
I. Background

The Goal IV implementation team champions for Initiative 1 (**Catalyze and support collaboration across the UT System and with external partners, including removing policy and procedural roadblocks, to strengthen the impact of the UT System as greater than the sum of its parts**) continued work on the following two initiatives:

- 1. Evaluate system process and systems that support the needs of the campuses and institutes; define standards and best practices; make better use of or improve on existing systems and processes; coordinate feedback loops and successful outcomes.*
- 2. Provide clear definitions, processes and coordination for system administration and campus/institute---level reporting required by the Board of Trustees, the Tennessee Higher Education Commission, the State of Tennessee and other external policy groups utilizing and implementing policies and practices of the newly formed IT Governance Model; provide campuses and institutes enterprise data for their needs (Phase 1 Implementation Team--- broaden committee's effort and link to developing culture of service).*

The implementation team champions consists of the following members:

Richard Brown – Executive Vice Chancellor, UT Chattanooga

Tony Ferrara – Vice Chancellor Finance and Operations, UTHSC

Chris Cimino – Vice Chancellor Finance and Administration, UT Knoxville

Nancy Yarbrough – Vice Chancellor Finance and Administration, UT Martin

Steve Glafenhein – Director, UT Institute of Agriculture

Chuck Shoopman – Assistant Vice President, IPS

Ron Loewen – Budget Director, UT system

Ron Maples – Controller, UT system

Butch Peccolo – Treasurer and CFO, UT system

Summarize Progress to date

The following describes outcomes, recommended actions, and next steps for the two initiatives assigned to Goal IV Implementation Team Champions:

1. *Evaluate system process and systems that support the needs of the campuses and institutes; define standards and best practices; make better use of or improve on existing systems and processes; coordinate feedback loops and successful outcomes.*
 - a. The UT System budget office began discussions with campus/institute business officers on a long-term planning initiative aligning campus/institute initiatives in budgeting, demographic and economic trends--- desirable timeframe, level of detail, performance benchmarks and format. ***Campus and institute business offices considered developing multiple year budgets but determined that the cost benefit was not currently advantageous due to several variables. As a result, this activity has been deleted from the implementation activities.***
 - b. Capital Outlay and Maintenance process is being reprogrammed to provide/request more timely and detailed information that will satisfy multiple external reporting demands while minimizing number of requests to campuses/institutes. Budget forms being developed currently by Facilities Planning staff with planned implementation during fy14 budget cycle. ***This action has been completed. We are currently analyzing the overall process between campuses/institutes and the Facilities Planning Office. We are considering the staffing of the Facilities Planning Office to further streamline campus/institute efforts. A revised Capital Outlay fiscal policy has been sent to the CBO's for their consideration and review.***
 - c. Listening tour conducted by OIT that asked constituents about reporting deficiencies and processing challenges has been completed. ***Select items from the listening tour are being addressed, as this will be an on-going process involving the campus business officers and the IRIS Steering committee.***
 - d. Quarterly CBO meetings will have standing agenda items dealing with specific process improvement requests and successes. ***This process is on-going. This group met January 22 and 23, 2014 and has a monthly conference call. The minutes of the face to face CBO meetings are available on the Treasurer/CFO web site.***
 - e. Ad hoc task force will be commissioned to completely review and reform all University Fiscal Policies. Task force commissioned during fiscal year 13 with actual work on-going as time and resources permit. ***This process is on-going with a committee currently working on this effort with broad participation from all constituents. Since September nine polices have been revised and issued. All minutes of this committee are available on the Treasurer/CFO website.***

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- f. Create an Ad Hoc committee comprised of business office, human resource office, IT office, and internal audit office representatives to evaluate current training programs for comprehensiveness and adequacy. Work with HR to develop new programs for employees to address any gaps resulting from the evaluation. **No formal action yet. Action to be taken in 2014.**
2. *Provide clear definitions, processes and coordination for system administration and campus/institute---level reporting required by the Board of Trustees, the Tennessee Higher Education Commission, the State of Tennessee and other external policy groups utilizing and implementing policies and practices of the newly formed IT Governance Model; provide campuses and institutes enterprise data for their needs (Phase 1 Implementation Team--- broaden committee's effort and link to developing culture of service).*
 - a. Various efforts are underway. This committee is addressing challenges to aggregate and represent various institutional data gathered. We recommend that the group of chief business officers serve as a gatekeeping function to coordinate a multitude of initiatives (involving academic officers, institutional research, IT communities of practice, THEC committees, etc.). **We are still monitoring the on---going actions by other groups. Gatekeeping functions responsibility still under consideration.**
 - b. We have worked on a system to be implemented for better communicating agenda items and discussions from CBO meetings, president/chancellors meetings and perhaps other functional area groups (e.g. Purchasing Officers meetings, HRO meetings, CoP meetings). The UT system CFO office has been tasked with this initiative, with a final recommendation to be advanced to the president/chancellors for consideration. **Minutes from meetings are being distributed. There still needs to be a centralized process for communicating to a broader community. As mentioned above, the minutes of the last seven meetings are available on the Treasurer/CFO website.**
 - c. Begin building an inventory and calendar of all external reporting that identifies report content to ascertain consistency in data aggregation. **No action yet.**
 - d. Develop protocol for campus/institute to communicate data needs and match those needs with existing system report capabilities or project request for IRIS team. **This process was initiated at the May '13 meeting with the chief business officers. The effort is on---going. The IRIS work plan and priorities are distributed to the CBOs at each meeting. Time is given for discussion of new initiatives.**