



California State  
University

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

# Administrative Efficiencies Committee

CSUCI

February 16, 2021

# Administrative Efficiencies Committee

## *Welcome*

# Welcome



# Administrative Efficiencies Committee

## *Meeting Agenda*

- I. Welcome
- II. Committee Goals Recap
- III. Organizational Efficiencies Check-in
- IV. Division/Department Check-in

# Administrative Efficiencies Committee

## *Goals for 2022*

### *Committee Charge:*

To recommend operational improvement activities for administrative efficiencies in all areas of CI and its auxiliaries in order to facilitate administrative and student services that are cost effective, efficient and strategically position the University for the future.

Committee members are responsible for promoting, supporting and reporting the continuous improvement efforts and efficiencies achieved within their departments and divisions. Efficiencies include both cost avoidance, cost savings and time savings through improved processes.

- Potential of Update With New Leadership

# Administrative Efficiencies Committee

## *Goals for 2022*

- Add “Efficiency Time” in Department Meetings
  - Offer OE to Attend a Team Meeting
  - Highlight Improvement Projects
  - Promote “Suggestion Box” Ideas For Improvement
- 5 Improvement Calculators Submitted by Each Division
- Each Member Participate in 2+ Lean Related Training, “Coffee”, etc.,
- Green Belt Engagement

# Administrative Efficiencies Committee

## *OE Update*

- Met with new Vice Provost
  - Interested in potential Kaizens
- Kaizen's/Process Mapping
  - Potential of 5 Kaizen's from AA
  - Employee Fee Waiver Process – pending
  - Driver Program Process

# Administrative Efficiencies Committee

## *OE Update*

- Spring Semester Workshops
  - Manager Improvement Planning Workshop – 5 Participants
  - Continuous Improvement Essentials -1 participant
- Lean Coffee – Cal Poly SLO
  - 2<sup>nd</sup> Wednesday 10-11:30am each month

# Administrative Efficiencies Committee

## *Improvement Reporting*

- 4 ½ Months Left in Fiscal Year
  - Please reach out to Departments/Divisions for improvement submissions.
  - Currently have 2 totaling \$24,060



# Administrative Efficiencies Committee

## *Division/Department Check-in*

Check-in

# Administrative Efficiencies Committee

- **Next Meeting:** March 16, 11am-12pm
- ***Thank you for attending!***