### Administrative Excellence Advisory Committee

**Date:** Thursday, October 20, 2011  
**Start/End Time:** 10 am to 11:30 am  
**Location:** 260 Bascom Hall

| Present: | Members: Brad Barham (Chair), Aaron Crandall, JoBeth Dudley, Irwin Goldman, Anne Mekschun, Bethany Pluymers, Nicholas Brigham Schmuhl, Jeff Shokler, Julie Underwood  
|          | Ex Officio: Alan Fish, Don Miner, Kim Moreland  
|          | Invited Guests: Provost Paul DeLuca  
|          | Staff: Alice Gustafson (Project Manager), Barb Burchfield, Maury Cotter, Eden Inoway-Ronnie  
|          | Huron Consultants: Greg Bedell, Scott Friedman, Adam Fennell  
|          | Joanne Jones attended in Bruce Maas’ absence. Erik Paulson, graduate student, also attended.  
| Unable to attend: | Vice Chancellor Darrell Bazzell, Mark Bugher, Stacy Forster, Scott Hildebrand, John Krogman, Bob Lavigna, Bruce Maas

#### MEETING NOTES

**Highlighted Activities:**

_**Agenda Review and Announcements**_

Brad Barham welcomed everyone and indicated that the main focus of the meeting will be a walk-through of the preparation for Phase II. Related materials were distributed to everyone.

_**Plans for Phase II –**_

**Administrative Excellence Campus Forum:**

Alice Gustafson extended a special invitation to the Advisory Committee to attend the Administrative Excellence campus forum on Thursday, October 27 from 2:00 p.m. – 4:00 p.m. in Varsity Hall in Union South. Chancellor Ward will welcome everyone and frame the initiative in his opening remarks. Darrell Bazzell will speak about the background and history of Administrative Excellence. The audience will be invited to participate in a poster walk where the first five opportunities will be displayed and available for comment just outside Varsity Hall. The Advisory Committee is invited to answer questions as the audience provides feedback to the posters. Feedback will also be captured electronically by an on-line survey. Bethany Pluymers suggested that the question about cultural resistance be rephrased to ask about cultural acceptance. Nicholas Brigham Schmuhl suggested that the organizers of the Big Learning Event could provide some insight from hosting a similar event.

**Communication plan/activities:**

Alice Gustafson provide a summary of communication activities in October which included the VCA Breakfast and Staff Retreat, the APR campus forum where a connection to Administrative Excellence was introduced, individual meetings with business units and governance groups,
planning for engagement with the IT community, and planning for the upcoming campus forum. A discussion ensued which included suggestions for gathering feedback at the campus forum and additional groups to engage. There will also be considerable changes made to the Administrative Excellence website in preparation for the campus forum and the beginning of Phase II.

Phase II Statements of Work:

Scott Friedman outlined Huron’s four primary tasks in Phase II which are to (1) support a broad communication plan, (2) engage campus, (3) provide program management and (4) support individual initiatives and the creation of detailed project plans. The HR Statement of Work establishes the personnel redesign as separate from the other Administrative Excellence work areas. The personnel redesign will have its own advisory committee and working teams.

Phase II timeline, tools and templates:

Scott Friedman discussed the Phase II timeline and walked through some of the tools and templates to be used in Phase II such as the Administrative Excellence Business Case, the Administrative Excellence Financial Model, and the Administrative Excellence Weekly Issues and Weekly Status templates. The Phase II timeline anticipates that we will start to refine and more clearly define the first opportunities in November pending a decision by the Steering Committee, and prioritize another wave of opportunities before the end of the year.

Future meetings:

It was decided that the Advisory Committee would meet monthly beginning in November in anticipation that some members of the Advisory Committee may want to participate on working teams.

Wrap up – Agenda items for the next meeting: Resource allocation and an update on Phase II

**NEXT MEETING WILL BE:**
Thursday, November 3 - 10 am to 11:30 am in Room 260 Bascom