



California State
University

C H A N N E L
I S L A N D S

Administrative Efficiencies Committee

CSUCI

December 15, 2021



Administrative Efficiencies Committee

Welcome

Welcome



Administrative Efficiencies Committee

Meeting Agenda

- I. Welcome
- II. Excellence in Efficiency Award Review
- III. Organizational Efficiencies Check-in
- IV. Division/Department Check-in

Administrative Efficiencies Committee Award Review Discussion

- Collection of Improvements
- Initial Voting
 - Better Improvement Summaries
- Final 3 Voting
 - Each Finalist Submit 3 Minute Impact Video
- Awarding the Award
 - Announcement/Marketing Ideas
 - Team Meeting

Administrative Efficiencies Committee

OE Update

- BFA VP Staff Meeting
- Training Coming up Early Spring Semester
 - Manager Improvement Planning Workshop 1/11/22
 - Continuous Improvement Essentials 2/15/22
- Kaizen's/Process Mapping
 - VP BFA Signature Mail Process - \$22,860 savings
 - Employee Fee Waiver Process – pending
 - Driver Program Process

Administrative Efficiencies Committee

Improvement Calculators Due Dec. 31st

- Mid Point of Fiscal Year is December 31st
 - Please reach out to Departments/Divisions for improvement submissions.
 - Submit before Winter Break!

Administrative Efficiencies Committee
Division/Department Check-in

Check-in

Administrative Efficiencies Committee

- **Next Meeting:** January 19, 11am-12pm
- ***Thank you for attending!***