

UW Colleges and UW-Extension Restructuring

Steering Committee Meeting 16

Friday, February 15, 2019

9:00 a.m. – 11:00 a.m.

Steering Committee Meeting Agenda

Topic	Time	Presenter
Welcome	9:00 – 9:05	Rob Cramer
Project Roadmapping	9:05 – 9:25	Jo Carter
HLC	9:25 – 9:35	Carleen Vande Zande
FY19-20 Budget	9:35 – 9:55	Gillean Kitchen
SIS	10:15 – 10:30	Werner Gade Raghu Chagarlamudi, Huron
Records Management	10:30 – 10:45	Charles Clark, UW Colleges Katie Patten Mark Dorn, UW-Extension

Roadmap Update

Jo Carter, Project Management Office

Roadmap Validation

- Roadmap meeting
 - Intended to bring UWC/UWX/UWSA plans together
 - RIs were invited as interested stakeholders
 - RI roadmap milestones will be included, if requested/provided by RIs
- RI visits
 - PMO will visit RIs in late February to coordinate combined roadmap and RI plans
 - Similar meetings with UW-Madison and UW-Shared Services

Roadmap Tracking

- The Roadmap is the foundation for completing all remaining project work
 - Milestones and target dates will be tracked by the PMO
 - Amendments made as needed
 - Contact Jo Carter with questions or amendments – jcarter@uwsa.edu
- “Gate” check-ins
 - July 1, 2019 is anticipated to be a common target date, particularly for financial milestones
 - PMO will facilitate 90-, 60-, and 30-day check-ins before milestone target dates to ensure they are on track
 - First “gate check” will be held in early April, and will set the pattern for the later gates

Roadmap Formats: Swim Lane

	A CALENDAR ITEM	BURSAR FUNCTIONAL TEAM	CLOSEOUT - FINANCIAL AID	CLOSEOUT - LEGAL REQUIREMENTS/STAT... REFERENCES	CLOSEOUT - PHYSICAL ACCESS MANAGEMENT	CLOSEOUT - PROPERTY/EQUIPMENT	CLOSEOUT - RECORDS TRANSITION (ACTIVE & HISTORICAL)	CLOSEOUT/MOU TRANSITIONS - ADMIN & FINANCE
JANUARY 2019	<ul style="list-style-type: none"> UWC - Winterim 2019 - Last Day of Classes UWC - Winterim 2019 - Grades Due UWCOL Fall semester degrees posted All Ris order diplomas for Fall semester degrees earned All Ris report Fall 2019 degrees to NSC 						<ul style="list-style-type: none"> Ri SMEs identified record needs and all active Colleges records defined with necessary data determined 	
FEBRUARY 2019			<ul style="list-style-type: none"> Need final ED guidance on how to transition the FLEX program to UWM. If guidance is not provided, contingency plans need... 	<ul style="list-style-type: none"> Technical and Substantive amendments to Regent policy documents, administrative and board policies... 		<ul style="list-style-type: none"> Confirm that all Ris will be managing the surplus of their new branch campuses. Confirm Ris are aware of that. 	<ul style="list-style-type: none"> Transition plans developed and scheduled for each Colleges active record type 	<ul style="list-style-type: none"> What is the breakout by fund and category (Salary, S&E) of non-campus budgets that Ris will receive (Crosswalk detail)

Roadmap Formats: Spreadsheet

Item #	Target date	Milestone Description	Priority Level	Workstream	Point of Contact	Communicator	Related Milestones/Dependencies	Visibility Level	Stakeholder	Comments/Quarter	PMO Liaison	Complete
246	1/25/2019	UWC - Winterim 2019 - Last Day of Class	A - "Must hit" date	A Calendar Item	Bruce Cunningham	No		0 - Calendar Item			Ran Schwartz	
247	1/31/2019	UWC - Winterim 2019 - Grader Due	A - "Must hit" date	A Calendar Item	Bruce Cunningham	No		0 - Calendar Item			Ran Schwartz	
252	3/4/2019	OSHFall 2019 Requirtration begin	A - "Must hit" date	A Calendar Item	David Klockhafer	No		0 - Calendar Item			Ran Schwartz	
57	3/15/2019	Need student requirtration for fall 2019 term entered into the regional computer system. This would be needed to ensure bills are correct and financial aid funds are able to be disbursed. If there is no requirtration in the regional computer system, they would be unable to disburse financial aid funds. Very similar to the comment dated 8/1/2018 about the admizian application, in that requirtration and financial aid records need to be in the same system.	A - "Must hit" date	Clearout - Financial Aid	Tim Oppenarth	No		3 - PMO Tracking		Admizian application became available for fall 2019 enrollment. Admizian decisions must be entered in the regional computer system in order for financial aid to be processed by the regional computer. Can't have Colloquy done and the regional computer do the other based upon all the regulatory set-up within the PeopleSoft system.	Ran Schwartz	
7	3/1/2019	Determine what rate can be charged for RI-delivered online BAAS & AAS courses	A - "Must hit" date	Clearout/MOU Transition - Admin &	Ginger Hintz	Yes		3 - PMO Tracking			Jazica Laeoko	
48	3/1/2019	All Rlr complete account provisioning	A - "Must hit" date	Functional Team -	David Klockhafer	No		3 - PMO Tracking		Some computer are already complete; RI decision	Ran Schwartz	
5	1/4/2019	Summer scheduler completed (being handled by Rlr)	A - "Must hit" date	MOU Transition to Rlr - Academic Affairs	Charler Clark	No	HR transition (decision needed on recommendation that UWC HR will handle summer instructional	2 - Steering Committee			Ran Schwartz	2/12/2019
40	3/1/2019	Determine how bookstore will be managed	A - "Must hit" date	MOU Transition to Rlr -	Ruth Anderson	Yes		3 - PMO Tracking		On task list for admin/finance	Jaran Barrett	
41	3/1/2019	Determine how food service will be managed	A - "Must hit" date	MOU Transition to Rlr -	Ruth Anderson	No		3 - PMO Tracking		On task list for admin/finance	Jaran Barrett	
42	3/1/2019	Determine how vending will be managed	A - "Must hit" date	MOU Transition to Rlr -	Ruth Anderson	No		3 - PMO Tracking		On task list for admin/finance	Jaran Barrett	
	2/15/2019	New Department Coder	A - "Must hit" date	UWC Transition to UWSA - Business &	Gina Ferrara	No		3 - PMO Tracking			Ran Schwartz	

HLC

Carleen Vande Zande, Associate Vice President for Academic Programs and Educational Innovation

Review Processes



System Focused Review - Strengths

- ✓ Leadership
- ✓ Strong Collaboration
- ✓ Board of Regents
- ✓ Detailed Planning and Execution
- ✓ MOUs and Institutional Statements
- ✓ Accountability
- ✓ Flexibility in Local Reorganization
- ✓ Support Across Regions of the State
- ✓ Compliance with HLC Criteria

Leadership

- Strong forward-thinking leadership
- Strong commitment and support
- Commitment of leadership team
- Maintain quality in all regions of state

Strong Collaboration

- Collaboration is vibrant across System
- High levels of engagement
- High levels of branch campus participation in planning
- Plans for further collaboration

Board of Regents

- Strong understanding and support
- Accountability
- Informed
- Continuous focus on long-standing issues in System

Detailed Planning and Execution

- High level of detail and careful planning
- Clear evidence in documentation
- Iterative process
- Collaborative input
- Excellent planning and well executed
- High level of awareness and understanding
- Deep commitment to goals of plan

MOUs and Institutional Statements

- Clear demonstration of how HLC criteria are met
- Allowed latitude for campus plans and distinctive culture
- High levels of support and buy-in
- Accountability
 - Maintain System dashboard of actions
 - Milestones

Support Across Regions of State

- Increases opportunities to improve involvement with new regions
- Responsiveness to economic development needs
- Opportunities to bring talent development and educational programs to smaller communities

Compliance with HLC Criteria

- The team found nothing that would put the institutions at risk of falling out of compliance with HLC criteria or eligibility requirements.

Institution Focused Review - Concerns

- Student Services Staffing
- Enrollment Challenges
- Need for Clear Communication
- Financial Challenges

Student Service Staffing Levels

- Area already experienced budget reductions
- Institutions and System aware of need to rebuild critical services
- Challenges ability to meet Criterion 3 D
 - “The institution provides support for student learning and effective teaching.”

Enrollment Challenges

- Enrollment challenges remain a concern
- Restructuring brought renewed focus on this
- Leadership is attuned to regional stakeholders
- Vigorously addressing challenge

Need for Clearer Communication

- Informed if engaged, if not involved not as informed
- Consider climate of change and communication needs
- More communications using multiple channels and messaging appropriate to target audience
- Build message of fully realizing benefits of restructuring

Financial Challenges

- Expressed concern for sustainability
- Issues are well defined by leadership and institution business officers
- Leadership demonstrated in-depth awareness of issues in higher education business models
- Issues of compensation across four-year and two-year institutions
- Firm determination to address issues
- Financial officers engaged in ongoing planning and preparation beyond planning framework
 - Strong collaborative frameworks established

Additional Feedback

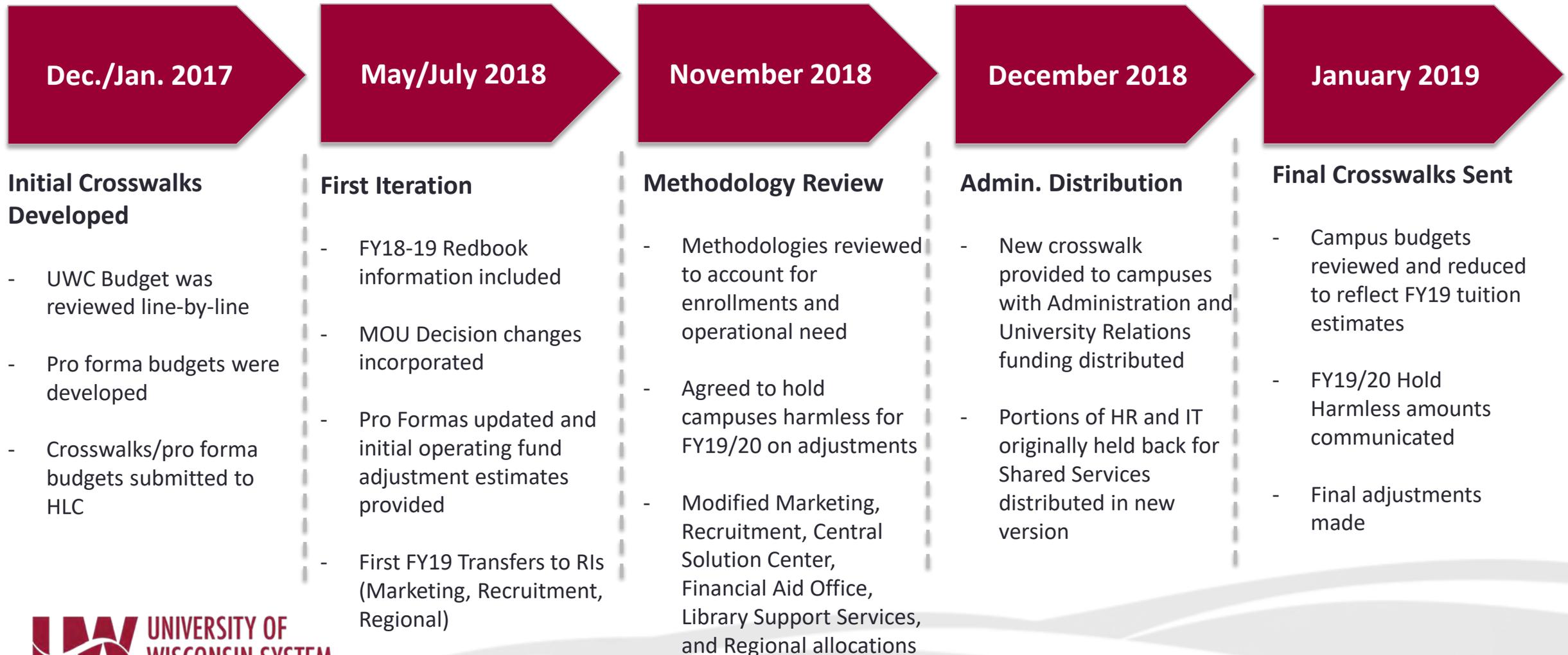
- HLC noted that collaboration and commitment are noteworthy throughout the restructuring efforts

FY19-20 Budget

Gillean Kitchen, Office of Finance

Crosswalk Allocations Process

Final allocation crosswalks were provided to CBOs and Budget Directors in January. Over the next month, individual teleconferences have been scheduled with CBOs and staff at each RI to address any questions or concerns.



Budgeting Guiding Principles

- Budgets were assessed based on the 2017-18 UW Colleges allocation of funds, and corresponding provision of instruction, student services, administrative services, and other services.
- All methodologies were reviewed and allocations needed to balance the reality of different levels of enrollments plus the administrative needs to operate a branch campus.
- Campuses would be held harmless for any adjustments to the methodologies for a period of two years.
- Campus Budgets would be adjusted to reflect recent tuition estimates, and these reductions would be incorporated into the current budgets (with a hold harmless period through FY20).

SIS Workstream Update

Werner Gade, Assistant Vice Chancellor for IT & CIO
UW Colleges and Extension

Raghu Chagarlamudi, Senior Director, Huron

SIS Project Overview

Goals & Objectives

- Ensure the SIS restructuring project initiatives align with the goals of the overall **UW Colleges and UW-Extension Restructuring** project, which include:
 - ✓ Expanding **access** to higher education
 - ✓ Maintaining **affordable** tuition
 - ✓ Increasing **opportunities** for students
- Successfully **deliver a restructured SIS** at each of the participating Receiving Institutions and assure no interruption of service or support to branch campus students as their records transition to the receiving institutions
- Construct a SIS project structure that supports **cross-team collaboration** with key stakeholders at each of the Receiving Institutions and UW System and by developing **SIS project planning framework** that delivers on key SIS restructuring milestones

SIS Timeline

Milestone Tracking Calendar

		Milestone Calendar											
		Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Activities	Status												
Phase I Conversion Go Live	●	★											
Phase II Conversion Go Live	●		★										
Phase III Conversion Go Live	●				★								
Student Account Balance Conversion	●					★							
Support Course Exchange	●										★		
Phase IV Conversion Go Live	●									★			
Phase V Conversion Go Live	●											★	

Budget Status

Budget Status	Dates	Status
SIS Project Budget Phase 1	4/1/18 - 2/28/19	●
SIS Project Budget Phase 2	3/1/19 - 9/1/19	●

Key	
Milestone	★
Not Started	●
Completed	●
On Schedule/On Budget	●
At Risk	●
Jeopardy/Off Budget	●

Records Workstream Update

Charles Clark, Associate Vice Chancellor for Academic Affairs, UW Colleges

Katie Patten, Public Records Coordinator

Mark Dorn, Associate Vice Chancellor for Administration and Finance,
UW-Extension

Active Records: Information Transfer

- Developed a process for information transfer that can be maintained post-UWCX closeout
 - UW Colleges Records Workgroup, with representatives from administrative divisions, is coordinating with PMO
 - RI SME teams, with Lead SME group coordinating with PMO & Records Workgroup
 - Greg Kocken, UW-Eau Claire
 - Chris Paquet, UW-Green Bay
 - Seth Zlotocha, UW-Milwaukee
 - Josh Ranger, UW-Oshkosh
 - James Hibbard, UW-Platteville
 - Brad Casselberry, UW-Stevens Point
 - Alexandra Stokes, UW-Whitewater

Active Records: Information Transfer

- Completed actions:
 - **Implementation plan in place**, focusing on active records with priority on student information, personnel information, and administration & finance information
 - RI SME teams have assembled **spreadsheets defining RI needs for active records**
 - **A comprehensive spreadsheet of RI records needs**, now available to RI SME teams and Colleges' workgroup
 - **A System-level SharePoint site for receipt of electronic records** (active Colleges records are largely electronic)

Active Records: Information Transfer

- Personnel information is moving to RIs
- Student Affairs information is in the process of being made available
- Some risk management information has been made available
- A student employee will move information from Colleges to the System-level SharePoint site mentioned earlier
- The process includes tracking as information is transferred or otherwise made available
- RIs – via SME teams – will also be working with staff at the branch campuses

Active Records: Information Transfer

- We're using July 1, 2019 as a default date for information transfer/availability
 - Some information has already transferred or will have transferred before this date (Ex: Student Affairs and personnel information)
 - Other information will become available late in FY19 and during FY20 (Ex: budget, library, and HR information, depending on the nature of the information and the overall transition process)

Historical Records: UW-Extension Records Transition

1. Divisional Records move with division to RI
2. Institutional Records – Functional Groups (HR, Payroll, Business Services) handling transition
3. Records stored at State Records Center (SRC)
 - a. Working with RI Records Officers to transfer ownership of those files by July 1, 2019
 - b. Decision Item – determining custodian of Extension institutional records stored at SRC
 - c. RIs will need to have access to co-mingled Extension records at SRC through the records' remaining required retention periods

Historical Records: UW-Extension Records Transition

4. Timeline

- a. Moving Personnel information to RIs as needed
- b. SRC records transfer ownership to RIs by 7/1/19
- c. Extension financial records transitioned to SRC sometime post-FY19 fiscal year-end closeout

Next Steps

Before the next Steering Committee meeting:

- PMO visits RIs, UW-Shared Services to coordinate timelines

The next Steering Committee Meeting is Friday, March 15, 2019.



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – February 15, 2019

Overview

The key objective of the February 15, 2019, Steering Committee meeting was to receive updates on 2019 Combined Roadmap planning, Higher Learning Commission (HLC), FY19-20 budget, Student Information System, and Records Management.

The Restructuring Project is roughly half-way through HLC Phase 1, which began on July 1, 2018, and ends June 30, 2019.

Project Management Office (PMO)

Jo Carter, Project Manager, PMO, gave an update on the 2019 Combined Project Roadmap planning meeting on February 11. A group of stakeholders representing UW System Administration (UWSA), UW Colleges, UW-Extension, and Receiving Institutions reviewed a draft combined workstream roadmap for the remaining project timeline. The roadmap contains milestones for MOU service transitions, UW-Extension units transitioning into UWSA, and UWCX closeout. The group validated and collaborated on improvements to the milestones, interdependencies, date conflicts, and other key information of the draft.

The PMO has incorporated those comments and changes and distributed the updated combined roadmap to project stakeholders. The PMO will track milestones and make amendments to target dates, as necessary. By the end of February, the PMO will meet with each of the RIs individually to ensure the coordination of roadmaps and milestones between the RIs and the central UWSA/UWCX group.

The PMO will facilitate “gate check” meetings between UWCX and each RI at the 90-, 60-, and 30-day mark before July 1, 2019. Gate check meetings will help ensure readiness for key transitions, assessing whether teams are on-track and addressing issues in a timely manner. The first gate check will be held in early April.

Higher Learning Commission (HLC)

Carleen Vande Zande, Associate Vice President for Academic Programs and Educational Innovation, provided an update on HLC’s review during the December Focused Visit.

Timeline for HLC report

The HLC review team’s report, based on findings from the December Focused Visit, will be finalized in early spring 2019. The report will then be submitted and the Institutional Actions Council will review the report in spring 2019. The results will be shared with institutions thereafter.

Preliminary HLC feedback on:

Leadership

- The UW System demonstrated strong, forward thinking leadership in proposing and implementing the plans to restructure the UW System
- The UW System demonstrated a strong commitment and support of the President and Chancellors for the restructuring proposal and plans
- The leadership team at UW System is committed to working through the full implementation of the plan
- The HLC review team recognized our strong desire to maintain quality higher education for students in all regions of the state

Strong Collaboration

- The HLC review team observed that collaboration is vibrant across the UW System



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – February 15, 2019

- They observed high levels of engagement among committees and task forces at UWSA and UW institutions
- There is a high level of involvement of branch campus faculty and staff in planning and with plans in place for future collaborations

Board of Regents

- Developed a strong understanding and sense of support among the Board
- The issues addressed through the reorganization were long held concerns by the Board
- The Board requires regular updates to stay informed of the progress of this work, which HLC also views as an accountability measure

Detailed Planning and Execution

- HLC reviewers commented on the high level of detail and careful planning
- The documentation provided showed clear evidence of thoughtful, deliberative planning
- The reviewers noted there is an iterative process for revision and modification of the plan, if necessary
- The reviewers noted collaborative input to create the plan
- There is a high level of awareness and understanding of all the details of the plan across the UW System
- The receiving institutions show a deep commitment to the goals of the restructuring and engage in extensive collaboration to ensure its success
- Overall, the reviewers observed that the planning is excellent and that Phase One has been well executed

Memoranda of Understanding and Institutional Statements

- Contents of these documents demonstrate how the HLC criteria are being met
- The agreements allow wide latitude in developing campus plans related to distinctive culture of each receiving institution
- The creation and adoption of the MOUs show a high level of support

Accountability

- UW System maintains a dashboard of specific action steps to monitor progress of the plan
- UW System setup its own accountability reporting with milestones
- The Board receives regular updates about the progress of restructuring

Flexibility in Local Restructuring

- HLC reviewers noted the large scale restructuring supported a variety of implementation strategies across the seven receiving institution and that multiple approaches have been used
- These include the creation of new colleges or alignment to existing departments in the receiving institutions
- The reviewers encouraged UW System to study the impact of different approaches being used

Support Across Regions of the State

- The restructuring will increase opportunities to improve involvement with and responsiveness to economic development needs of affected communities and constituent groups
- The receiving institutions also have opportunities to bring talent development and education programs to smaller communities throughout Wisconsin

Compliance with HLC

- The HLC review team found nothing that would put the institutions at risk of falling out of compliance with HLC criteria or Eligibility Requirements



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – February 15, 2019

HLC Noted Areas of Concern:

Student Service Staffing Levels

- This is an area that has already been hit by budget reductions at all institutions as a result of enrollment declines
- The institutions and UWSA are aware of the need to rebuild these vital student services using new models of delivery and resource support
- If this is not addressed, it will make meeting compliance with [HLC Criterion 3.D.](#) especially challenging for all of our institutions

Challenges with Enrollment

- Enrollment challenges remain a concern for UW leadership
- Restructuring brought renewed focus on enrollment
- Chancellors and staff are attuned to regional stakeholders to better understand the needs of each region
- Institutions are vigorously addressing enrollment challenges at this time

Need for Clear Communication

- People involved in the restructuring effort are highly informed, but those who do not have an active role may be less informed
- HLC reviewers encourage more communication, using multiple channels, and messaging appropriate to different target audiences need to fully realize the benefits of restructuring
- There are currently plans in motion to map communication strategies to address this point

Financial Challenges

- HLC reviewers noted concerns about the financial sustainability of the plan were evident in the many interviews
- Receiving institutions have done a good job of identifying issues related to financial challenges such as:
 - Potential revenue growth or decline through tuition and state support
 - Cost containment
 - Synergies resulting from restructuring
 - Service and infrastructure needs
- HLC noted issues of faculty and staff compensation across 4-year and 2-year institutions are a concern
 - Matters of equity should be acknowledged and addressed as expeditiously as possible
- UW representatives demonstrated an in-depth awareness of issues in higher education business models and have a firm determination to address the financial concerns
- UWSA and institution finance officers are engaged in ongoing planning and preparation beyond the 2 year horizon of the plan
- Collaborative frameworks developed through restructuring will address these challenges
- The collaboration and commitment by System and institution representatives are noteworthy

FY19-20 Budget

Gilleen Kitchen, with the Office of Finance, provided an update of the Crosswalk Allocation Progress. Final allocation crosswalks were provided to CBOs and Budget Directors in January. Over the next month, individual teleconferences have been scheduled with CBOs and staff at each RI to address any questions or concerns. She also affirmed the budgeting guiding principles:

- Budgets were assessed based on the 2017-18 UW Colleges allocation of funds, and corresponding provision of instruction, student services, administrative services, and other services.



UW Colleges and UW-Extension Restructuring Steering Committee

Meeting Summary – February 15, 2019

- All methodologies were reviewed and allocations needed to balance the reality of different levels of enrollments plus the administrative needs to operate a branch campus.
- Campuses would be held harmless for any adjustments to the methodologies for a period of two years.
- Campus Budgets have been adjusted to reflect recent tuition estimates, and these reductions have been incorporated into the recent crosswalk allocations (with a hold harmless period through FY20). Campuses will have flexibility for how they incorporate these reductions into their budgets.

The additional “Hold Harmless” transfers for adjustments to the crosswalks will take place by the end of February. With the exception of accommodation support for expenses in excess of the FY19 transfer amount, no additional transfers are anticipated in FY19.

SIS Workstream Update

Werner Gade, CIO, UW Colleges Services, and Raghu Chagarlamudi, Senior Director, Huron, provided an update on PRISM and the SIS restructuring project.

Central IT plans to keep PRISM active until at least December 2019 and possibly longer. Central IT is working with UW Extended Campus on a solution for retaining historical records for the purpose of producing student transcripts and managing student debt.

Goals and objectives of the SIS project:

- Ensure the SIS restructuring project initiatives align with the goals of the overall UW Colleges and UW-Extension Restructuring project, which include:
 - Expanding access to higher education
 - Maintaining affordable tuition
 - Increasing opportunities for students
- Successfully deliver a restructured SIS at each of the participating Receiving Institutions and assure no interruption of service or support to branch campus students as their records transition to the receiving institutions
- Construct a SIS project structure that supports cross-team collaboration with key stakeholders at each of the Receiving Institutions and UW System and by developing SIS project planning framework that delivers on key SIS restructuring milestones

SIS Project Phases – Activities and Updates:

- **Phase I** ended in early November 2018 and included the successful data migration of 9000+ actively enrolled Fall 2018 UW Colleges students to the seven receiving institutions. This migration was required to support awarding of financial aid for the 2019-20 aid year for branch campus students of the receiving institutions.
- **Phase II** ended in late November 2018 and included the receiving institutions manually configuring faculty and room data to facilitate the publishing of class offerings for the Fall 2019 registration period.
- **Phase III** – The first phase of Phase III will conclude on February 16, 2019 and will include the transmission of the following PRISM data to RI SIS:
 - Enrollment, prior earned credit, grades, new account balances, and equivalencies transferred to receiving institutions for Fall 2018, Winterim 2018, and Spring 2019
 - A re-run of newly admitted students not included in Phase I



UW Colleges and UW-Extension Restructuring Steering Committee

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The date of the student account balance conversion has been pushed to March 11, 2019 in order to accommodate as many financial aid disbursements as possible in PRISM prior to extracting outstanding balances for conversion.

- **Phase IV** is scheduled for July 2019 and will include the transmission of the following PRISM data to RI SIS:
 - Winterim 2018 and Spring 2019 enrollment
 - Summer 2019 students, prior earned credit, grades, new account balances, and equivalencies transferred to receiving institutions
- **Phase V** is scheduled for September 2019 and will update UW Colleges Summer 2019 student data, including: credits, grades, new account balances, and equivalencies transferred to receiving institutions.

Records Workstream Update

Charles Clark, Associate Vice Chancellor for Academic Affairs at UW Colleges; Katie Patten, Public Records Coordinator at UWSA; and Mark Dorn, Associate Vice Chancellor for Administration and Finance at UW-Extension, provided an update on the transition for active, inactive, and historical records.

Active Records

For information transfer of active records, a UW Colleges Records Workgroup, with representatives from administrative divisions, is coordinating with the PMO. Receiving Institution subject matter experts (SME) are coordinating with the PMO and the Records Workgroup. The workgroup is using July 1, 2019 as a default/benchmark date for information transfer/availability.

Completed actions:

- Implementation plan in place, focusing on active records with priority on student information, personnel information, and administration & finance information
- RI SME teams have assembled spreadsheets defining RI needs for active records
- A comprehensive spreadsheet of RI records needs is now available to RI SME teams and Colleges' workgroup
- A System-level SharePoint site for receipt of electronic records (active Colleges records are largely electronic)
- Personnel information is moving to RIs
- Student Affairs information is in the process of being made available
- Some risk management information has been made available
- A student employee will move information from Colleges to the System-level SharePoint site mentioned earlier
- The process includes tracking as information is transferred or otherwise made available
- RIs – via SME teams – will also be working with staff at the branch campuses

Inactive Records

Inactive records are records that aren't needed for reporting or regular use.

The records workgroup is working to affirm or reaffirm responsibility for inactive records that have already been established. This will be incorporated into a formal memo. *Example:* Records at branch campuses will be under the purview of the receiving institution

The records workgroup is also working on developing a plan for areas that aren't transitioning. *Example:* Colleges and Extension administrative records.



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UW-Extension Historical Records

For the transition of UW-Extension Historical Records, responsibility of divisional records will move to the RI. Functional Groups (ex: HR, Payroll, and Business Services) are handling the transitions individually. Historical records will be stored at State Records Center (SRC) until the end of their life cycle. The records group is working with RI Records Officers to transfer ownership of those files by July 1, 2019. Extension financial records will be transitioned to SRC post-FY19 year-end closeout.

A memorandum will be drafted and distributed in the next two weeks, outlining the records transition process and responsibilities.

Next Steps

The PMO will visit RIs and UW-Shared Services later in February to coordinate roadmap milestones and timelines.

The next Steering Committee meeting is on **Friday, March 15, 2019**.