President's Task Force on Efficiency
Phase II Action

Additional Recommendations to President Benson

Last fall, the President's Task Force on Efficiency continued with the next phase of soliciting input from the university community and reviewing suggestions from faculty and staff and identifying new ways to streamline or eliminate unnecessary policies, processes and paperwork in system administration. These recommendations build on the original 36 recommendations made by the task force and staff review and evaluation of over 200 new issues and suggestions received during Phase II.

Recommendation 37: The President's Task Force on Efficiency (PFTE) recommends formally abolishing the Policy Coordination Committee (PCC) since the Office of Policy and Efficiency (OPE) now coordinates the policy process and works directly with the policy owners from this group.

Recommendation 38: The PTFE recommends that OPE work towards *cleaning up obsolete and out-of-date information* in policies (names, titles, contact information, responsible parties, etc.) and improving the *readability and printability of system policies* by:
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.

Recommendation 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.

Recommendation 40: There is still some confusion over rescinded policies and whether the policy requirement goes away (e.g. APS Background Checks – some think the requirement for background checks was eliminated when the APS was rescinded.).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 *Topics A-Z* tool, with input from policy owners and end users, that would provide a summary of all related policies for common topics, such as background checks.

Recommendation 41: The PTFE recommends that OPE develop and post a written set of *Policy Setting Guidelines and Provisions* to supplement the current policy setting flowchart.

Recommendation 42: The PTFE encourages system administration to increase awareness of ongoing efficiency efforts throughout the university and to highlight specific efforts deserving attention.

Recommendation 43: The PTFE encourages system administrative to explore ways to reduce printing costs within system administration and then share the findings and suggestions with the campuses.

Recommendation 44: 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:
i. 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
ii. Utilizing social media tools.