheduling of time and place and other non-traditional formats.
- Build on existing high touch and high tech strengths of UW-Colleges and UW-Extension to develop models for advising and supporting the educational needs of the identified students.
- Examine existing alliances which help meet the needs of under served degree seekers. These include other UWS institutions, WTCS, and K-12 schools. Identify areas where new alliances are needed and develop strategies to create them.

***Members:*** Andy Keogh and Lee Zaborowski (co-chairs); Mary Crave, Mary Grant, Wava Haney, Christa James-Byrnes, Ann Keim, Kris McGrew, Diane Pillard, Barbara Stinson.

***Status:*** Report and plan of action completed November 2005; posted on website. (The executive summary and timeline are included in this section; the full report is in Appendix B.)

## **Information Technology Subcommittee**

### ***Charge:***

The Information Technology Subcommittee will:

- Identify available resources within the University of Wisconsin-Colleges and the University of Wisconsin-Extension that provide Information Technology services.
- Identify services needed from both institutions and the fit between resources available and those needed.
- Review models for delivery of services based on best practices.
- Refine preliminary analyses using facilitated session(s) with representatives of each institution's IT service areas.
- Recommend to the Steering Committee services which could be combined and recommend staffing options.
- Recommend to the Steering Committee organizational options.

***Members:*** Dick Cleek, (Ron Kraemer, former Extension CIO); Greg Johll, Jim Stull, Nancy Crabb (UW System observer); other members as needed, comprised equally from each institution.

***Status:*** Report submitted in August and updated in September; posted on website. Server Room Consolidation group is moving forward; five IT staff member continue discussion about infrastructure of the new server room. The Help Desk Group has been identified and will begin exploring the possibility of a consolidated help desk.

## **Consolidated Office Operations Subcommittee**

### ***Charge:***

The AISC charged a sub-committee to discuss and develop a proposal for consolidated office operations. The charge included:

- Review standing meetings and other commitments for the chancellors from UW Colleges and UW-Extension. Begin developing consolidated calendar for Jan-Mar 2006.
- Review options for integrated e-mail, voice mail and electronic calendar for the new chancellor.
- Develop a formal analysis/proposal for space options. Consolidate information about various locations identified by the Administrative Integration Steering Committee in a brief summary with brief descriptions of available space, benefits, and related costs for each site.

***Members:*** Barb Sandridge, Mary MacKendrick, Bill Meyer, Luis Fernandez, Steve Wildeck, Dick Cleek

***Status:*** Report submitted 12/19/05. The work group has had extensive discussions about 432 N. Lake Street with the Colleges' members expressing concern about "political" problems associated with having the chancellor located on Lake Street. This term mainly reflects concerns about internal perceptions. The group is beginning to consider a more wholesale reorganization of staff located in the two locations, but "cultural differences" may be an obstacle, as Colleges members expressed a greater need for proximity to direct reports. The group will have specific briefing material and data about location options available for David Wilson.

## **Communications Work Group**

### ***Charge:***

The Communications work group is charged with developing a comprehensive communications strategy for the administrative consolidation of UWC and UWEX. To do this, the communications group will:

- Serve as the primary means for AISC communication with internal institutional audiences and external public audiences
- Develop a comprehensive communications plan to be approved by AISC. The plan will coordinate communications from UWS, UWC, and UWEX.
- Create trust with both internal and external audiences by developing strategies that ensure on-going two way communication with employees, students, administrators, stakeholders, public officials and other clientele.

***Members:*** The work group will be co-chaired by David Giroux and Teri Venker. Membership will be comprised of Jennifer Garner, Mary MacKendrick, and Doug Bradley will serve as the liaison from UW System.

***Status:*** Based on discussions between Marv and Margaret in December, which also involved David Giroux and Teri Venker, the recommendation was made to postpone the appointment of a subcommittee/work group to examine the communications and marketing functions. The committee concurred with this recommendation, agreeing that Dave and Teri will learn a great deal about their respective functions through collaborative work, rather than formal analysis by committee.

## **Other new and ongoing areas of collaboration during the period of time the AISC has operated:**

*Datacasting as a Distance Education Delivery Method* - a \$47,000 UW-Extension Cross-Divisional grant (2005-06) to create and/or adapt three existing UW - Baraboo Sauk County courses to be delivered via datacasting to campus and home locations by Wisconsin Public Television. (Previously there have been a number of funded projects involving a Colleges Continuing Education unit.)

*UW-Extension Program Innovation Fund* (renamed for 2006-07 from Cross-Divisional Program Innovation Fund) – modified guidelines to better reflect UW-Extension’s new relationship with the UW Colleges.

*Extension Administrative Leadership Program (EALP)* – beginning discussions with UW Colleges to further expand participation beyond Colleges continuing education staff.

*Faculty/Academic Staff governance leadership exchanges*

*District Meetings with Cooperative Extension and UW Colleges* – a number of Cooperative Extension districts and the UW College(s) within those districts are meeting together to learn more about each other and potential areas for collaboration.

*Cross-Institutional Diversity and Multicultural Program* – five proposals selected for funding (see enclosure)

*Status of Women Committee and Diversity Council*

*Americorps\*VISTA* – Greg Lampe is a member of the Americorps\*VISTA Advisory Council. A proposal is being developed to request an Americorps\*VISTA member that will link a county office with a UW College campus.

Exploring broadening UW Colleges annual Colloquium to include UW-Extension faculty and staff.