## UW-Madison Administrative Excellence Advisory Committee Meeting

**Date:** Thursday June 2, 2011  
**Start/End Time:** 10 am to 11:30 am  
**Location:** 260 Bascom

### Purpose of Meeting:
Administrative Excellence Advisory Committee Meeting

### Attendees:
Brad Barham (Chair), Mark Bugher, Aaron Crandall, JoBeth Dudley, Irwin Goldman, Anne Mekschun, Bethany Pluymers, Jeff Shokler, Julie Underwood, Brandon Williams  
Ex Officio: Joanne Berg, Alan Fish, John Krogman, Bob Lavigna, Don Miner, Kim Moreland  
Invited Guests: Provost Paul DeLuca, Vice Chancellor Darrell Bazzell  
Staff: Alice Gustafson (Project Manager), Scott Hildebrand, Eden Inoway-Ronnie, Maury Cotter,  
Huron Consultants: Greg Bedell, Scott Friedman

### Advance Materials:
None

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#### AGENDA

<table>
<thead>
<tr>
<th>AGENDA TOPICS</th>
<th>WHO</th>
<th>TIME</th>
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<tr>
<td>Welcome</td>
<td>Brad</td>
<td>5 minutes</td>
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| Agenda Review and Announcements  
  - Guiding principles approved and posted on Administrative Excellence website | Brad/All | 5 minutes |
| Huron updates  
  - Status of the engagement  
  - IT workstream | Huron | 10 minutes |
| Strategic Sourcing (materials will be provided at meeting)  
  - Business cases for office-related products and scientific supplies | Huron | 55 minutes |
| Communication Strategies  
  - Campus messaging  
  - One-page summary for committee members | Alice/All | 10 minutes |
| Wrap-up | Brad | 5 minutes |

### ACTION ITEMS:
Before next session:

Agenda items for next meeting: Strategic Sourcing – remaining business cases

### Next meeting:
10 am Thursday, June 16 in Room 260 Bascom