UNM OFFICE *of the* PRESIDENT

Date: December 16, 2010

To: Members of the IT Cost Containment/Service Improvement Team

From: Paul Roth, Acting President

Re: Your selection to participate on this team

I am writing to inform you that you have been selected to participate in an important IT cost containment and service improvement initiative to take place early in the new year. The primary objective of this initiative is to identify $2 million in IT spending reductions for the FY12 budget.

This initiative will be launched with an intensive three-day workshop on Wednesday, January 12 through Friday, January 14, during which the team will develop a "straw man" proposal that includes the following process elements:

1. Definition of what currently constitutes "IT" at UNM, and identification of who is currently accountable for the elements.
2. Determination of which of the current elements of IT are core to the mission of UNM, which are in support of the mission, and any that may be tangential to the mission.
3. Of the core and support IT services, identification of those that *must* be provided centrally.
4. Identification of the greatest opportunities for cost reduction and efficiencies to achieve the $2 million target.

IT elements the team should consider during its exploration include e-mail and calendaring systems; central support of servers; licensing; edge network devices; and business process improvement. This list is not intended to be all-inclusive, so additional elements may be identified through the process.

Following the three day workshop, the team should then conduct "due diligence" on its draft proposal. This phase of work should include testing the proposal with various constituencies on campus, as well as insuring that all of the financial assumptions are grounded in real data.

The team's work should culminate with a formal proposal for recommendations for reducing campus-wide IT spending by $2 million. I would like to have this proposal completed by March 1, 2011.

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Finally, as the team goes about its work, I ask that the following parameters and assumptions guide all conversation and recommendations:

1. Savings cannot involve offloading current expenses or costs to other departments.
2. Moneys already being saved due to departmental efforts cannot be counted as part of the $2 million.
3. This cannot be approached as a "capture" for reallocation; this initiative must result in real savings.
4. Core services must be identified and preserved.
5. A parallel objective to saving $2 million is to improve IT services throughout the university.
6. Due to the uniqueness of the hospital and patient care side of the University, UNMH will not be included in this initiative, and HSC in general may be excluded from certain elements.

This initiative will be conducted as an offshoot activity of the President's Strategic Advisory Team, in coordination with UNM's IT office. I have asked Carolyn Thompson to serve as facilitator.

In a couple of days, you will receive additional details about the process and logistics of the three-day workshop. In the meantime, please block your calendars to be available for the entire three days. If you are unable to do so, please let Carolyn know as soon as possible, as it might be necessary to identify someone else to serve on the team in your place.

I want to sincerely thank you for stepping up to this difficult task. This is one of several important initiatives we are undertaking as we go about the serious business of addressing what may amount to a $28 million reduction in state support for FY12. With a concerted effort and everyone's help, we will meet this challenge.

Cc: President David J. Schmidly