

Charter Document

Administrative Council (AC) for the University of Wisconsin-Madison

Last Updated: January 2018

Table of Contents

1	Purpose of this Charter Document	3
2	Authorization of the Administrative Council.....	3
3	Historical Information.....	3
4	Mission	4
5	Guiding Principles	4
6	Roles.....	5
7	List of Members	5

1 Purpose of this Charter Document

This charter defines the shared direction, guiding principles, membership, roles and responsibilities, and decision criteria for the Administrative Council (AC). This charter will be reviewed and updated annually.

2 Authorization of the Administrative Council

The following individual has authorized the AC and will serve as the Executive Sponsor.

Name	Title	Role
Laurent Heller	Vice Chancellor for Finance and Administration (VCFA)	Executive Sponsor

3 Historical Information

July 2015: The Administrative Council updated the charter to increase its emphasis on strategic leadership and financial accountability.

April 2006: The Administrative Advisory Committee was renamed the Administrative Council to reflect a shared commitment for leadership in transforming administrative structures, systems, and processes to advance the campus mission and strategic direction.

April 2005: The Administrative Advisory Committee (AAC) was formed on April 2005. The purpose of the AAC was to provide support, insight, advice, analysis, expertise, and leadership to the Vice Chancellor of Finance and Administration on administrative projects and issues.

4 Mission

The Administrative Council exists to strategically lead, innovate, and support the campus financial and administrative systems, policies, and processes in order to effectively and efficiently meet the campus needs in service of the broader mission of UW-Madison.

5 Guiding Principles

The Administrative Council is guided by the following beliefs, values, and philosophies:

- a. We work collaboratively to meet our collective financial and administrative needs in service of the broader mission of UW-Madison.
- b. We focus on efforts that offer the best balance of anticipated results, value to campus, and the likelihood of success.
- c. We strive to simplify, streamline, optimize, and standardize campus administrative/financial systems, processes, policies, and procedures.
- d. We hold ourselves accountable to each other and for the integrity of the processes we oversee.
- e. We recognize and accept our role as stewards of public funds who are accountable for ever-increasing levels of control, oversight, and scrutiny.
- f. We actively advocate for hiring, development, engagement and retention practices that provide the skills, competencies, education, abilities and diversity we need to perform our work and help achieve the mission of our university.
- g. We advocate for investment in technology to achieve value-added services, cost-effective efficiencies, improved controls, and higher data quality.
- h. We believe form should follow function.
- i. We set goals and measure our progress through the use of baseline and ongoing metrics coupled with benchmarking.

6 Roles

The roles of the AC will vary, depending on the project and the situation. The AC will use the following list to identify their appropriate role(s) and actions for all new projects and whenever situations arise that may require a change in roles.

- a. **Strategic leadership role** for specific projects and initiatives
- b. **Advisory role** to the VCFA and the Deans
- c. **Decision-making role** for specific administrative system / process changes
- d. **Catalyst role** for proactive change (process, systems, culture)
- e. **Expert role** on administrative services, processes, and systems
- f. **Collaborative/support role** for designing and implementing changes
- g. **Communication role** for identifying needs, developing plans, and ensuring the desired communication occurs
- h. **Awareness role** of emerging trends, campus issues, and existing processes

7 List of Members

Name	Function / Area Represented
Laurent Heller	Executive Sponsor/Deans Council
Angie Seitler	Representing the College of Agricultural and Life Sciences
Barb McPherson/Jason Jankoski	Representing the College of Engineering
Anne Gunther	Representing the College of Letters and Science
David Towers	Representing the School of Business
Melissa Amos-Landgraf	Representing the School of Education
Natalie Feggestad	Representing the School of Human Ecology
Bethany Pluymers	Representing the Law School
Ken Mount	Representing the School of Medicine and Public Health
Dundee McNair	Representing the School of Nursing
Adam Whitehorse	Representing the School of Pharmacy
Ed Rodriguez	Representing the School of Veterinary Medicine
Hope Simon	Representing the Division of Continuing Studies
Marianne Bird Bear	Representing the International Division
Petra Schroeder	Representing Research and Graduate Education
Staci Francis	Representing the Arts Institute
Lynn West	Representing the Nelson Institute for Environmental Studies
Tim Norris	Representing the Budget Office
Dan Langer	Representing Business Services
Wayne Guthrie/Mark Walters	Representing the Office of Human Resources
Sarah Hart McGuinnis	Representing the Division of Information Technology/CIO
Kim Moreland/Bob Andresen	Representing Research and Sponsored Programs
Bobby Burrow	Representing AIMS
Jenny Faust	Representing Office of Strategic Consulting
Donna Halleran	Representing Auxiliary Operations
Lisa Walters/George Watson/Scott Hildebrand	Support Services for the Administrative Council