



**2011 BRINGING ADMINISTRATORS TOGETHER CONFERENCE**

**Overall Conference Evaluation Results**

Survey sent to 412 individuals. 197 responses received. 47.8% response rate achieved.

<b>1. In what school / college / administrative unit do you work?</b>	<b>Count</b>	<b>Percent</b>
College of Medicine, Chicago	26	13.2%
School of Public Health	17	8.6%
College of Liberal Arts & Sciences	16	8.1%
Office of Business and Financial Services	15	7.6%
College of Pharmacy	12	6.1%
Office of the Vice Chancellor / Student Affairs	9	4.6%
Office of the Vice Chancellor / Administrative Services	8	4.1%
College of Urban Planning & Public Affairs	7	3.6%
College of Dentistry	6	3.1%
College of Medicine, Peoria	6	3.1%
Medical Center / Hospital	6	3.1%
Office of University Audits	6	3.1%
College of Applied Health Sciences	5	2.5%
Office of Capital Programs & Real Estate Services	5	2.5%
Office of Provost & Vice Chancellor for Academic Affairs	5	2.5%
School of Continuing Studies	5	2.5%
College of Architecture & the Arts	4	2.0%
College of Business Administration	3	1.5%
College of Education	3	1.5%
College of Engineering	3	1.5%
College of Medicine, Rockford	3	1.5%
Mile Square Health Center	3	1.5%
Office of Human Resources at UIC	3	1.5%
Office of the Vice Chancellor / External Affairs	3	1.5%
Office of the Vice Chancellor / Research	3	1.5%
AITIS	2	1.0%
Library	2	1.0%
Office of the Vice Chancellor / Development	2	1.0%
Office of University Human Resources	2	1.0%
University Counsel	2	1.0%
Chancellor's Office	1	0.5%
College of Nursing	1	0.5%
Jane Addams College of Social Work	1	0.5%
Office of Technology Management	1	0.5%
Office of University Counsel	1	0.5%

<b>2. How long have you worked at the University of Illinois?</b>	<b>Count</b>	<b>Percent</b>
More than 10 years	98	49.8%
4 to 7 years	42	21.3%
8 to 10 years	27	13.7%
1 to 3 years	19	9.6%
Less than 1 year	11	5.6%

3. Please select the category of your position.	Count	Percent
Accountant / Coordinator / Specialist / Analyst	45	22.8%
Assistant to (Dean, Director, Unit Head)	35	17.8%
Administrative staff person	33	16.8%
Associate or Assistant Director	33	16.8%
Dean / Associate Dean / Department or Unit Head / Director	33	16.8%
Other	18	9.1%

4. What is your primary responsibility (50% or more of your time)?	Count	Percent
Financial	81	41.1%
Generalist (HR, Financial, Research, etc.)	39	19.8%
Administration	32	16.2%
Human Resources	25	12.7%
Other	9	4.6%
Technology	6	3.1%
Research	3	1.5%
Education	2	1.0%

5. Which of the following describes your position? (Please check all that apply.)	Count	Percent
I am ultimately held responsible for my department's or unit's research, human resources, and/or business and finance processes.	119	60.4%
I am a decision maker within my area (e.g., interpret and/or help set policy).	117	59.4%
I have managerial responsibilities.	117	59.4%
I do not process transactions on a regular basis (or this is a very minimal part of my job).	47	23.9%
None of the above.	16	8.1%
I expect to be promoted into a management/decision making position within the year.	7	3.6%

6. Did you attend the 2010 UIC Bringing Administrators Together Conference?	Count	Percent
Yes	160	81.2%
No	37	18.8%

7. Why did you decide to attend this year's conference? (Please check all that apply.)	Count	Percent
I thought the program would be useful for my professional development.	129	65.5%
I attended the last conference and thought it was useful.	102	51.8%
I received an invitation from the Chancellor.	91	46.2%
My supervisor asked me to attend.	42	21.3%
Other	21	10.7%

8. Were you a Workshop or Ask the Expert presenter at this year's conference?	Count	Percent
No	142	72.1%
Yes	55	27.9%

9. Please rate the following.	Excellent	Good	Fair	Poor	No Opinion
Invitation process	68.5%	26.9%	1.0%	0.5%	3.0%
On-line registration process	78.6%	18.9%	0.5%	0.5%	1.5%
On-site check-in process	79.1%	18.4%	0.5%	0.5%	1.5%
Conference facilities	62.8%	30.1%	6.1%	1.0%	0.0%
Catering (quality of breakfast and boxed lunch)	37.9%	44.1%	13.3%	3.6%	1.0%

10. Please indicate your level of satisfaction based on <u>DURATION</u> of the following conference features.	Too Long	Just Right	Too Short	Did not attend
Campus updates	22.1%	72.3%	2.6%	3.1%
Sponsors' updates	18.1%	69.9%	1.0%	10.9%
Workshop sessions	3.1%	86.7%	9.2%	1.0%
Ask the Experts session	7.7%	55.2%	8.8%	28.4%
Government Relations session	8.3%	41.1%	2.6%	47.9%

11. Please indicate your level of satisfaction based on <u>QUALITY</u> of the following conference features.	Excellent	Good	Fair	Poor	Did not attend
Campus updates	25.5%	61.2%	8.7%	1.5%	3.1%
Sponsors' updates	16.9%	58.5%	14.4%	0.5%	9.7%
Workshop sessions	27.5%	57.0%	13.5%	1.0%	1.0%
Ask the Experts session	17.8%	40.8%	8.9%	1.6%	30.9%
Government Relations session	9.6%	34.6%	6.9%	1.1%	47.9%

12. Overall, the information that was covered in the majority of the workshops that I attended was:	Count	Percent
Just right	152	78.8%
Too basic	40	20.7%
Too advanced	1	0.5%

13. Overall, the information that was covered in the majority of the workshops that I attended was:	Count	Percent
Just right	151	79.1%
Too broad	36	18.9%
Too specific	4	2.1%

14. Which type of workshop content did you find most valuable? (Please select only one.)	Count	Percent
Big picture views of issues	54	27.8%
Tips, tools and best practices	49	25.3%
Instructions on policies and procedures	46	23.7%
Process and/or department overviews	25	12.9%
Cross-functional content	13	6.7%
Other	7	3.6%

15. Of all the workshops you attended, which did you find MOST valuable? (NOTE: These results are not weighted by workshop attendance).	Count	Percent
The Civil Service Audit and Beyond: Job Analysis and Conversions at UIC	35	17.8%
Sponsored Programs Compliance: It's Not Just Vaporware!	32	16.2%
New and Upcoming Business and Finance Policies and Systems	31	15.7%
New Reporting Tools	21	10.7%
Effective Management: Civil Service 101 - Parts 1 and 2	17	8.6%
Status of the Administrative Review & Restructuring Initiative at the University Level	15	7.6%
Status of Academic Directions and the Administrative Review & Restructuring Initiative at UIC	13	6.6%
None	9	4.6%
iBuy - Solutions for Problems You May Be Experiencing	5	2.5%
Implementation of the Space Economy	5	2.5%
Implementing Shared Service Centers	5	2.5%
Motivating and Rewarding Employees	5	2.5%
Facilitating Research via Information Technology (Intro to OVCR Electronic Systems)	2	1.0%
Effective Administration to Support Commercialization of Research Discoveries	1	0.5%

16. Of all the workshops you attended, which did you find LEAST valuable? (NOTE: These results are not weighed by workshop attendance).	Count	Percent
None	78	42.4%
The Civil Service Audit and Beyond: Job Analysis and Conversions at UIC	18	9.8%
Facilitating Research via Information Technology (Intro to OVCR Electronic Systems)	14	7.6%
Implementing Shared Service Centers	11	6.0%
iBuy - Solutions for Problems You May Be Experiencing	9	4.9%
New Reporting Tools	10	5.4%
Status of the Administrative Review & Restructuring Initiative at the University Level	10	5.4%
Status of Academic Directions and the Administrative Review & Restructuring Initiative at UIC	10	5.4%
Implementation of the Space Economy	6	3.3%
Motivating and Rewarding Employees	7	3.8%
Effective Management: Civil Service 101 - Parts 1 and 2	4	2.2%
New and Upcoming Business and Finance Policies and Systems	5	2.7%
Effective Administration to Support Commercialization of Research Discoveries	2	1.1%

17. Which Ask the Experts table did you visit? (Please check all that apply)	Count	Percent
None	80	44.9%
OBFS – Grants & Contracts	31	17.4%
OBFS – Purchasing & iBuy	23	12.9%
OBFS – University Accounting & Financial Reporting	18	10.1%
VCAS – Facilities Management	16	9.0%
OBFS – Office of Business Development Services	13	7.3%
Office for Access and Equity	12	6.7%
UA – Office of University Audits	12	6.7%
HR – Compensation	11	6.2%
HR – Labor & Employee Relations	11	6.2%
OBFS – University Payables / Corporate Card Programs	11	6.2%
OVCAA & OBFS - Budgeting	11	6.2%
VCAS – Facility Information Management	10	5.6%
OVCR – Office of Research Services / Research Development Services / Conflict of Interest	9	5.1%
HR – Recruitment & Staffing	8	4.5%
OBFS – University Payroll & Benefits Service Center	8	4.5%
VCAS – Office of Sustainability	8	4.5%
OBFS – Training, Performance Development & Communications	7	3.9%
HR – Organizational Effectiveness	6	3.4%
OVCAA – ACCC-Telecom	6	3.4%
OVCAA – Office of Institutional Research	6	3.4%
UA – Office of Capital Programs & Real Estate Services	6	3.4%
OVCAA – Faculty Affairs HR	5	2.8%
UA – Decision Support (Data Warehouse)	5	2.8%
OBFS – Student Financial Services & Cashier Operations	3	1.7%
UA - University Ethics Officer	0	0.0%

18. Overall, did the conference offer opportunities to receive best practices, new knowledge, skills, tips and tools?	Count	Percent
Yes	176	89.8%
No	20	10.2%

19. Did the conference present you with ideas on different ways of doing business and/or creative solutions to current business problems?	Count	Percent
Yes	140	71.4%
No	56	28.6%

20. Did the conference offer enough cross-functional perspectives?	Count	Percent
Yes	141	73.4%
No	51	26.6%

21. At the conference, did you network with individuals in other departments and/or schools/colleges/administrative units besides your own?	Count	Percent
Yes	163	82.7%
No	34	17.3%

Did the conference offer you the opportunity to see the "big picture" perspective on issues and help you understand your contribution to it?	Count	Percent
Yes	176	90.3%
No	19	9.7%

23. In an effort to address feedback from past conferences requesting more advanced and "big picture" sessions, the planning team included two plenary sessions and three 75-minute sessions. Overall, did you like the format of this year's conference?	Count	Percent
Yes	171	87.7%
No	24	12.3%

24. The conference generally met my expectations.	Count	Percent
Yes	177	90.8%
No	18	9.2%

25. Overall, the duration of the conference (one full-day) was:	Count	Percent
Just right	162	82.7%
Too long	19	9.7%
Too short	15	7.7%

26. Please rate the following statements regarding how this conference can be improved if offered again.	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree
Future conferences should have workshops designated as covering basic, intermediate or advanced topics.	31.6%	48.7%	14.0%	5.7%	0.0%
Future conferences should provide more information on policies, procedures and processes.	28.8%	43.5%	23.6%	4.2%	0.0%
Future conferences should provide more big picture perspectives.	22.9%	40.6%	30.7%	5.2%	0.5%
Future conferences should provide more cross-functional perspectives.	25.1%	43.5%	28.8%	2.1%	0.5%
Future conferences should occur every other year and last a full-day, supplemented by increased frequency and content of Department Business Manager meetings.	8.9%	18.8%	25.0%	31.8%	15.6%
Future conferences should occur every year and last a half-day, supplemented by increased frequency and content of Department Business Manager Meetings.	12.0%	16.8%	22.5%	35.6%	13.1%

27. Which format do you prefer? (Please select one.)	Count	Percent
Mixture of above formats	81	41.3%
Workshop - presentation	38	19.4%
Workshop - case studies	36	18.4%
Workshop - panel	20	10.2%
Plenary session presentations	13	6.6%
Other	8	4.1%

28. Did you print the workshop files in advance of the sessions that you attended?	Count	Percent
No	126	65.0%
Yes	68	35.1%

29. Of the sessions you attended, which would you recommend to be repeated at future conferences? (Please check all that apply.) (NOTE: These results are not weighted by workshop attendance).	Count	Percent
Campus Updates	117	61.3%
New and Upcoming Business and Finance Policies and Systems	90	47.1%
New Reporting Tools	72	37.7%
Ask the Experts Session	70	36.6%
The Civil Service Audit and Beyond: Job Analysis and Conversions at UIC	58	30.4%
Sponsors' Updates	54	28.3%
Status of Academic Directions and the Administrative Review & Restructuring Initiative at UIC	50	26.2%
Sponsored Programs Compliance: It's Not Just Vaporware!	48	25.1%
Motivating and Rewarding Employees	45	23.6%
Government Relations Session	40	20.9%
Status of the Administrative Review & Restructuring Initiative at the University Level	40	20.9%
Effective Management: Civil Service 101 - Parts 1 and 2	39	20.4%
Implementing Shared Service Centers	34	17.8%
iBuy - Solutions for Problems You May Be Experiencing	32	16.8%
Implementation of the Space Economy	24	12.6%
Facilitating Research via Information Technology (Intro to OVCR Electronic Systems)	21	11.0%
None	19	9.9%
Effective Administration to Support Commercialization of Research Discoveries	8	4.2%