

Transition Planning and Space Committee Charter

Committee Name	Transition Planning and Space Committee
Committee Members	<ul style="list-style-type: none"> • Marcia Powers (Chair), Research Analyst, CLAS • Jolene Fairchild, Budget Officer, CLAS • Jason Hornberger, Asst. Vice Provost for Administration & Finance • Donna Hultine, Director, Parking & Transit • Craig Lunte, Chairperson, Chemistry • Susan Mercer, Associate Director, Institute for Policy & Social Research • Steve Sanders, Chairperson, Physics & Astronomy • Lori Whitten, Administrative Associate, Department of English • Alex Wong, Director of Support Services, IT
Objective	<p>The objectives of the Transition Planning and Space Committee are to:</p> <ul style="list-style-type: none"> • Guide, influence, and advise on the physical plant and space aspects of the initial shared service center, and provide input into the transition plan
Key Activities	<ul style="list-style-type: none"> • Determine space offerings and recommend any necessary construction • Coordinate unit movement into physical space • Assess and recommend technology needs
Scope	<ul style="list-style-type: none"> • The committee is charged with coordinating and overseeing the physical space considerations for the implementation of the initial multi-functional shared service center, as well as ongoing support and coordination for the implementation of all SSCs beginning in February 2013.
Critical Assumptions	<p>The following are key assumptions for successful project execution:</p> <ul style="list-style-type: none"> • Support for claiming and modifying the identified space will be provided by campus administration and the Executive Steering Committee as needed • Because space on campus is extremely limited, flexibility and creativity will be required of all involved
Timeline	<ul style="list-style-type: none"> • Will meet as needed once the campus design plan is ratified and the initial shared service center is identified. Additional meetings will be held as needed after the initial site is implemented and the rest of the SSCs are organized and established.
Deliverables	<p>Key Deliverables:</p> <ul style="list-style-type: none"> • Identification of a suitable space(s) for the initial shared service center which will be implemented by February 2013 • Coordinate and plan the physical preparation of the initial site, including furniture, telecom, and modification of the facilities (if needed)
Huron Team Member Responsibilities	<ul style="list-style-type: none"> • Huron will work with the Shared Service Center Committees to develop the KU shared service center model and select the initial site • Facilitate the development of a transition plan to move staff into the new space • Huron will attend meetings with the Transition Planning and Space Committee to provide viewpoints and recommendations as questions/issues arise
KU Team Member Responsibilities	<p>The Transition Planning and Space Committee members will be expected to perform the following tasks:</p> <ul style="list-style-type: none"> • Identify available space on campus and frame the challenges and opportunities related to the space • Identify the resources needed by the new shared service center staff and provide significant input into the transition plan • Facilitate progress through participation in meetings • Promote the concept of Shared Service Centers in the KU community; encourage cooperation through ambassadorship

	<ul style="list-style-type: none"> • Generate ideas to help overcome obstacles as they arise • Provide leadership, expertise and insight • Be open and transparent when reporting progress • Provide understanding, interpretation, and articulation of KU culture, policies, and procedures
<p>Guiding Principles for All Team Members</p>	<p>Throughout this process, all team members will participate with these guiding principles in mind:</p> <ul style="list-style-type: none"> • Put personal and departmental agendas aside and focus on what is best for the University of Kansas • Be open to make changes to current business processes and existing service relationships • Ensure implementation changes are in line with industry best practices, allow for future growth, and are sustainable over time • Establish trust by showing compassion and maintaining confidentiality • Adhere to project timelines