

ADMINISTRATIVE MEMORANDUM #136

DATE: May 3, 2006

To: University of Cincinnati Campus Community

From: Greg Vehr, Vice President, Governmental Relations & University Communications  
Fred Siff, Vice President & CIO

RE: University Events Calendaring System

Based on recommendations from the UC|21 strategic planning process and the Strategic Communication Plan, the university will fully implement the University Calendaring System beginning fall quarter 2006.

Many campus units are already using the system, which is based on CollegeNet's R25 software. Beginning fall quarter, all university units must ensure that all on-campus university events are in the system. Effective use of the system will benefit the entire UC community.

The events scheduling system allows the university to:

- Provide higher visibility for events and programs through the university's home page and online calendar of events
- Coordinate events better for the benefit of participants
- Effectively use and assign facilities
- Achieve optimum use of available resources such as parking, security and custodial services

The system allows campus units to:

- Enter event information in one system and convey information to participants in a variety of places through the UC Web site
- Automatically receive event information for display on their own departmental/unit Web site

This Administrative Memorandum was approved by the President's Cabinet April 21, 2006. It was previously approved by the Electronic Communications Planning Committee and the Executive Technology Strategy Committee. University colleges, departments and administrative units will be contacted by a representative from Governmental Relations & University Communications and/or UCit to discuss set-up for the University Events Calendaring System. If you have questions, please contact [Donna.Hamilton@uc.edu](mailto:Donna.Hamilton@uc.edu) (556-3349).