Memorandum of Understanding
Revised May 2006

The success of many of UCSB departments’ administrative operations depends on an effective and dependable computing environment. The intent of this MOU is to create a structure whereby the GUS Executive Committee can best manage GUS in order that it will provide the greatest benefit to the campus. In an effort to effectively address the structural changes to GUS with respect to campus expectations and its commitment of direct financial support of its development, the following administrative changes will be implemented in addition to those made in the first and second MOUs signed in June, 2005 and November 2005. The changes made via this MOU will supersede the previous MOUs and remain in effect through March, 2008. As needed, the Executive Committee will evaluate the needs of GUS and modify or extend this agreement.

1. Allen Matlick is recognized as the lead programmer of GUS as stated in the by-laws of the GUS Executive Committee (GEC). His percentage of time is 70% per the funded budget. GUS funds continue to be administered by MSI and will continue for the balance of the GUS project. His work location will continue to be provided by ICESS in Ellison Hall. Should space no longer be available in ICESS, the GEC will seek alternate space for Mr. Matlick and associated GUS technical staff that best meets the goals of GUS.

2. Adjustments to Mr. Matlick’s percentage of time (above the 70% funded) devoted to GUS will be considered subject to the availability of resources and agreement between Mr. Matlick and the GEC.

3. Mr. Matlick will report directly to the Chair of the GEC. ICESS will provide day-to-day support of GUS development activities in consultation with the GEC, who will provide project oversight and determination of project priorities.

4. Mr. Matlick’s formal Performance Review will be coordinated by the Chair of the GEC, in consultation with the GEC.

5. Additional budgeted technical staff hired in support of GUS will report to Mr. Matlick. Their work location will be determined by the GEC.

6. Mr. Matlick and the technical staff will maintain and refine the existing bug tracking and development database so that a record is available for significant changes and modifications, including all bug fixes/feature requests received, and their status and resolution.
7. Mr. Matlick will distribute a progress report to the GEC prior to every meeting for discussion at the meeting. This report will include all technical staff’s progress, major issues regarding development and maintenance of GUS and a reassessment of timeline for projects.

Allen Matlick  
Date

Kathy Scheidemen  
On behalf of ICESS  
Date

Nancy Fraser  
Co-Chair, GEC  
Date

Leslie Edgerton  
Co-Chair, GEC  
Date

Maureen Evans  
Chair, GEC effective 7/1/06  
Date