**UW-Madison Administrative Excellence Advisory Committee Meeting**

**Date:** Thursday, December 20, 2012  
**Start/End Time:** 10 am to 11:30 am  
**Location:** 260 Bascom

| Purpose of Meeting: Administrative Excellence Advisory Committee Meeting | Advisory Committee Attendees: Brad Barham (Chair), Mark Bugher, Irwin Goldman, Heather McFadden, Anne Mekschun, Erik Paulson, Bethany Pluymers, Julie Underwood, Tamara Walker  
Ex Officio: Bill Elvey, Martha Kerner, John Krogman, Bob Lavigna, Bruce Maas, Kim Moreland  
Invited Guests: Provost Paul DeLuca, Vice Chancellor Darrell Bazzell, Dan Koetke, Lynnette Gerstner, Bobby Burrow  
Staff: Alice Gustafson, Scott Hildebrand, Eden Inoway-Ronnie, Maury Cotter  
Huron Consultant: Adam Fennel |

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome, Agenda Review &amp; Announcements:</td>
<td>Brad</td>
<td>5 minutes</td>
</tr>
</tbody>
</table>
| Update on Email and Calendaring Team | Dan Koetke  
Bobby Burrow | 20 minutes |
| Update on Other Teams | Alice | 30 minutes |
| Update on Resource Allocation | Alice | 20 minutes |

**Next meeting:** 10 am Thursday, January 3, 2012  
Room 260 Bascom