



UTAH SYSTEM OF  
HIGHER EDUCATION

# MEMORANDUM

July 12, 2024

## Shared Services Update

Pursuant to state statute and in response to the Utah Board of Higher Education (Board) charge, the Commissioner's office is developing and advancing new shared administrative services initiatives, with a particular focus on commercialization, Title IX, benefits administration, payroll, and information technology.

### **Commercialization**

The Utah Innovation Lab provides a critical commercialization function across the Utah System of Higher Education. The Lab serves as a 'back office' for innovation and commercialization endeavors, providing institutions with access to grant funding, technology transfer services, start-up formation, and investment scaling. The Lab also initiated a centrally coordinated innovation-related internship program that offers students from all institutions opportunities to gain experience in the field of commercialization, including directly with corporate research arms. In the 2024 General Legislative Session, the system office received \$500,000 in ongoing and \$1,750,000 in one-time appropriations to continue commercialization implementation, along with \$15,000,000 in one-time appropriations to the Utah Innovation Fund. Given these investments and commercialization's prominence as a USHE shared services initiative, the Commissioner's office expects institutions to utilize Lab services so that new requests for appropriations for institution-level commercialization or innovation activities will be avoided.

### **Title IX Shared Services**

The USHE Title IX Shared Services Working Group proposes the following degree-granting institution/technical college partnerships for advancing common Title IX resources, training, and best practices:

- Utah State University – Bridgerland Technical College
- Weber State University – Ogden-Weber Technical College, Davis Technical College
- Southern Utah University – Southwest Technical College
- Snow College – Uintah Basin Technical College
- Utah Tech University – Dixie Technical College
- Utah Valley University – Mountainland Technical College
- Salt Lake Community College and Utah State University – Tooele Technical College
- University of Utah – Provide specific Title IX services to the System

The Commissioner's office will provide the above institutions with a template for a memorandum of understanding (MOU) that will outline allowable shared Title IX services, including:

- Quarterly meetings among Title IX coordinators to share updates, best practices, and techniques for reducing litigation risks.
- Pooled training with a specific effort to deduplicate vendor-provided training costs.
- Shared investigator, hearing officer, and hearing chair coverage (as opposed to contracting a vendor) in the event a conflict of interest disqualifies an institution's own staff from handling a Title IX investigation and hearing process.
- Explore options for informal resolution services for USHE institutions provided by the University of Utah's S.J. Quinney College of Law's proposed Conflict Resolution Clinic.
- Annual training provided by the University of Utah on Title IX complaints, investigative processes, hearings, and appeals.

Concurrent with the new Title IX shared services partnership arrangements, the Commissioner's office will continue to offer annual Title IX-required training to all USHE institutions, model Title IX policies, procedures, templates, and inter-institution training, and facilitate the bi-monthly USHE Title IX Coordinators consortia group.

### **Benefits Administration – Shared Employee Health Insurance Benefits**

The Commissioner's office is preparing to issue a Request for Proposal (RFP) for consultant services to explore the feasibility and options for shared employee health insurance benefits among the sixteen USHE institutions, including opportunities for carrier and plan consolidation, shared brokerage, and use of common pharmacy benefit managers, among other potential methods for increasing employee health insurance efficiency, quality, and value. The following table reflects an institutional census that outlines the insurance plans currently used by the various institutions and the number of individuals insured.

**Summary of USHE Health Plans  
Fiscal Year 2024-25**

	Self-Insured Status	Covered Employees	Covered Dependents	Total Covered Lives	Total Premiums
<b>Regence</b>					
University of Utah	Self-Insured	15,173	29,958	45,131	\$ 309,680,350
Utah State University	Self-Insured	4,444	8,652	13,096	90,902,024
Utah Valley University	Self-Insured	2,110	4,074	6,184	45,074,373
Salt Lake Community College	Self-Insured	1,277	1,828	3,105	22,453,017
<b>UMR</b>					
Southern Utah University	Self-Insured	1,056	2,117	3,173	18,491,605
<b>MotivHealth</b>					
Southwest Technical College	Self-Insured	60	136	196	774,504
<b>Sub-total Self-Insured</b>		<b>24,120</b>	<b>46,765</b>	<b>70,885</b>	<b>487,375,873</b>
<b>PEHP</b>					
Utah State University	Not Self-Insured	251	495	746	4,694,541
Weber State University	Not Self-Insured	1,562	2,698	4,260	28,222,560
Snow College	Not Self-Insured	297	965	1,262	6,579,636
Utah Tech University	Not Self-Insured	715	1,543	2,258	13,437,754
Davis Technical College	Not Self-Insured	223	447	670	4,445,797
Dixie Technical College	Not Self-Insured	108	223	331	1,848,718
Mountainland Technical College	Not Self-Insured	218	427	645	3,905,025
Tooele Technical College	Not Self-Insured	48	118	166	937,827
Uintah Basin Technical College	Not Self-Insured	92	293	385	1,801,917
<b>University of Utah Health</b>					
Bridgerland Technical College	Not Self-Insured	156	325	481	3,339,534
<b>Select Health</b>					
Ogden-Weber Technical College	Not Self-Insured	140	232	372	1,906,306
<b>Sub-total Not Self-Insured</b>		<b>3,810</b>	<b>7,766</b>	<b>11,576</b>	<b>71,119,616</b>
<b>USHE System Totals</b>		<b>27,930</b>	<b>54,531</b>	<b>82,461</b>	<b>\$ 558,495,489</b>

While previous USHE employee health insurance benefit contracted analyses have sought to canvas the relevant landscape and identify general reform areas for further investigation, this project's pending RFP will call for recommendations to operationalize specific changes to USHE's employee health insurance benefit structure, along with associated fiscal and non-fiscal impacts of change. USHE expects to issue the RFP shortly, secure a consultant, and publish study results in the calendar year 2025.

### Technical College Payroll System

An RFP for technical college payroll services was issued on March 15, 2024, with the intent to obtain a unified payroll system for technical colleges and execute outsourced services as soon as possible. Four vendors responded to the RFP and a committee comprised of representatives from each technical college, the Commissioner's office, and the University of Utah Purchasing Department evaluated responses. RFP respondents recently demonstrated products to the committee, and a winning bid is expected to be awarded no later than August 2024. Upon securing the contract, the implementation timeframe will be defined and conversion work will begin.

### **Information Technology - Cybersecurity**

In the March Board meeting, the Board directed the USHE CIO and the institutions' CIOs to collaborate on a shared cybersecurity service that ensures all institutions are meeting established cybersecurity standards, which could involve self-funding licenses, tools, and staff or pooling resources and sharing costs in ways that lead to efficiency and savings statewide. On May 29, 2024, the University of Utah issued an RFP on behalf of the Utah Education and Telehealth Network (UETN) to solicit proposals to obtain a system-wide cybersecurity standards assessment, including an evaluation of best practices and frameworks like the Center for Internet Security controls. Moreover, the USHE CIO collective is continuing to work to secure new group licenses for major software platforms. Information technology remains a top USHE shared services domain and will be even more heavily emphasized as shared services milestones are reached in other priority categories.

### **Commissioner's Recommendation**

This is an information item only. No Board action is required at this time.