

## Design Review Committee Charter

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| <b>Committee Name</b>                     | Design Review Committee  |
| <b>Committee Members</b>                  | <p>Diane Goddard (Chair) – Vice Provost for Administration &amp; Finance<br/>           Danny Anderson, - Dean, College of Liberal Arts &amp; Sciences<br/>           Ann Brill – Dean, Journalism Administration<br/>           Bob Goldstein – Distinguished Professor/Associate Dean, College of Liberal Arts &amp; Sciences<br/>           Jason Hornberger - Assistant Vice Provost for Business Services<br/>           Bob Lim – Chief Information Officer<br/>           Sara Rosen – Senior Vice Provost<br/>           Steve Warren – Vice Chancellor, Research &amp; Graduate Studies</p>   |
| <b>Objective</b>                          | <p>The objectives of the Design Review Committee are to:</p> <ul style="list-style-type: none"> <li>Select, from a menu of options, the best design for shared service centers on the KU campus and recommend this model to the Executive Steering Committee</li> </ul>  |
| <b>Key Activities</b>                     | <p>The key activities of the Design Review Committee will be to:</p> <ul style="list-style-type: none"> <li>Review 3-4 possible campus models, recommend the cluster grouping for Executive Committee for approval</li> <li>Review options for and recommend the funding mechanism for shared service centers to the Executive Committee for approval</li> <li>Review options for and recommend the governance structure to the Executive Committee for approval</li> <li>Provide guidance around mechanisms for accountability</li> </ul>   |
| <b>Scope</b>                              | <ul style="list-style-type: none"> <li>The committee is charged with assessing possible models for shared service centers; the goal is to design a KU model including six to nine shared service centers.</li> </ul>   |
| <b>Critical Assumptions</b>               | <p>The following are key assumptions for successful project execution:</p> <ul style="list-style-type: none"> <li>Successful implementation will depend heavily on strong communication and change management practices, in addition to thorough data analysis and design efforts</li> <li>Decentralized HR, Finance and Research Administration transactions can be moved into shared service centers</li> <li>Realization of savings identified in Phase II will depend on the ability to implement a sufficiently small number of shared service centers such that efficiencies can be gained; it will also depend on departments' willingness to adapt the remaining workload to support academic, research or service missions</li> <li>The Shared Service Center Implementation Phase (Phase III) will not relocate or reassign administrative/academic staff who will support the academic, research or service mission of the departments; Deans/Unit leaders will be allowed to make their own reassignments</li> </ul> |
| <b>Timeline</b>                           | <ul style="list-style-type: none"> <li>The Design Review Committee will meet every 3 - 5 weeks in May and June, and then convene as needed.</li> </ul>   |
| <b>Deliverables</b>                       | <p>Key Deliverables:</p> <ul style="list-style-type: none"> <li>Recommended KU Shared Service Center model for the Executive Committee, including number of centers, center groupings, funding mechanism and governance structure</li> </ul>   |
| <b>Huron Team Member Responsibilities</b> | <ul style="list-style-type: none"> <li>Huron will use the data collected to propose 3-4 different shared service center groupings</li> <li>Huron will also provide a menu of funding options and governance options.</li> </ul>  |

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| <p><b>KU Team Member Responsibilities</b></p>         | <p>The Design Review Committee members will be expected to perform the following tasks:</p> <ul style="list-style-type: none"> <li>• Facilitate progress through participation in meetings</li> <li>• Promote the concept of Shared Service Centers in the KU community; encourage cooperation through ambassadorship</li> <li>• Generate ideas to help overcome obstacles as they arise</li> <li>• Provide leadership, expertise and insight</li> <li>• Be open and transparent when reporting progress</li> <li>• Provide understanding, interpretation, and articulation of KU culture, policies, and procedures</li> </ul>              |
| <p><b>Guiding Principles for All Team Members</b></p> | <p>Throughout this process, all team members will participate with these guiding principles in mind:</p> <ul style="list-style-type: none"> <li>• Put personal and departmental agendas aside and focus on what is best for the University of Kansas</li> <li>• Be open to make changes to current shared service processes and existing service relationships</li> <li>• Ensure implementation changes are in line with industry best practices, allow for future growth, and are sustainable over time</li> <li>• Establish trust by showing compassion and maintaining confidentiality</li> <li>• Adhere to project timelines</li> </ul> |