## Administrative Excellence Advisory Committee

<table>
<thead>
<tr>
<th>Date</th>
<th>Thursday, April 5, 2012</th>
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<tbody>
<tr>
<td>Start/End Time</td>
<td>10 am to 11:30 am</td>
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<td>Location</td>
<td>260 Bascom Hall</td>
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### Present:
- **Members:** Brad Barham (Chair), Julie Underwood, JoBeth Dudley, Anne Mekschun, Bethany Pluymers, Heather McFadden
- **Ex Officio:** Don Miner, Dorothy Steele, Kim Moreland, John Krogman
- **Invited Guests:** Provost Paul DeLuca, Doug Rose, Scott Owczarek, Paul Broadhead
- **Staff:** Alice Gustafson (Project Manager), Scott Hildebrand, Eden Inoway-Ronnie, Dan Koetke
- **Huron Consultants:** Scott Friedman, Adam Fennel, Peter Rubow, Laura Cox

### Unable to attend:
- Mark Bugher, Irwin Goldman, Nicholas Brigham Schmuhl

### ----- MEETING NOTES-----

#### Welcome
Committee members received a Wave 1 “master schedule” which included dates for presentations by work teams to the Steering Committee and Advisory Committee.

#### Wave 1

**Team Updates – Classroom Space Utilization**

Alice Gustafson, Doug Rose and Scott Owczarek of the Classroom Space Utilization Team presented an update of the team’s work. To date, the team has completed the following tasks:

- ensured understanding of scope and goal;
- created an understanding for vocabulary related to space;
- reviewed data from Huron’s Phase I work;
- tested the data through root cause analysis;
- gathered data to complete a subset of data from a sample of nine buildings;
- identified stakeholders.

The team defined instructional space as any space that is used in the scheduled instruction of students. This space is mainly comprised of classrooms and instructional laboratories. Instructional space accounts for approximately 6% of the university’s total square footage. This amounts to approximately 975,000 square feet.

The team’s current state observations include the following:

- Space is compartmentalized into general assignment and departmental assignments.
- Scheduling is not at an enterprise level.
- There is inadequate policy/policy enforcement to encourage optimal use of space.
- There is no standard process for faculty to request instructional space.
- Proximity may not be the most important scheduling criteria for all faculty.
Classroom start and stop times proliferate scheduling difficulties. The work team’s next steps include finalizing data for the business case and financial model, creating questions for stakeholders (faculty, students, schedulers) and engaging stakeholders to receive feedback, refining solutions, and completing the business case and financial model. The Classroom Space Utilization Team is scheduled to meet again with the Advisory Committee on May 17 to present recommendations.

**Strategic Purchasing-MRO Supplies**

Paul Broadhead of the Strategic Purchasing-MRO Supplies team and Laura Cox of Huron presented an update of this team’s work. MRO is maintenance, repair and operations. Paul said the team requested line-item purchasing data from five units (Athletics, FP&M, Housing, University Health Services, Wisconsin Union) and performed a detailed analysis. He said the team also researched demand management at other universities.

Among the team’s findings:
- Pricing variance exists across all sub-categories.
- Product proliferation exists in certain targeted sub-categories (especially lighting) due to stakeholder preferences.
- Emphasizing sustainability can lead to cost savings (the team has been exploring “green” opportunities).
- There is minimal structured communication between facilities units on campus.

Next steps include conducting a survey and continuing to work on the financial model to quantify the costs and benefits of all recommendations.

In summarizing the Wave 1 activity, Alice Gustafson said vetting of Wave 1 recommendations will take place in June. This process is likely to include a campus forum, she said.

**Wave 2**

Alice provided a brief update of Wave 2 activity. In IT Decision-making, the current state team kicked off its work March 26. The future state team is being populated. The Policy team had its kick-off meeting scheduled for April 6. The Resource Allocation Team kicked off April 4. This team will be involved with the April 25 Deans’ Retreat.

**NEXT MEETING WILL BE:**

10 a.m. Thursday, April 19, 2012  Room 260 Bascom