Dear ABB Phase IV Steering Committee Members,

I am writing to formally charge the newly constituted Activity Based Budgeting (ABB) Phase IV Steering Committee. Your agreement to serve on this committee is greatly appreciated, and your work will be crucial in ensuring that our budgeting process continues to be as effective and transparent as possible.

Charge and Scope of the Steering Committee:
Your primary charge is to conduct a targeted review of the ABB model with a focus on the following key objectives:

1. **Broad Review and Consideration:** You are tasked to adopt an integrated approach, considering the diverse needs and perspectives across the university's three campuses, schools, colleges, and administrative units. This review should incorporate insights from administrative leadership, academic leaders, faculty, students, and support staff.
2. **Alignment with Institutional Goals:** You are to examine how the ABB model can better prepare us for local economic conditions and, fundamentally, how it can enhance our service to students, supporting their experiences and opportunities in alignment with our academic strategic framework.
3. **Focused Study on Taxation Methodologies:** Given the feedback from stakeholders, a significant part of your review should focus on improving the equity and coherence of taxation methodologies within the ABB model. The scope of this study, particularly as it includes taxation of core academic revenues, applies broadly to the three campuses. The more focused elements of the study outlined below will focus exclusively on UW Seattle-based formulae. Regardless, the potentially duplicative modes of taxation and variety of methodologies is the core work for this effort.
4. **Advance a policy framework** that acknowledges the risk of our decentralized model, emphasizes the use and efficacy of central planning and forecasting tools, and strengthens our unit-level margin policy framework.
5. **Support for Interdisciplinary Programs:** Assess the current state of support and resources for interdisciplinary courses and degree programs, addressing concerns about the potential suppression of such initiatives by the current model.

Key Topics in Scope for Review:
Based on survey feedback and stakeholder engagement, please prioritize your review as follows:

Taxation methodologies.
II. Support for interdisciplinary initiatives.
III. Alignment with institutional academic strategic framework.

Task Forces:
At your discretion, please establish short-term task forces to leverage expertise and manage workloads effectively. These task forces should report their findings to the steering committee regularly. Please be mindful of both the spirit and intention of this work, as outlined above, and for the current workload that our community takes on during a busy budget season and the first fiscal year close after Workday Financials go-live.

Resources and Timeline:
You will be supported by the Finance, Planning & Budgeting team, including Erin Guthrie, Elise Glassman, and members of our consultant team. Please ensure continuous communication with stakeholders through updates on a public website and document sharing via a secure SharePoint site. Please report to the President's Cabinet regularly to include their perspectives and input. Our consultant will provide facilitation, administrative, and analytical support—please accommodate their requests promptly.

A detailed timeline and work plan will be provided by our consultant after initial meetings with the committee. Key milestones include:

- October 2023: Distribution of survey
- December 2023: Analysis of survey results
- Winter 2024: Chartering of Steering Committee and meetings with vendor
- Spring 2024: Submission of midterm report at Phase I conclusion
- Late Summer 2024: Submission of final report by August 31, 2024

Your commitment to this important endeavor is highly valued, and I am confident in your committee's ability to guide us toward a more effective ABB model.

Thank you for your dedication and thoughtful engagement in this vital process. I look forward to reviewing your recommendations.

Sincerely,



Tricia R. Serio
Provost and Executive Vice President for Academic Affairs
Professor, Biochemistry