



California State
University

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

Administrative Efficiencies Committee

CSUCI

January 19, 2021

Administrative Efficiencies Committee

Welcome

Welcome



Administrative Efficiencies Committee

Meeting Agenda

- I. Welcome
- II. Committee Goals
- 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.

- What should the goals of the AE Committee be for the remainder of the Fiscal Year?
- Goals for this group in 2022?

Administrative Efficiencies Committee

OE Update

- Contact with Cal Poly SLO
 - They started in Academics
 - Staff Position created in last 3 years
 - 30 project back log!
- Kaizen's/Process Mapping
 - 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 2/15/22
- Lean Coffee – Cal Poly SLO
 - 2nd Wednesday 10-11:30am each month

Administrative Efficiencies Committee

Improvement Reporting

- 6 Months Left in Fiscal Year
 - Please reach out to Departments/Divisions for improvement submissions.

Administrative Efficiencies Committee
Division/Department Check-in

Check-in

Administrative Efficiencies Committee

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