



February 2, 2022

Jan Crosbie-Taylor, Campus Organizational Change Facilitator
Marissa Dominguez, Academic Personnel Manager, Haas School of Business
Blair Feldman, Chief Financial Officer, Division of Computing, Data Science & Society
Roia Ferrazares, Director of Administration, Physics
Layla Naranjo, Senior Advisor on Equity and Belonging, Division of Student Affairs
Laura Slakey, Department Manager, Statistics

RE: UC Berkeley Common Solutions Oversight Group (2022)

Dear Colleagues,

I write to extend my sincere appreciation to each of you for agreeing to serve a one-year renewable term on the *UC Berkeley Common Solutions Oversight Group*. With representation from both academic and administrative units, this group is charged with providing academic units with new and shared tools that offer efficient solutions to their administrative and support needs.

In 2021-22, Common Solutions will be exploring the expansion of its project teams, considering the relaunch of its financial tools team, and launching a diversity, equity, inclusion, belonging, and justice (DEIBJ) team. Building off of the success of the Manager's Toolkit, the Oversight Group is charged with finding additional ways to share and promote the functionality of the tools already available on or linked to the Common Solutions site, and building greater name recognition for the initiative.

Within this context, the charge to the Oversight Group is as follows:

The Oversight Group is to facilitate the provision of tools to support the functional needs of academic and administrative units across campus. These tools are envisioned as extensions or supplements to central campus systems, not 'shadow systems' that replace the functionality of central campus systems. The group's primary role is to work with the campus community to identify their needs, to locate existing local solutions to those needs, and to facilitate conversations with owners of both local solutions and campus systems to determine which solutions would best scale and be used by a broader set of interested academic units. The Oversight Group will oversee the development, ongoing maintenance, and promotion of the Online Inventory where all solutions will be easily accessible.

The Oversight Group is chartered with this charge letter, and will have guidance provided by myself and Academic Affairs Manager Kristine Lee Wilby in the office of the Executive Vice Chancellor and Provost. We will support you by elevating issues and opportunities to and making connections with campus leaders and functional owners so as to help ensure the success of the Common Solutions teams.

Thank you for your willingness to take part in this important effort.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrea Lambert". The signature is written in a cursive, flowing style.

Andrea Lambert
Assistant Executive Vice Chancellor and Chief of Staff

cc: Kristine Lee Wilby, Academic Affairs Manager