



August 21, 2012

TRF Advisory Committee

Bill Ferris, Chief Financial Officer, UW Information Technology, **Co-Chair**
Tom Sparks, Financial Administrator, College of Engineering, **Co-Chair**
Cristi Chapman, Director, Management Accounting & Analysis
David C. Green, Chief Financial Officer, Dean's Office, School of Medicine
Amy L. Floit, Director of Budget Operations, Office of Planning & Budgeting
Jonathan A. Franklin, Associate Law Librarian, School of Law
Paul S. Ishizuka, Financial Planning Officer, UW Medicine Health System and
Associate Vice President for Medical Affairs
Linda Rose Nelson, Director of Finance and Administration, College of Arts &
Sciences

Dear Colleagues:

Thank you for agreeing to serve on the TRF Advisory Committee that is being established to Support the IT Service Investment Board in its annual review and assessment of the Technology Recharge Fee (TRF).

The TRF Advisory Committee is advisory to the IT Service Investment Board and is responsible for providing analysis, identifying issues, and making recommendations to inform the board's work on all components of its annual review of the TRF, including evaluation of the services to be covered, costs to provide those services, rate levels, and allocation methodology.

The TRF Advisory Committee supports the IT Service Investment Board, which is part of a comprehensive governance process that is being established for information technology at the University. The new process builds upon previous efforts, including the IT Costing Oversight Group and President's Working Group on Information Technology. The new governance process consists of three interrelated boards:

- **IT Strategy Board** provides strategic direction on information technology issues and investments across the University.
- **IT Service Investment Board** makes decisions about UW-IT service improvements, priorities and funding, including the Technology Recharge Fee. The TRF Advisory Committee provides recommendations to inform the Board on cost allocation, methodology and services.

- **IT Service Management Board** ensures alignment of UW-IT services with institutional IT strategy and priorities, as identified by the other two governance committees, and optimizes the formulation and sourcing of those services.

The TRF Advisory Committee will meet monthly from September through January. Charters for both the TRF Advisory Committee and IT Service Investment Board are enclosed, along with a membership list for the IT Service Investment Board. The TRF Advisory Committee will be coordinated by Bill Ferris, Chief Financial Officer of UW Information Technology (UW-IT). Bill Ferris and Tom Sparks will serve as Co-Chairs for this committee. Meetings of the TRF Advisory Committee will be scheduled and supported by the Office of the Vice President for UW-IT and CIO. Cathy Esterman will contact you in the near future to schedule the first meeting.

As you know, information technology is critical to supporting and advancing the University's teaching, learning, research and service missions. This committee will be vital to ensuring the continuation of the TRF as a sustainable, long-term funding model for critical IT services. Thank you for your willingness to serve on this important committee.

Sincerely,

Kelli Trosvig

Vice President for UW Information Technology and CIO

cc: Susan Camber
Mary Fran Joseph
Lori Mitchell
Matt O'Donnell
Gary Quarfoth
Robert Stacey
Kellye Testy

Enclosures:

- TRF Advisory Committee Charter
- IT Service Investment Board Charter
- IT Service Investment Membership List
- IT Governance Diagram