DRAFT response to form H – Board of Office – May 24, 2010

1. Respectfully, this request is a reduction of the university’s administrative units from four to three, and a realignment of administrative units. This information was shared at the February 4, 2010 Board of Regents, state of Iowa meeting.

The reduction of one administrative unit was originally proposed in May, 2009 by the Cost Containment Task Force that was created and chaired by President Allen. This Task Force recommended the elimination or merging of administrative units where possible, in order to reduce administrative expenses and help respond to the realities of budget reductions. Therefore, effective July 1, 2010 the University Advancement Division will be dissolved.

Bill Calhoun, current President of the UNI Foundation and Vice President of the University Advancement division, will serve in this capacity until June 30, 2010. Effective July 1, 2010, the reduction of the Advancement division will result in Calhoun remaining as president of the UNI Foundation and also as the special assistant to the president for development & alumni relations. This will allow Calhoun to focus on the important fundraising campaign and the on-going relationship building initiatives with alumni and friends of the university. Bill Calhoun will continue to report directly to the President, and be able to focus directly on robust private fundraising and relationship building efforts.

In realignment, James O’Connor, will now report directly to the President, and have a job title change from assistant vice president for marketing & public relations to executive director, office of university relations. This will result in streamlined strategic and integrated marketing decision making.

2. The transition period is January 14, 2010 through June 30, 2010. A team of six individuals has been continuously working through the operational changes needed to complete this transition. The responsibilities of each unit will continue with a more focused direct approach to their goals.

3. There is no new administrative organization. Rather, we have eliminated one administrative unit, and strategically realigned our foundation and marketing efforts.

There will be one less vice-president. The university will now have three instead of four vice-presidents, each providing leadership of their own division. (Please refer to the current and new administrative organizational charts for additional information.)

Administratively, the work load will eventually be slightly reduced on our modern executive management financial information system (MEMFIS), due to having fewer administrative units. Data will be more condensed in the future which may result in some work being redistributed. Complete details regarding the cost savings from implementing these changes will not be fully known until after implementation.

4. These changes will help reduce administrative expenses, increase efficiencies by streamlining decision-making and operational procedures. Also, this will increase collaborative efforts between administrative offices and help us focus a more concerted effort on fundraising and relationship building initiatives.

5. Permanent change.

6. We anticipate a positive impact on other units. For example, the university marketing staff will be able to focus on a more strategic student recruitment program with the Office of Admissions, and work directly with each college on their marketing and strategic plans. And finally, this will facilitate our efforts to implement a comprehensive branding campaign that aligns with our new university strategic plan, and permit foundation staff to concentrate exclusively on university fundraising campaign goals.

7. Additional university reorganizational efficiencies will be sought as opportunities become known with employee resignations or retirements.