Established in 2008 to improve how System Administration operates and how it serves and interacts with the campuses.

We originally engaged with several hundred faculty and staff and received over 700 comments from University stakeholders and subject matter experts.

We are gathering input again – via a broad constituent assessment survey and targeted outreach meetings with key constituency groups.

Background and updates about the CU System:
1. CU System’s policy scorecard. (See below)
2. CU System is made up of 20 functional units. (See page 2)
3. Examples of current efficiency efforts at CU system. (See page 4)

SYSTEM ADMINISTRATION POLICY SCORECARD

System Administrative Policy Statements (APSs) are the systemwide procedural policies for implementing the laws and policies of the regents or system-wide institutional directives.

- Changes to APSs normally occur twice-a-year (January 1 and July 1).
- Proposed changes to APSs undergo extensive vetting during the review process and any draft changes are posted on the system policy website for at least 30 days prior to final review and approval.

In 2008, there were 210 system APSs with a total of 650 pages of policies when President Bruce Benson created and charged the President’s Task Force on Efficiency (PTFE) to identify APSs that could be revised, simplified, eliminated or created, if needed, to improve the overall efficiency and effectiveness of the University.

By March 2009, the number of system APSs were reduced to 138 and nearly 250 pages of policy were streamlined – as a result of targeted policy recommendations made by the PTFE and ongoing policy cleanup efforts that identified obsolete, out-of-date, and duplicative policies.

The twice-a-year policy review cycles since 2009 continued to focus on: eliminating unnecessary policies; streamlining and simplifying policies where appropriate; consolidating similar policies; and moving the more “procedural” elements of policies to more appropriate fiscal, HR or procurement procedural statements.

Today, there are 85 system APSs with a total of 265 pages of policies.

### SYSTEM APS SCORECARD (As of January 17, 2013)

<table>
<thead>
<tr>
<th>APSs</th>
<th>Pages of Policies</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>650</td>
<td>November 2008 - Beginning of President’s Task Force on Efficiency (PTFE)</td>
</tr>
<tr>
<td>138</td>
<td>405</td>
<td>March 2009 - President Approves PTFE Recommendations</td>
</tr>
<tr>
<td>85</td>
<td>265</td>
<td>January 2013 - President/TEAM Approvals in FY 2013</td>
</tr>
</tbody>
</table>
OFFICE OF THE PRESIDENT

Office of the President – The President is the principal executive officer of the university, a member of the faculty and carries out the policies and programs established by the Board of Regents. The president is responsible for the administration of the university and for compliance of university matters with applicable Regents laws and policies, and state and federal constitutions, laws, and regulations. The president is the chief lobbyist and fundraiser for the university.

UNIVERSITY-WIDE ADMINISTRATIVE FUNCTIONS

Academic Affairs – The Office of Academic Affairs performs university-wide leadership and coordination of CU's academic and research programs. In collaboration with campus executives, the office coordinates the development and review of academic programs for board and state agency approval and serves as liaison to faculty governance groups.

Board of Regents – The Office of the Board of Regents provides support to the Regents, which consists of nine members serving staggered six-year terms, one elected from each of Colorado's seven congressional districts and two from the state at-large. The board is charged constitutionally with the general supervision of the university and the exclusive control and direction of all funds of and appropriations to the university, unless otherwise provided by law.

Budget and Finance – The Office for the Vice President of Budget and Finance and the Chief Financial Officer has the primary responsibility of planning and coordinating the university-wide budget and capital construction process. In addition to working closely with the campus budget offices, the office works with communication offices, faculty budget committees, the CCHE, and the state legislature, in particular the Joint Budget Committee and the Capital Development Committee. The office also produces and maintains the CU Compensation Database.

Coleman Institute for Cognitive Disabilities – The Coleman Institute's mission is to catalyze and integrate advances in science, engineering and technology to promote the quality of life and independent living of people with cognitive disabilities.

Employee Learning and Development – Employee Learning and Development supports continuous learning opportunities for faculty, staff and student workers. The office provides university-wide development and administration of high quality learning programs that can maximize employee job performance and satisfaction.

Government Relations – The Office of State and Federal Government Relations is charged with developing and implementing a public affairs strategy to address the legislative goals of the university.

Human Resources – The Human Resources Office develops system-wide human resources policies and reviews, updates and coordinates existing policies for all university employee groups (faculty, classified staff, exempt professional staff and student workers.) The office serves as a liaison on personnel policies between system administration and faculty and staff governance, campus human resources departments, university employees and the Board of Regents. It also works externally with state executive agencies (particularly the Colorado Department of Personnel and Administration), the Colorado General Assembly and statewide employee groups.
Information Security – The Chief Information Security Officer and the campus IT security principals jointly oversee the University of Colorado’s efforts to protect its computing and information assets and to comply with information-related privacy and security laws and regulations.

Institutional Research – Institutional Research provides responses to a variety of information and data requests from internal and external sources (e.g., the Board of Regents, system administration, the four campuses, peer institutions, and state and federal regulatory agencies).

Internal Audit – Internal Audit reports directly to the Board of Regents, and contributes to the university’s objectives by helping the CU community understand and apply sound business practices, through independent examination and evaluation of current processes and internal controls, and providing counsel and education to those responsible for them.

Payroll and Benefits Services (PBS) – Payroll and Benefits Services is responsible for the development and delivery of payroll and benefits programs for the University of Colorado community. The office provides employees information on how to get paid, corrects payroll errors, provides other important pay and tax information, and explains the features of the benefit plans offered by the university. The office also provide university administrators, managers and supervisors, and payroll, benefits, and new employees with vital information to help ensure successful Human Resources Management System (HRMS) use and benefit, payroll and tax compliance.

Policy and Efficiency (OPE) – The Office of Policy and Efficiency develops, oversees and maintains the university's system-wide policymaking process by partnering with system and campus policy managers to create, revise, and distribute university-wide policies; and acts as the official repository and point-of-contact regarding university-wide policies. OPE also supports efforts and initiatives to increase efficiency and effectiveness at the university, such as the President's Task Force on Efficiency.

Procurement Service Center (PSC) – The Procurement Service Center (PSC) provides leadership to the University of Colorado in the procurement of goods and services and in paying debts to vendors and travelers by combining sound business controls with efficient and timely service. The functional areas of the PSC include Purchasing Services, Strategic Sourcing, Supplier Relationship Management, Payable Services, Commercial Card Program, Travel Program, Small Business Program, Contract Services, and Procurement Systems. PSC is the system owner of CU Marketplace and Concur Travel and Expense.

Technology Transfer – The Technology Transfer Office pursues, protects, packages and licenses the intellectual property generated from the research enterprise and serves faculty, staff and students seeking to create such intellectual property.

Treasurer – The Treasurer's Office is responsible for overall cash management, debt management and property management. It provides support and assistance to the campuses on financing strategies, real estate issues, banking relationships, and other investment-related issues. CU is the only public institution in the state to maintain its own treasury.

University Controller – The Office of University Controller (OUC) is responsible for managing the university’s system of record – the Financial System – and its interfaces with purchasing, payables, human resources, and other subsystems, including the Cognos Reporting System. It works closely with the campus controllers, the state controller, and the state auditor’s office to ensure that fiscal practices comply with external and internal rules and regulations and generally accepted accounting principles. The OUC communicates fiscal policies and procedures to the university community through its news blog, website, and training programs, and provides direct assistance to faculty, staff, and other individuals through the Finance & Procurement Help Desk. The office also administers a Continuing Professional Education program and the CU Shared Practices (CUSP) employee recognition program.
University Counsel – University Counsel includes several legal functions that provide an array of services to the University of Colorado system. The Office of the University Counsel provides legal advice to the Board of Regents, the president, system administration and the campuses.

University Information Systems (UIS) – University Information Systems provides technical services and enterprise applications to the University of Colorado campuses and the Office of the President. UIS is committed to excellence in customer service and technical expertise. Through the development of enterprise applications, UIS supports the University as a whole with systems used by students, faculty, human resources employees, finance employees, and others.

University Relations – The Office of University Relations is responsible for all official public communication regarding the CU system, which includes responding to requests from the news media for information, interviews and official statements. The office also directs the president's community tours and outreach, manages the president's regional business and community councils, and oversees the university's special events and outreach with targeted communities. University Relations also produces the weekly CU Connections, news and information for CU Faculty and Staff, and is overseeing the system-wide branding initiative and the implementation of an online alumni communications tool, among many other print, Web and social media projects.

University Risk Management – The Office of University Risk Management is responsible for affirmative control and minimization of risk, promoting a strong proactive loss prevention program, and using aggressive leading edge concepts to insure the safety of students, employees and others as well as protecting the assets and income of each system campus.

EXAMPLES OF SYSTEM ADMINISTRATION EFFICIENCIES

- University Treasurer saved a total of $13.4 million on refinancing bonds.
- University Risk Management's Property/Casualty program saved an estimated $4.3 million in FY 2013.
- PSC saved $2.8 million in strategic contracts in FY 2012 ($2 million) and 2013 (est. $820,000).
- University of Colorado Health and Welfare Trust in collaboration with UPI has saved university employees millions through lower premium increases (5.5% is lowest among reporting universities) and pharmacy savings ($2.8 million savings in most recent year).
- In an effort to help ensure that System Administration is working to meet the campuses' identified needs, System Administration is conducting reviews of its 20 units and service centers to promote continuous improvement. The review process includes a self-assessment, an external stakeholder assessment – including key campus constituents, a review of findings with unit managers, and development of recommendations and action plans which are presented to the System Vice Presidents.

https://www.cu.edu/policies/