



# Administrative Efficiencies Committee

CSUCI

December 16, 2020

# Administrative Efficiencies Committee

## *Meeting Agenda*

- I. Welcome
- II. MOVEit Document Security Transfer
- III. Organizational Efficiencies Check-in
- IV. Improvement Reporting Plea
- V. Division/Department Check-in

**Administrative Efficiencies Committee**  
*Welcome*

# Welcome



# Administrative Efficiencies Committee

*MOVEit – Diana Enos*

**MOVEit**<sup>®</sup>  
**FILE TRANSFER**

# Administrative Efficiencies Committee

## *Standing Items*

- Excellence in Efficiencies Award - On Hold
- Mirror Efficiency Tracking on Website
  - <https://www.csuci.edu/vpbfa/organizational-effectiveness/>
- OE Marketing Plan
  - Advertise on News Center
  - Regular article on BFA Newsletter

# Administrative Efficiencies Committee

## *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



# Administrative Efficiencies Committee

- **Next Meeting:** January 20, 11am-12pm
- ***Thank you for attending!***