Welcome to the new Campus Transformations Update. This newsletter will be sent out monthly to provide detailed information about various change efforts on campus. The articles printed herein will provide you with important information about what is happening with the Business Transformation Program (BTP), the Academic Information System (AIS), the consolidation of Information Technology, and other projects — including facts about what will be changing, important dates of when changes will be implemented, and answers to your questions.

As most of you know, the campus is undertaking an extensive array of changes to our basic operations. We will be changing the way in which information technology is delivered, modifying our procedures for doing business, implementing upgrades to our academic information systems, and more. I am committed to these changes and will continue to make every effort to implement them as quickly as is feasible, while minimizing any negative impact on campus constituents. I want to also emphasize my firm commitment to the continued success of UCSC's academic and research programs. The overarching goal of these projects is to improve our ability to provide efficient and effective support to all of our academic programs. We must work together, be flexible, and, in making decisions, always keep in mind the long-term welfare of the entire campus.

This newsletter is being produced in response to numerous comments I've received regarding the need for additional transformation project information. In order to help ensure coordination among all projects, I've asked Linda Kittle to work directly with me as a Special Assistant. In this role Linda will assume responsibility for evaluating the impacts the transformation projects will have on the organizations delivering the services, as well as the units they serve. By facilitating and improving interaction among the units creating change and the units that will be impacted by change, we will focus on finding solutions to problems before they occur.

I encourage you to familiarize yourself with the information in this newsletter. The entire campus community will be affected by the campus transformations in one way or another — or in multiple ways. The more we can communicate about what changes are coming and how to prepare for them (and the more you can learn about what assistance is available) the easier it will be for all of us to adapt to our new environment.

I'd like to thank the BTP team, whose newsletter format we've adopted. I would also like to acknowledge BTP Communications Coordinator Susan Willats, who has taken on the task of producing this new monthly publication. If you have any suggestions for improvements, ideas for articles, or questions about the transformation efforts, please use the contact information located on the back page. For issues or questions that are not answered through normal channels, please contact Linda Kittle (x9-4315 or Linda.Kittle@adm.ucsc.edu).

David Kliger
Interim Provost and
Executive Vice Chancellor

Archives of this newsletter can be found at http://bas.ucsc.edu/btp/newsletter.html
**BUSINESS TRANSFORMATION PROGRAM (BTP)**

**Financial Administrative Services Transformation**

**Management Team Named:** The Financial Administrative Services Transformation (FAST) Office has assembled its management team; details can be found at the FAST web site (http://bas.ucsc.edu/btp/fast.html). These supervisors and managers, along with their team members, are now working with staff from their respective divisions to specify the work flow required for the appropriate authorization of reimbursements and payables. Since there are no technology improvements being implemented at this time, the basic processes will be largely unchanged. A process map showing roles and responsibilities for FAST processes is now available on the FAST web site.

**Satellite Office News:** The locations of the two FAST satellite offices have yet to be determined. We hope to have updated information within the next few weeks.

**Human Resources Transformation (HRT)**

**Management Team Named:** The new HR Service Teams, Compensation and Policy unit has completed its placement of incoming employees; an organization chart (including names) is available at the HRT web site (http://bas.ucsc.edu/btp/hrt.html).

**Phase 1 Begins:** The first phase of the HRT will begin September 9th, when Business and Administrative Services (BAS) and Information Technology Services (ITS) move to a central staff HR model. This first group will pilot the new processes and procedures developed over the past year. Service center staff who have been working with BAS or ITS will be physically relocated to 2901 Mission Street Extension to join Staff Human Resources (SHR). The centralized model will be rolled out to the rest of the campus in early November.

**Student Employee Requisition System Changes:**

The Career Center and SHR are pleased to announce that planned improvements to the Student Employee Request System have been implemented. These changes will benefit students, supervisors, HR Service Teams and units both on- and off-campus. For more information, please visit the Career Center web site (http://www.careercenter.ucsc.edu/ers/help/ERNews.html).

**Recruitment Management System Training:** Training for the new Recruitment Management System (RMS) is currently being given to those with current or future recruitment duties in the new SHR organization. Subsequent trainings will be given to the campus at large; dates and times will be announced in the next issue of this newsletter. For more information, contact Lori Castro (x9-2960 or lhcastro@ucsc.edu).

**Purchasing Transformation**

**Interim Campus Purchasing Procedures:** Beginning August 1, Purchasing began processing all purchase orders for the campus. Service Centers are no longer processing requests for purchase orders. A list of approved purchasing methods, as well as links to the various purchasing requisition forms, is available at the new Purchasing web site (http://purchasing.ucsc.edu). Online tutorials for using the new CruzBuy technology are in development, and will be available soon.

**Consolidation of Professional Services:** In the past, those wishing to retain professional consultants, independent contractors, or temporary employees had to invest extensive time and effort. Under the new Purchasing organization, this process has been streamlined. For more information, contact Nancy Nicblas at x9-3858.

**Changes in Purchasing Process:** The Purchasing reorganization has consolidated all procurement functions into a single unit with the goal of allowing the customer to focus on their business, while Purchasing negotiates lowest total costs, manages the risk assessment, and stretches the customer’s budget dollar. This represents a significant change from the purchasing procedures in the past.

Filling out an initial Requisition Form online (http://purchasing.ucsc.edu/icpp/index.html) begins an interactive process with specialists assisting the customer in procuring the best goods and services at the lowest possible cost. Purchasing specialists receive the requisition and determine the process flow. Depending on the transaction, a Buyer may contact the customer to assess their needs, and assist in refining their requirements. Using the resources of a campuswide purchasing operation, they may then provide a broader, more robust set of alternative suppliers than a single unit could find on its own. Through the competitive bid process, potential suppliers will offer more and demand less. In addition, the new Strategic Sourcing Manager will continuously move the campus toward single-source contracts with suppliers based upon an evaluation of the “total” price of a given commodity. This allows UCSC to negotiate far better prices, terms and conditions, so that the end user receives increased value, at a lower rate.

**General BTP Information**

**Employee Workstations:** Originally, staff being transferred to the new BTP organizations were expected to bring all of their equipment with them (i.e., computers, telephones, furniture, etc.). Due to the differences of each work location (e.g., 2300 Delaware, 2901 Mission Street, and University Business Park), employees should...
check with their new supervisors about what they are expected to bring. The workstations in 2300 Delaware and University Business Park are mostly furnished, and staff will be taking with them their chairs, telephones, headsets, copy stands, computers, and any ergonomic furnishings provided through a previous workstation assessment or workers’ compensation claim. Those moving to 2901 Mission Street may need to take more of their existing furniture.

Macintosh-using staff who are moving to FAST or Purchasing will be able to continue using their Mac in their new workspace; they will transition to a Windows-based computer over the next three-to-six months. (Mac-using staff moving to SHR will transition to a PC right away, and will receive any necessary Windows training.) Incoming BTP employees who arrive with PCs that are unable to run Windows XP will also be provided with an up-to-date Windows-based PC. A Frequently Asked Questions (FAQ) page that deals specifically with computer issues has been added to the BTP web site at http://bas.ucsc.edu/btp/computerFAQ.html.

Employee Performance Reviews: Current supervisors of employees transitioning to a BTP organization must complete performance evaluations of those employees as soon as possible, preferably before they begin reporting to their new supervisor. These evaluations will not only be useful to their new supervisors, but may be critical for those being considered in the upcoming merit program for non-represented employees.

INFORMATION TECHNOLOGY SERVICES

Information Technology (IT) Staff Transition

On August 3, 2005 Larry Merkley, Vice Provost of Information Technology, officially welcomed seventy-five IT staff from around campus into the new Information Technology Services (ITS) organization as part of the IT Transformation Program. Those divisions include Business and Administrative Services, Physical and Biological Sciences, Social Sciences, Humanities, Arts, Library, Student Affairs, University Relations, and University Extension. Other divisional IT staff will transition to ITS over the coming months.

It’s important to note that during this transition period, divisional IT staff will continue to perform their current responsibilities and remain in the same office location. This includes support for the faculty, staff and students they currently serve. Faculty, staff, and students should not notice a disruption in service. If you have questions or would like more information about the IT Transformation Program, please visit: http://its.ucsc.edu/transformation/phase_3.php.

ACADEMIC INFORMATION SYSTEMS

AIS Rolls Out New Academic Summary Page

This fall, Academic Information Systems (AIS) will officially release the Academic Summary Page for advisers, department managers, and students. In response to user requests, this new feature gathers information from throughout the AIS system and displays it in one easy-to-use location.

The Academic Summary Page, which has been available to a limited audience since May, is scheduled to fully launch August 22. To access this feature, click the icon on the New Advisee’s Information page. You’ll get:
- Student Career/Program/Plan
- Current Quarter
- Academic Statistics
- Degree Information
- Milestones/Student Groups

This modification also includes UCSC Courses, a new page listing all of the courses a student has taken. The columns in this page – course, instructor, etc. – can be easily sorted by clicking the column heading, allowing users to view the course history in any order necessary. The new release also offers department managers and advisers an updated search feature. Currently, users can only search these pages using ID numbers. The new search capabilities offer searches by ID, campus ID, first and last name.

With this launch, undergraduate students will now have the same access as department managers and advisers to information through their MyUCSC account. Graduate students can look forward to accessing more information in the future as additional capabilities are added to the Academic Summary page.

If you have any questions, please contact the AIS Help Desk at 459-1611.

Report of the Month

Each issue of this newsletter will highlight a report in the AIS Cognos reporting tool that users might find interesting or useful. If you have a report you would like to share with other users, or if you need to obtain a log on, please contact ais-training@ucsc.edu.

Enrollment Trends–Fall Terms from 1999: This report offers an overview of the enrollment (number of students) for fall term each year from 1999. It can be adjusted to show enrollment for departments or colleges. To view this report, log into to https://ais-reports.ucsc.edu. Go to Student Records>Student Records Cubes (either standard or enhanced mode, if you have a PC)> Enrollment Trends–Fall Terms. There is a second report, Enrollment Trends–All Terms, displaying the information for all terms and not just the Fall term.
**CONTACT INFORMATION**

**Business Transformation Program** (http://bas.ucsc.edu/btp)
- Enterprise Time and Attendance System (ETAS): Peter McMillan x9-5830 peterm@ucsc.edu
- Financial Administrative Services Office (FAST): Larry Castro x9-5728 lcastro@ucsc.edu
- Human Resources Transformation (HRT): Celena Allison x9-5252 celena@ucsc.edu
- Purchasing (and the new CruzBuy technology): Linda Rhoads x9-3528 lrhoads@ucsc.edu
- Safety and Injury Management: Saladin Sale x9-3261 ssale@ucsc.edu
- Communications Coordinator: Susan Willats x9-3759 willats@ucsc.edu

**Information Technology Services** (http://its.ucsc.edu)
- Communication Coordinator: Lisa Bono x9-1583 lbono@ucsc.edu

**Academic Information Systems** (http://ais.ucsc.edu)
- Communications Coordinator: Suzanne Willis x9-1471 willis@ucsc.edu
- AIS Help Desk: x9-1611 ais@ucsc.edu

**PROJECT TIMELINES**

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<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
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<tr>
<td><strong>Purchasing</strong></td>
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<td>August 1: Campus purchasing req's processed by Purchasing</td>
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<td>August 15: CruzBuy operational</td>
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<td>Purchasing relocates to 2300 Delaware</td>
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<td></td>
<td>CruzBuy deployment begins</td>
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<td><strong>FAST</strong></td>
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<td></td>
<td>Core FAST staff relocates to 2300 Delaware and commences operations</td>
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<td><strong>HRT</strong></td>
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<td>Remaining FAST staff relocates and commences operations</td>
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<td>August 19: Last day to initiate ER in old system</td>
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<td>September 6: RMS goes live</td>
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<td>1st HRT team (BAS/ITS) relocates to 2901 Mission St. and commences operations</td>
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<td><strong>ITS</strong></td>
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<td></td>
<td>Divisions work with ITS to develop service and staff transition plans</td>
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<td>August 1: Begin transfer of divisional staff to ITS; services and support remain the same</td>
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<td><strong>AIS</strong></td>
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<td>August 22: Release of Academic Summary Pages, and other enhancements</td>
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<td>AIS/GARP integration</td>
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<td>Admissions Cycle Rollover, TA grading functionality, pilot advisor access to MyUCSC, etc.</td>
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**COMING IN THE NEXT ISSUE**
- Dates and times of upcoming CruzBuy and RMS demonstrations
- Locations of FAST satellite offices
- Where to go for IT support
- More information about CruzID, a simplified sign-on for UCSC business applications and accounts
- Information about upcoming trainings

**FAST** = Financial Administrative Services Transformation  
**ITS** = Information Technology Services  
**HRT** = Human Resources Transformation  
**AIS** = Academic Information Systems  
**RMT** = Recruitment Management System  
**GARP** = Graduate Application Review Portal