

# ISP Standards Committee

## Charter

June 1, 2007

1. Review and institutionalize the recommendations of the Standards Committee through:
  - a) Updating University Policy 1410 including charter finalizing the definition of an ISP.
  - b) Creating procedures to implement policy 1410 including the implementation of the standards recommended by the ISP Billing Standardization Project's Leadership Committee.
2. On-going Activities
  - Receive the ISP Registration Form.
  - Assess both current and proposed ISPs and determine their ability to comply with ISP billing standards.
  - Provide education and guidance to ISPs in how to comply with the TBD ISP Policy and Procedure(s) and all applicable rules, regulations, tax laws and University policies.
  - Develop a plan and schedule as necessary with individual ISPs to adopt the TBD ISP standards if there are compelling business reasons preventing immediate adoption.
  - Developed periodic metrics of compliance with ISP standards, in cooperation with the ISPs, and review and act on the metrics provided.
  - Inform School, Provost, and Budget Office on business issues affecting specific ISPs and ISPs in general.
3. Each of the committee members represents a key area of the University that supports ISP operations and ISP compliance with applicable regulations, tax laws, agreements, rules and University policies. In addition, Cary Scapillato and Andrew Rudczynski are the Co-Executive Sponsors of the ISP Billing Standardization Project.

The members of ISP Standards Committee are:

<b>Name</b>	<b>Title</b>	<b>Role</b>
Andrew Rudczynski	Assoc VP Research Admin	Process Owner and Advisor
Cary Scapillato	Asst Vice Pres & Controller	Process Owner and Advisor
Andrew Sgambato	Mgr Gen Acctg, Controller's Office	JSA Processing
Art Hunt	ISP Standardization Project Manager	Secretary
Bob Davis	Dir, Office of Business Transformation	Assist ISPs in implementing Standards
Cynthia Smith	Asst Provost for Biomedical Administration	Represent the Provost
David Gingerella	Dir Shared Science Srvc Branch	Central Main Campus ISP Representative
David Soper	Dir Operating Budget	University Budget Agreements
John Fox	Administrator Physics	Business Manager Main Campus ISP Representative
John Mayes	Assoc Vice Pres & Chief Procurement Officer	Assist ISPs with marketing their services
John Wesolowski	Dir of Costing, Controller's Office	Financial Reporting (Intra-University eliminations)
Julianne Amarante	Assoc Dir Fin Support	Impact of Standards changes on financial reporting and liaison to data warehouse
Ken Hoyt	Dir Business Services	Central YSM ISP Representative
Michael Damone	Tax Manager, Controller's Office	Unrelated Business Income Tax Implications
Nancy Scanlon	Administrator Dermatology	Business Manager YSM ISP Representative
Thomas Jackson	Mgr Sponsored Programs	Billing Rate consistency with Federal Regulations and DS2