

Technology Recharge Fee Advisory Committee Charter

Purpose

The purpose of the Technology Recharge Fee (TRF) Advisory Committee is to:

Support the IT Service Investment Board in its annual review and assessment of the Technology Recharge Fee by providing analysis, identifying issues, and making recommendations.

Scope

The TRF Advisory Committee will provide analysis, identify issues, and make recommendations on all components of the annual TRF, including evaluation of the services to be covered, costs to provide those services, rate levels, and allocation methodology. This may include a review of services currently not covered by the TRF, including those provided by Information Management and self-sustaining services.

Structure

The TRF Advisory Committee supports the IT Service Investment Board, which is one of three IT governance boards:

- **IT Strategy Board** provides strategic direction on information technology at the University of Washington.
- **IT Service Investment Board** makes recommendations about services provided by UW-IT, including priorities and funding levels for major UW-IT projects.
 - **TRF Advisory Committee** provides analysis, identifies issues, and makes recommendations that inform the annual review of the Technology Recharge Fee.
- **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 design, delivery, operation and sourcing of those services.

Background

The establishment of three boards to govern IT at the strategic, project and service levels is intended to make decision-making about information technology across the University more comprehensive and holistic. It also recognizes that investments in IT are to a certain degree fungible between funding for new projects and capabilities, and for enhancements to existing services.

This new structure builds upon what has been working within the UW-IT governance structure over the past three years, while providing greater clarity in roles and responsibilities. The IT Service Investment Board replaces the IT Costing Oversight Group, which in turn replaced the President's Working Group on Information Technology. The new structure broadens the role of the IT Service Investment Board to include the entire UW-IT project portfolio. In establishing the IT Service Management Board, the new structure formalizes a role for both University IT staff and administrators in reviewing and making recommendations about the provisioning, delivery, and management of UW-IT services. The IT Strategy Board is a new group that is being added to focus specifically on the most strategically important IT issues facing the University.

A primary responsibility of the IT Investment Board is the annual review of the Technology Recharge Fee (TRF). The TRF was established in 2011 to provide a sustainable, long-term funding model for critical information technology services at the UW. The fee is an employee per capita rate paid by all UW academic and administrative units. It supplements existing central funds to pay for basic services.

The President and Provost approved the implementation of the TRF based upon recommendations from the UW Technology Working Group, which was comprised of representatives from UW academic and administrative units. The Working Group used cost and peer data provided by independent consultant, WTC.

The TRF has been reviewed annually by previous governance committees, which recommended maintaining consistent rates and allocation methodology for Fiscal Years 2012 and 2013. The following rates have remained consistent for all three years of the TRF:

- \$52.68 per month per capita for all academic and administrative units
- \$53.43 per month per capita for the Medical Centers (in addition to a separate service-level agreement for network and telecommunication services)

Membership

The TRF Advisory Committee is made up of UW administrators representing UW academic and administrative units, and UW Medicine. Members are appointed by the Vice President for UW-IT and CIO.

The Chief Financial Officer of UW-IT will coordinate all meetings and serve as Co-Chair of the Committee. An additional member will be appointed by the Vice President for UW-IT and CIO to serve as Co-Chair of the TRF Advisory Committee and to act as liaison to the IT Service Investment Board.

The TRF Advisory Committee is advisory to the IT Service Investment Board. The term of appointment is two years, with approximately half of the board membership rotating out and being replaced each year.

The committee will be supported by the Office of the Vice President for UW-IT and CIO.

Meetings

The TRF Advisory Committee meets monthly from September through January, or upon request of the IT Service Investment Board or TRF Advisory Committee Co-Chairs.