January 14, 2020

To: Anny Morrobel-Sosa, Vice President for Academic and Student Affairs  
Sean Nelson, Vice President for Finance  
Robert Cramer, Vice President for Administration

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

Re: Q2/Q3 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. In the second quarter (October 1, 2019 through December 31, 2019), there were 10 new policies, 13 policy revisions, 5 new procedures, 4 procedure revisions, and 3 policy rescissions approved. The 10 new policies and 3 of the new procedures belong to the procurement series. Additionally, 9 of the policy updates reflect technical amendments necessitated by the UW Colleges and UW-Extension Restructuring project. Below, please find a detailed accounting of policy work completed in the second quarter and planned policy priorities for the third quarter (January 1, 2020 - March 31, 2020). Policies on the Fiscal Year 2020 Policy Priorities plan are bolded.

I. POLICIES AND PROCEDURES APPROVED OR RESCINDED IN FY20 Q2 (OCT.-DEC.)

* SYS 148, Development and Operation of Contractual Training and Sponsored Student Programs (Academic & Student Affairs: Update approved December 9, 2019)


* SYS 157, Faculty Development and Renewal- A System for Faculty Transfer and Exchange (Academic & Student Affairs: Update approved December 9, 2019)

* SYS 185, College Credit in High School (Academic & Student Affairs: Update approved December 9, 2019)

* SYS 306, Accounting and Budget Control (Financial Administration: Update approved December 9, 2019)
* SYS 324, Inter-Institutional Financial Transactions (Financial Administration: Update approved December 9, 2019)

* SYS 338, Systemwide, Regional, or Inter-institutional Facilities and Student Centers (Financial Administration: Update approved December 9, 2019)


SYS 363.B, HRS Change Requests of Bank and Contact Information for Employees (Financial Administration: New approved November 27, 2019)

RESCINDED: SYS 505, Purchasing Responsibility and Authority (Procurement: Rescission approved October 15, 2019)

SYS 520, Board of Regents Procurement Authority (Procurement: New approved October 15, 2019)

SYS 521, Authority to Sign Procurement Contracts in the UW System (Procurement: New approved October 15, 2019)


SYS 522, Exclusions from a Competitive Procurement (Procurement: New approved October 15, 2019)

SYS 523, Emergency Procurement (Procurement: New approved October 15, 2019)

SYS 525, Contract Thresholds (Procurement: New approved October 15, 2019)

SYS 530, Prohibited Contract Types (Procurement: New approved October 15, 2019)

SYS 532, Unauthorized Contracts (Procurement: New approved October 15, 2019)

SYS 534, Contract Award Disputes (Procurement: New approved October 15, 2019)


SYS 545, Consortiaums and Collective Purchasing (Procurement: New approved October 15, 2019)

* SYS 705, Carrying Weapons or Firearms at University of Wisconsin Institutions (Health & Safety: Update approved December 9, 2019)

* SYS 820, Segregated University Fees (Tuition & Fees: Update approved December 9, 2019)


RESCINDED: SYS 1105, Laboratory and Classroom Modernization and General Computer/Network Access (Information Technology, Rescission approved December 2, 2019)

SYS 1110, Acquisitions Approval (Information Technology: Rescission approved December 2, 2019)

RESCINDED: SYS 1125, Advertising, Sponsorship, and Links on the Internet (Information Technology: Rescission approved December 2, 2019)

SYS 1254, Performance Management (University Personnel System Operational Policies: Update approved November 19, 2019)

SYS 1277, Compensation (University Personnel System Operational Policies: Update approved December 26, 2019)


SYS 1278, UW System Pay Plan Distribution Guidelines for the University Workforce (University Personnel System Operational Policies: Update approved November 19, 2019)

Policies denoted with an * were included in the UWCX Technical Amendments from Restructuring

II. POLICIES AND PROCEDURES PLANNED FOR FINALIZATION IN FY20 Q3 (JAN.-MAR.)

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

Human Resources
SYS 220, Affirmative Action Data Collection
Financial Administration
SYS 328, Memberships
RESCINDED: SYS 340, Alumni Publications (President Cross approved rescission on 1/6/2020)

Information Security
SYS 1033, Information Security: Incident Response (Revise, extension from Q1)

University Personnel System Operational Policies
RESCIND: SYS 1201, Affirmative Action Data

III. POLICIES AND PROCEDURES PLANNED FOR DISTRIBUTION TO CAMPUSES IN FY20 Q3 (JAN.-MAR.)

Academic and Student Affairs
SYS 102, Policy on UW System Array Management: Program, Planning, Delivery, Review, and Reporting
SYS 125, Supplementary Administrative Guidelines for UW System Implementation of Regent Policies on Integration of the Extension Function
SYS 126, Statewide Planning, Communication and Coordination of Extension Programs in the UW System
SYS 127, Identification of the Extension Function in the University of Wisconsin System
SYS 130, Programming for the Non-Traditional Market in the UW System

Human Resources
SYS 235, Personal Services Payments (Revise, extension from Q2)

Financial Administration
SYS 308, Budget Transfers

Procurement
SYS 5xx, Vendor Management

Risk Management
SYS 610, Uninsured Personal Property Losses or Damages

Capital Planning & Budget
SYS 905, Maintenance of University-Owned Residences
SYS 9xx, Policy on UW System Solely Managed Projects (New)

Information Security
SYS 1035, Asset Management (New)
SYS 1035.A, Asset Management Procedure (New)
SYS 1040, Data Privacy (New)
SYS 1040.A, Data Privacy Procedure (New)
SYS 10xx, Security and Risk Management (New)
In addition to the above, two enhancements have occurred on the UW policies site:

- The search functionality on the policy website was enhanced to enable more specific filtering of results. As a result of these updates, users are now able to:
  - Use quotations to search for exact phrases
  - Avoid items using the command ‘-’
  - Use parenthesis with the ‘AND’ or ‘OR’ commands

- A Policy Style Guide was developed to assist policy owners in drafting policy language and understanding the UW System templates for policies, procedures, and guidance. It is located on the policy owners' resources page.

**Key Implementation Dates for Approved Policies:**
The most recent update to SYS 1030, Information Security: Authentication (and the associated procedure) is effective as of March 17, 2020. Campuses should review the updated policy on the policy website and implement necessary changes to enable compliance with the policy by the effective date.

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