

March 6, 2017

MEMORANDUM

To: Distribution

cc: Melanie Muenzer, Associate VP for Academic Admin & COS
Brad Shelton, Sr. Vice Provost Budget & Strategy
Jamie Moffitt, Vice President Finance & Administration and CFO

From: Scott Coltrane, Provost and Sr. Vice President

Subject: IT Strategic Project: Charter and Implementation Plan Draft Reviews

We appreciate all of the collaborative comments on both the draft charter and implementation plan for centralizing IT services. We are in the process of editing both of the documents for final review prior to going to the provost for evaluation.

Based on these discussions, I note a few points that need clarification:

- All units, academic and administrative, need to budget their current IT staff and associated IT expenditures, inclusive of capital spend projects for FY18. These expenditures will **not** be part of the budgets of Information Services or the library for FY18.
- Units should not cut or reduce IT budgets. Decisions impacting IT functions and/or funds within your units should be coordinated with the interim and/or the incoming Chief Information Officer.
- Phase 1 of the IT strategic implementation process will include school and college units only. The implementation phase for all other units is anticipated in FY19.
- Phase 1 of the IT strategic implementation is only the realignment of IT staff reporting lines. Please budget all current academic IT staff into the FY18 budget. Payroll line items will move to the appropriate central IT unit from each respective academic unit as each implementation is completed.
- Capital and all other operational IT spend will be addressed in Phase 2 of the IT strategic implementation process. These funds will remain in your budgets and at the direction of the academic units for the upcoming FY18 budget. This will be addressed after completion of Phase 1.

Once again, thank you! We truly appreciate all of the dialog and feedback. Please call and/or email myself or Patrick Chinn with any questions or clarifications on the items noted above.

Distribution: Academic Deans, Finance academic leads, BRP and Provost IT website, Strategic Framework.