

# Interim University Technology Advisory Committee

April 30<sup>th</sup>, 2009

## Meeting Minutes

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### Participants in Attendance:

Phyllis Wise, Provost and Executive Vice President, Chair  
Sara H. Gomez, Vice Provost & Chief Information Officer, Office of Information Management  
Edward D. Lazowska, Bill and Melinda Gates Chair, Computer Science & Engineering  
Mary E. Lidstrom, Vice Provost for Research, Office of Research  
Johnese Spisso, Vice President Medical Affairs & Clinical Operations Officer, UW Medicine  
Kelli Trosvig, Interim Chief Operating Officer, UW Technology  
V'Ella Warren, Senior Vice President

### Absent:

Ana Mari Cauce, Dean, College of Arts & Sciences  
Kenyon Chan, Chancellor, UW Bothell  
Paul E. Jenny, Vice Provost for Planning and Budgeting, Office of Planning and Budgeting  
Werner Stuetzle, Divisional Dean of Natural Sciences, College of Arts & Sciences

### Committee Staff:

Cindy Brown, Associate Vice Provost, Communications & Outreach, OIM  
Melissa Albin, Administrative Specialist, OIM (recorder)

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### ACTIONS:

- Committee reviewed and approved the quarterly project status reports.
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## 1. Working Group Action Team Update

V'Ella Warren distributed copies of a draft newsletter that has been created to report on the progress of the UW Technology Working Group. The newsletter outlines the goals of the UW Technology Working Group and associated project groups, focusing in areas such as Service Delivery and Infrastructure, Research, Internal Reporting, Financial Management Awareness, and Climate, Culture, and Engagement.

The Working Group Goals are:

- Determine service delivery models for UW Technology in administrative and research information technology, looking at short and long-term University needs
- Establish a sustainable funding model for technology strategy and operations, including GOF/DOF and recharge models
- Strengthen institutional oversight of self-sustaining activities and broader controls for deficits and financial risk management

- Develop internal financial reporting mechanisms and models to assure accountability and control of resources
- Improve organizational climate

The Working Group has established the following criteria for successful completion of this effort:

- Meeting the deliverables identified by President Emmert and Provost Wise
- Campus adoption of the committee recommendations
- Campus engagement and ownership of the UW Technology service delivery model and recognition of the level of funding necessary to support it
- UW Technology recharge model recovering the full cost of service implemented in 2010

The newsletter will be posted on the Web on the Office of UW Technology web site. As part of the UW Technology Working Group efforts, two consultants have been hired: one is focusing on UWTV, the other on the UW Technology financial situation.

## 2. Impact of Budget Reductions

### OIM Budget Reductions

Sara Gomez presented an overview of the OIM budget by division and discussed the impact of budget cuts on the Strategic Roadmap and associated administrative systems and information management projects. She also reviewed the communications plan that has been created to convey information about budget cuts to stakeholders.

She said that OIM's budget will be reduced by 17.5% (including the mid-term reduction) and 20 positions will be eliminated. Additionally, Sara summarized the budget impacts on OIM projects, including:

- Significantly reduced capacity to undertake work that creates efficiencies for the University community.
- Work will be delayed on four of eight planned build-outs of the Enterprise Data Warehouse (*Planning and Budgeting, Academic HR, Student, and Space*)
- Significantly slowed progress on:
  - Enterprise reporting
  - Institutional data definitions
  - Business Web services (e.g., projects such as Web grades submission)
  - Work to support enterprise workflow, portal, business rule engine

Sara reported that most budget cuts had been absorbed through unfilled positions and re-assignment of staff to highest priorities, but a few layoffs would be necessary. She said that the proposed staff reductions will have an impact on OIM's continuing work to increase efficiencies across the campuses.

### **UW Technology Reductions**

Kelli Trosvig provided an overview of UW Technology's budget and discussed the impacts of the budget reductions on the organization. She reported that UW Technology had seen a 24% reduction in staffing in 2008-2009, including cuts in the following divisions:

- Network Systems: 35%
- Distributed Systems: 30%
- Enterprise Platforms: 25%

A total of 104 positions have been cut since 2008. She said that the units that were hit hardest are also the ones in which the staff will be the most difficult to replace. Because of these previous staff reductions, Kelli said that UW Technology is unable to take budget reductions across the board. She said that cuts will be made in these ways:

- Small number of targeted layoffs
- Elimination of new and anticipated vacant positions (e.g. retirements)
- 4% professional staff salary reduction
  - Two "scheduled weeks off" for most staff

Additionally, funding and revenue will increase in the following ways:

- Anticipated Bridge funding for UWTV (\$600K)
- Increased revenue from AT&T & T-Mobile contracts (\$250K)
- Pacific Northwest Gigapop (\$220K)

Kelli also outlined projects underway that will represent cost-saving measures for the campus:

- Google Apps for Education
- Microsoft Outlook Live
- Amazon/Other Platform Cloud Services

### **Committee Discussion**

The group raised the following points:

- It was recommended to consult with the CIO of UW Medicine IT Services to see if there are vacancies there for those affected by OIM staff reductions.
- It was clarified that while there is no University-wide policy on salary reductions, Human Resources is considering this approach for interested units on a case-by-case basis.
- For UW Technology, it appears that the belt-tightening has already taken place in the last year. A 10 percent cut on top of the previous 24 percent would be devastating.
- UW Technology's networks and services are critical to keep UW running. Over time we have to align the recharge rate with the services UW Technology is providing. As the fee and funding models are reassessed, units need to time to absorb how much those resources cost.

### 3. IT Project Oversight

#### Quarterly project review

Sara reviewed the March 31, 2009 quarterly status reports (covering January-March 2009). She noted that the committee received two documents as part of its project oversight role: an IT Portfolio Quarterly Report, and a summary of IT projects.

Two projects are flagged as yellow, which indicates a delay in the project: Financial System Needs Assessment (FSNA) and the System to Administer Grants Electronically (SAGE).

No action was recommended on these delays. The Financial Systems Needs Assessment project had a delay in its communications plan due to the recent focus on economic issues and the SAGE issues are being actively addressed and mitigated.

The IT Portfolio Quarterly report also includes information on project completions and closures, as requested by U-TAC members in the last meeting.

#### Committee Discussion

- There was a question about the Workforce Management System project. Are there still issues with the interfaces between KRONOS and HEPPS? In-depth planning and analysis on that issue is currently underway. The possibility of scaling KRONOS to help with University-wide time collecting is also being evaluated. This will be a good topic for a future Interim U-TAC meeting.
- There was a question about if would be acceptable to present reports in different formats in order to avoid having to do duplicative work in some areas where status reports are already being produced in another format. The committee agreed there

shouldn't be a problem with different formats as long as committee members are receiving the relevant information.

- It was reported that the Office of the Chief Information Security Officer will be taking a 10 percent budget cut. This will impact the operational budget, but not staffing. There was a discussion about the importance of information security and privacy and the need to have an institutional conversation about how the University is going to manage this space moving forward.

***The meeting adjourned at 5:00 p.m.***

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