Welcome

Alice Gustafson welcomed the committee and said today’s meeting will include updates on various waves of projects and “casual updates” from two work teams: (1.) Email and calendar and (2.) Computer Bundling. Alice also thanked Jeff Shokler for his work on the Advisory Committee and welcomed Heather McFadden, who will replace Jeff.

Wave 1

The Advisory Committee received an update on the work of the Email and Calendar Work Team. Team member Carl Vieth said the team has looked at performance requirements for customers and has identified key performance characteristics. He also discussed the feedback the team received through a customer survey. Some items they thought would be major obstacles aren’t as big as they expected, especially around privacy concerns. The feedback has focused on three primary concerns: (1.) “You can change everyone else as long as I don’t have to change.” (2.) Getting a handle on the financial impact – what is the true cost of having redundant systems? (3.) What’s the change management plan and how do we get people to transition to a central system? Carl said there is still energy on the team and a strong feeling of engagement. Jeff Shokler said the survey instrument used by the team was very impressive.

Computer Bundling work team leader Brian Busby gave an update on the team’s status, saying they were making excellent progress. Brian said one of the team’s goals has been to identify four computer bundles to be used by UW-Madison staff. Currently, the campus purchases many bundles that are not consistent, he said. The Computer Bundling team has spent quite a bit of time coming up with a definition of administrative computing on the campus, Brian said. The team has identified 10 stakeholder groups, six of which are deemed “major” IT customers who
have broad purchasing ability: Libraries, School of Business, Law School, Medical School, Engineering and Computer Sciences. Those six will be engaged by the work team through listening sessions. Brian said the work team is developing a matrix of recommendations that will evaluate savings opportunities along with the pros and cons of those approaches. Following Brian’s remarks, the Advisory Committee had a brief discussion about the definition of administrative computing at UW-Madison.

Alice Gustafson said Wave 1 work teams are beginning to develop recommendations, and the next step will be articulating business cases and building financial models to support their findings.

### Wave 2

Team members are being recruited for the IT Decision-making current state team, and there has been considerable interest in participation. Alice also updated the committee on the development of a policy working group to support the work of Administrative Excellence. A policy structure is needed for deliverables, she said.

Alice asked Provost DeLuca for his thoughts on resource allocation. The Provost responded by saying the issue of resource allocation at UW-Madison is long overdue for examination.

### NEXT MEETING WILL BE:

10 a.m. Thursday, March 15, 2012  Room 260 Bascom