



Administrative Efficiencies Committee

CSUCI

February 17, 2020

Administrative Efficiencies Committee

Meeting Agenda

- I. Welcome
- II. Organizational Efficiencies Check-in
- III. Improvement Reporting Plea
- IV. Division/Department Check-in

Administrative Efficiencies Committee
Welcome

Welcome



Administrative Efficiencies Committee
Adobe Sign Transition to Departments –
Melissa Bergem



Adobe Sign

Administrative Efficiencies Committee

Standing Items

- Excellence in Efficiencies Award – Approved by Ysabel!
- OE Marketing Plan
 - Reached out to Marketing Department

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Improvement Reporting

**Please reach out to your
Departments and Submit
Improvement Calculators!**



Administrative Efficiencies Committee
Division/Department Check-in

Check-in

Administrative Efficiencies Committee

Continuous Improvement Training

- Green Belt Refresher Series
 - *Restart in January*
- Green Belt Tools Tutorials
 - Spaghetti Mapping
 - SIPOC
 - Fishbone Mapping
 - Messy Mapping

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- **Next Meeting:** February 17, 11am-12pm
- ***Thank you for attending!***