October 1, 2019

To: Karen Schmitt, Vice President for Academic and Student Affairs
    Robert Cramer, Vice President for Administration
    Sean Nelson, Vice President for Finance

From: Stefan Fletcher, Director, Administrative Policies and Special Projects

Re: Update on Fiscal Year 2020 UW System Administrative Policy Priorities

In the past quarter, UW System Administration has made progress on several policy priorities on the Fiscal Year 2020 Policy Priorities plan and has been responding to new policy priorities as they arise. Below, please find an accounting of policy work completed from around July 1, 2019 through September 30, 2019, and planned policy priorities for the second quarter (October 1, 2019 – December 31, 2019). Policies on the Fiscal Year 2020 Policy Priorities plan are highlighted in bold.

Policies and Procedures Approved in the First Quarter (Jul.–Sep.)

- SYS 1- Development, Revision, and Approval of UW System Administrative Policies & Procedures (Operational: Update approved September 16, 2019)
- SYS 1.A- UW System Administrative Policy Template (Operational: Update approved September 16, 2019)
- SYS 1.B- UW System Administrative Procedure Template (Operational: Update approved September 16, 2019)
- SYS 205- Employment of Student Help (Human Resources: Update approved June 28, 2019)
- SYS 206- Student FICA Exemptions (Human Resources: Update approved June 28, 2019)
- SYS 363- Change Requests of Bank and Contact Information (Financial Administration: New approved August 20, 2019)
- SYS 1212- Sick Leave (University Personnel System Operational Policies: Update approved September 16, 2019)
- SYS 1214- Catastrophic Leave Program (University Personnel System Operational Policies: Update approved August 12, 2019)

Policies and Procedures Planned for Finalization in the Second Quarter (Oct.-Dec.)

Academic and Student Affairs
- SYS 102- Policy on UW System Array Management: Program, Planning, Delivery, Review, and Reporting
- SYS 135- UW System Undergraduate Transfer Policy
- SYS 175- Accreditation Visits and Reports

Other
- SYS UWCX Restructure Technical Amendments
Policies and Procedures Planned for Distribution to campuses in the Second Quarter (Oct.-Dec.)

Human Resources
- SYS 220- Affirmative Action Data Collection (Revise, extension from Quarter 1)
- SYS 235- Personal Services Payments (Revise)

Information Security
- SYS 1031- Information Security: Data Classification and Protection (Revise, extension from Quarter 1)
- SYS 1031.A- Information Security: Data Classification Procedure (Revise, extension from Quarter 1)
- SYS 1031.B- Information Security: Data Protections Procedure (Revise, extension from Quarter 1)
- SYS 1033- Information Security: Incident Response (Revise, extension from Quarter 1)
- SYS 1035- Asset Management (New, extension from Quarter 1)
- SYS 1035.A- Asset Management Procedure (New, extension from Quarter 1)
- SYS 1040- Data Privacy (New)
- SYS 1040.A- Data Privacy Procedure (New)
- SYS 10xx- Security and Risk Management (New)

Information Technology
- SYS 1110- Information Technology Acquisitions Approval (Revise)

University Personnel System Operational Policies
- SYS 1201- Affirmative Action Data (Revise, extension from Quarter 1)

In addition to the above, one enhancement has occurred on the UW policies site:
- The Policy FAQ tab was introduced as an additional tool to facilitate policy compliance and provide consistent, documented answers to common questions about policy provisions. After submissions from policy owners/responsible officers are reviewed by the Office of the General Counsel and approved by the relevant Vice President or Associate Vice President, the question and answers are posted to a password protected FAQ tab on the policy webpage. (This FAQ tab contains a disclaimer stating that the answers provided are not intended as legal advice, nor do they supersede the guidance of the policy itself.)

Key Implementation Dates for Approved Policies:
- SYS 362, University Administrative Support of Primary Fundraising Foundations and Other Affiliated Organizations requires a summary of all reported administrative support and benefits to be submitted by the Office of Finance to the Board of Regents by October 31, 2019 (for FY 2019).
- SYS 363, Change Requests of Bank and Contact Information (approved August 31, 2019) requires that institutions develop written procedures for how out-of-bank verification will be completed at the local level by October 31, 2019. Out of bound verification

Please let me know if you have any questions and many thanks for your continued support of improvements in the UW System’s policymaking framework.