



Academic & Student Services

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April 29, 2005

To: Provosts
Chief Business Officers

From: Cora Marrett, Senior Vice President for Academic Affairs
Debbie Durcan, Vice President for Finance

Re: Provost/CBO Efficiency Study

As a follow-up from the letter of April 26 from President Reilly charging us with forming two working groups in order to move forward with the Provost/CBO Efficiency Study, we are asking for help from the UW System Provosts and Chief Business Officers to provide leadership in this study.

As the letter from President Reilly states, there will be two working groups focusing on the two areas listed below and the functions listed under each that can be addressed in a short term study:

- 1 Academic Planning Group
 - o Program Review Process
 - o Grants
 - o Faculty and Staff Development

2. System Administration Consolidation and Regional Consolidation of Administrative Functions Group
 - o Operations Review and Audit
 - o Procurement
 - o Federal Relations
 - o Risk Management (structure and processes)
 - o Administration of International Programs
 - o Hiring Process and Procedures
 - o Payroll and related functions

In order to form these two working groups, we are asking the existing Academic Planning Working Group to look at all three areas instead of the merely the Program Planning area. In addition, we are combining current regionalization and system consolidation groups to form the second group.

The current working group members are listed below:

1. Academic Planning Group
 - Bob Sedlak, STO
 - Ginny Coombs, RVF
 - Ellen Fitzsimmons, EXT
 - Jocelyn Milner, MAD
 - Carol Sue Butts, PLT
 - Liz Hitch, LAC
 - Ron Singer, SA

2. System Administration Consolidation and Regional Consolidation of Administrative Functions Group
 - Andy Soll, EAU
 - Jim Freer, WTW
 - Darrell Bazzell, MAD
 - Ron Lostetter, LAC
 - Rita Cheng, MIL
 - David Prior, SUP
 - Cora Marrett, SA
 - Debbie Durcan, SA

In order to minimize the time commitment for these committees, we will be asking committee members to provide strategic directions for the committee and develop recommendations for the Chancellors. Staff in the functional areas will be doing most of the analysis.

We realize that all of you have very busy schedules related to campus activities. Therefore, it is not necessary to participate if your schedule does not allow it. Please respond to Bob Jokisch at bjokisch@uwsa.edu by Tuesday, May 3 if you are on one of these groups but will not be able to participate or would like to be added to one of the working groups. Please also note if you have an interest in a particular functional area under that working group.

President Reilly has asked for a progress report for the Chancellors' Retreat on June 23 and 24 and a final report submitted in the early Fall. Obviously these timelines will be a challenge, so we need to move forward as quickly as possible.

c: Cabinet