# UMBC Shared Services Centers (SSC)

## Invitation for Faculty and Staff to Join UMBC SSC Work Groups

**Goal**

The goal of UMBC Shared Services Centers (SSC) Work Groups is to empower faculty and staff to have an active role in the creation of Shared Services Centers and related business process improvements (BPI). The SSC Work Groups are being established to ensure that we have full campus participation throughout the process. All UMBC faculty and staff are encouraged to participate.

**Role of the SSC Work Groups**

* Advocate for business process improvements
* Collaborate and recommend solutions
* Engage in discussions to help identify and resolve issues
* Review business processes, practices, guidelines, procedures and assist with the streamlining of processes for Shared Services Centers.
* Bring department and/or unit knowledge and perspective
* Provide recommendations related to all SSC Work Group focus areas.

**SSC Work Groups**

There are four SSC Work Groups for which you may serve. Each SSC Work Group will have a Group Lead to assist with planning and/or coordinating.

* Current SSC Work Groups - Accounts Payable/Procurement Work Group, Communication Work Group, Hiring/Payroll Work Group, and Training/Documentation Work Group.
* Future SSC Work Group – Research Administration Work Group.

**SSC Work Group Meetings**

We will hold our initial Work Group meetings during the week of December 16, 2013. Additional meeting dates and Work Group Assignments will be given at the initial meeting.

* The time commitment will be 1 – 3 meetings per month.
* Group members are expected to have working knowledge of the SSC focus area.
* Work activity should be approved by your immediate supervisor prior to participation.

If you wish to volunteer or have additional questions on SSC Work Group Volunteer Opportunities, please feel free to email us at [**SSC@umbc.edu**](mailto:SSC@umbc.edu). The deadline to volunteer for a work group is Friday, December 20th. Volunteers will receive additional work group details prior to our initial meeting.

We appreciate and value your input and look forward to your participation.