

Task Force on Efficiency Progress and Status Report

Updated: 12-02-14

Scorecard December 2014

Status of 44 Recommendations																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Original Recommendations Approved March 2009																		
	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
New Recommendations Approved November 2011	37	38	39	40	41	42	43	44										
				● Fully Implemented (36)				⊙ Implementation Imminent (4)										
				● Partially Implemented (2)				● Still In Progress (2)										

LATEST STATUS CHANGES AND UPDATES:

Rec. No.	Task Force Recommendation	Associated Office/Dept	Status	Implementation Date	Notes
	11 The University should seek approval from the State Controller to allow the University to offer a stipend to certain staff members to purchase their own <i>cell phones</i> and eliminate much of the paperwork associated with this process.	Controller's Office	Implemented (As Much As Possible)	Fall 2013	UPDATE: Policy change on stipends went to the Vice Chancellors for consideration – they decided to stay with the status quo for now due to the fiscal impact of such a change.
	14 System Administration must find a <i>financial reporting solution</i> that meets the needs of the University end users, including consideration of the issues surrounding normalized accounting formats.	Controller's Office	Implemented (As Much As Possible)	Fall 2014	The Controller's Office has made significant progress on this front. <ul style="list-style-type: none"> ▪ Multiple new reports have been designed and released by Carl Sorenson. UPDATE: <ul style="list-style-type: none"> ▪ All shadow systems will be phased out on November 15: <ul style="list-style-type: none"> ○ Denver warehouse and Fishnet are 100% gone. ○ A 3rd shadow system – PS Lite will not work anymore.

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					<ul style="list-style-type: none"> ▪ Carl working on replacements reports for COGNOS.
20 	Serious consideration should be given to promote more electronic means of carrying out administrative functions throughout the University, including expanding the electronic signature capability of PeopleSoft.	UIS	Partially Implemented with Additional Progress Imminent	Ongoing	<p>UPDATE: Still in scope for FIN HR 9.2 Upgrade (Elevate Project) which will launch in November 2015.</p> <p>Other progress includes:</p> <ul style="list-style-type: none"> ▪ Policy on electronic signatures. ▪ Electronic timekeeping – via <i>my.leave</i> is currently being piloted. ▪ UIS is looking at electronic signature capabilities within the existing licenses. ▪ Computer system access audit <ul style="list-style-type: none"> ○ Electronic routing forms. ○ All to Electronic workflow. <p>It's hard to know when this would be fully implemented.</p>
25 	To more effectively and consistently utilize the hiring process of retirees the Vice President and Chief Human Resources Officer (<i>now Vice President, Employee and Information Services</i>) and the campuses' Human Resources Team should begin conversations designed to provide clear guidance on the practice of retirees returning to work.	Human Resources	Implemented	January 2014	<p>UPDATE: APS 5054 Hiring Working Retirees into Staff Positions was approved for January 2014.</p>
31 	Explore ways to provide job-specific, role-specific training and professional development needs for those people new to the University or who are moving into higher level positions.	Human Resources Training	In Progress	November 2015	<p>UPDATE: Tied to new system upgrades that will launch in Fall 2015.</p>
32 	Improve coordination and information dissemination between system and the campus on what training is available and required via a predictable master schedule and effective communication process that allows adequate time for employees to complete the required training.	Human Resources Training	In Progress	November 2015	<p>UPDATE: Tied to new system upgrades that will launch in Fall 2015.</p> <ul style="list-style-type: none"> ▪ Mass training this year due to upgrade. ▪ Master training schedule is out now on custom courses. Still need to put out for standard courses in catalog.
38 	The PTFE recommends that OPE work towards <i>cleaning up obsolete and out-of-date information</i> in policies (names, titles, contact information, responsible parties, etc.) and improving the <i>readability and printability of system policies</i> by:	Office of Policy and Efficiency	Implementation Imminent	Ongoing	<ul style="list-style-type: none"> ✓ All new and revised policies since July, 2010 have been reformatted into a new policy template. ✓ OPE continues to review each policy for

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	<ul style="list-style-type: none"> a. Naming the policies more clearly and appropriately; ✓ b. Increasing the accuracy and consistency in system policies (including adopting a policy style guide); ✓ c. Utilizing a single template and common look and feel for policies; ✓ and d. Using standardized font, layout, and delivery method (html vs. pdf) to maximize readability and printability. ✓ 				<p>general comments/edits needed; reformatting to the branding compliant template; and sharing with appropriate policy manager.</p> <ul style="list-style-type: none"> ✓ OPE will continue to work with each policy area to begin to get the remaining policies cleaned-up and reformatted. ✓ Policy style guide has been adopted and posted to OPE webpage. ✓ A single policy template, including standardized font, layout, and delivery method is being utilized. <p>UPDATE:</p> <ul style="list-style-type: none"> ✓ With new web transition, all APSs are in an html format which will make searching easier and reading policies more user-friendly.
39 	The PTFE recommends that OPE work towards adopting an interactive and collapsible/expandable online policy template to improve the user experience and increase the efficiency of presenting the policies in the future. Once the template and technology is identified, OPE should begin to migrate the old and current policy templates into the new online style template, as soon as feasible.	Office of Policy and Efficiency	Implemented	Fall 2013	<p>UPDATE:</p> <ul style="list-style-type: none"> ✓ OPE has transitioned its webpage to the new System Administration web platform. It includes the tools to be able to reformat the policies into a more interactive format. ✓ Pdfs of all policies are available for printing.
40 	There is still some confusion over rescinded policies and whether the policy requirement goes away (e.g. APS Background Checks – some think the requirement for background checks was eliminated when the APS was rescinded.). The PTFE recommends that OPE work to develop a web-based <i>Topics A-Z</i> tool, with input from policy owners and end users, that would provide a summary of all related policies for common topics, such as back ground checks.	Office of Policy and Efficiency	Partially Implemented	Ongoing	<p>UPDATE:</p> <ul style="list-style-type: none"> ✓ New system administration webpage includes search engine for all hits relating to an entered term. This can be further refined to a specific type of hit – i.e. policy or procedures. ✓ The Phase II refinements for the OPE webpage should have an even better feature to search for policies and procedures related to specific terms and should be more interactive.
42 	The PTFE encourages system administration to increase awareness of ongoing efficiency efforts throughout the university and to highlight specific efforts such as deserving of attention.	Office of Policy and Efficiency	Partially Implemented	Ongoing	<ul style="list-style-type: none"> ✓ OPE has posted the slides entitled “Demonstrating Efficiency in Higher Education” on the OPE and PTFE websites.

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					<ul style="list-style-type: none"> ✓ OPE has helped promote the CUSP program and helped with the selection of the winners. ✓ OPE will continue to participate in the Fall Supplier Showcases at the campuses. ✓ OPE has created monthly OPE Newsletter, with efficiency updates included. ✓ As the new System website is developed, we will explore the social media options that make sense for OPE. ✓ There has been a suggestion of creating a systemwide annual efficiency and cost savings report.
43 	The PTFE encourages system administration to explore ways to <u>reduce printing costs</u> within system administration and then share the findings and suggestions with the campuses.	Office of Policy and Efficiency	In Progress	Ongoing	<p>UPDATE:</p> <ul style="list-style-type: none"> ✓ There have been some unit-by-unit actions taken to reduce printing costs. ✓ UIS is gathering data on current consumptions. ✓ The System Administration Computing Advisory Committee will be discussing this issue in greater detail in December 2014 to propose specific actions that 1800 Grant Street might do to reduce printing costs and increase awareness of things staff can do to help in this area.
44 	<p>The PTFE encourages system administration to continue to explore ways to improve communications with the university community, including exploring options to better communicate policy changes, such as:</p> <ol style="list-style-type: none"> a. Hosting campus open forums following the twice-a-year policy rollouts to help rollout and explain the package of policy changes and allow end user questions regarding specific policy changes; or b. Utilizing social media tools. 	Office of Policy and Efficiency	Implementation Imminent	Ongoing	<p>UPDATE:</p> <ul style="list-style-type: none"> ✓ OPE is exploring social media and eComm options that might improve how it communicates with the University community. ✓ OPE Distribution List (Now with 400+ subscribers) ✓ Concerted efforts are being made to get drafts out sooner. <p>OTHER EFFORTS:</p> <ul style="list-style-type: none"> ✓ OPE Newsletter ✓ OPE Targeted Communications to key stakeholders, including Staff and Faculty governance.

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					✓ OPE Outreach Meetings with Campus Groups upon request. ✓ OPE created a network of campus Policy Liaisons for periodic conference calls and detailed discussions of current policies under review and striving to get the right people on the campuses involved..