Statement of Intent to Integrate Administrative & Residential Information Technology and Information Technology Services

Effective Date	**July 1, 2023**
Division of Administrative Services Signer 1	**Garry Mac Pherson** Vice Chancellor - Administrative Services
Signature & Date	*garry mac pherson*　　　10/24/2023
Executive Vice Chancellor	**David Marshall** Executive Vice Chancellor
Signature & Date	*David Marshall*　　　11/8/2023
Finance & Resource Management	**Chuck Haines** Vice Chancellor - Chief Financial Officer
Signature & Date	*Charles Haines*　　　10/26/2023
Division of Administrative Services Signer 2	**Melissa Jarnagin** CFO/Director HDAE Business & Financial Planning
Signature & Date	*Melissa Jarnagin*　　　10/26/2023
Information Technology Services	**Josh Bright** Associate Vice Chancellor/Chief Information Officer
Signature & Date	*Josh Bright*　　　10/22/2023
Reviewer (EVC)	**Christian Villasenor** Executive Director, Academic Affairs
Reviewer (FARM)	**Kerry Bierman** Associate Vice Chancellor, Budget and Planning
Reviewer (ARIT)	**Ben Price** Associate CIO, Administrative & Residential IT
Preparer	**Elise Meyer** Director IT Strategy and Research/Academic Support

This Statement describes the Integration effort to occur between Administrative & Residential Information Technology and Information Technology Services organizations following the guidance of Vice Chancellor of Administrative Services, Garry Mac Pherson and Associate Vice Chancellor of IT and Chief Information Officer, Josh Bright.

Beginning on July 1, 2023, over the next 18-24 months, Administrative & Residential Information Technology and Information Technology Services will be integrated into a unified organization, combining the resources of these two units and leveraging their capabilities to provide enhanced services and support to the Vice Chancellor of Administrative Services division and the broader UCSB campus community.

The goals of this integration are:

- Leverage campus IT resources to implement major systems (e.g., FMM, Campus Data Platform, UCSB Access Card), continue to support required capabilities for Administrative Services departments and enable the Administrative Services Mission and Vision.
- Build on existing partnerships in Networking, Cybersecurity and Data Delivery.
- Consolidate the costs for hardware and software, where possible.
- Enhance campus ability to recruit, support, and retain high-quality IT employees and to build a deeper bench by addressing single points of failure for critical operations.
- Increase systems resiliency while reducing complexity.

We anticipate that the demand for IT services for campus will continue to grow, by executing this integration we plan to "bend the curve", i.e., to reduce the rate of expense increase through efficiency and optimization.

The proposed principles for this integration are as follows:

- Harness each other's strengths
- Services as good or **better**
- Scale for value
- Opportunities for staff
- Maintain dignity of staff
- The integration is to be expense neutral to campus (Financial planning needs to consider any restrictions due to the source of funds.)

- Space follows integrating staff, with some exceptions for embedded positions. Over time, space that is no longer used for IT functions, in general, would revert to the VCAD business unit.

The Executive Sponsors for this Integration who will sign both this Statement of Intent to Integrate and the future Integration MOU are:

- Garry Mac Pherson, Vice Chancellor, Administrative Services
- David Marshall, Executive Vice Chancellor
- Chuck Haines, Vice Chancellor Finance and Resource Management - Chief Financial Officer
- Melissa Jarnagin, CFO/Director HDAE Business & Financial Planning
- Josh Bright, Associate Vice Chancellor for IT and CIO

The proposed milestones for this integration project are as follows:

- Kickoff ARIT - ITS Integration Project (July/August 2023)
- Begin Change Management Process (August 2023)
- Develop & Approve Integration Statement of Intent Agreement (by Sept. 2023)
- Data Collection & Analysis (Sept. 2023 - Mar. 2024)
- Identify Services/Operations, Finances, Emergent Opportunities, etc.
- Develop Proposals for Governance, Operations, Space, Staffing & Finances
- Develop MOU & Integration Implementation Plan (Apr. 2024 - June 2024)
- Review Proposals and develop MOU
- MOU Acceptance (by June 2024)
- Integrate Staff & Organizations (July 2024 - Dec. 2024)
- Develop Efficiencies (Dec. 2024 -)
- Develop Continuous Improvement Cycle