



California State  
University

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

# Administrative Efficiencies Committee



CSUCI

November 17, 2021



# Administrative Efficiencies Committee

*Welcome*

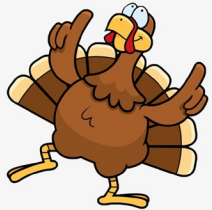
# Welcome



# Administrative Efficiencies Committee

## *Meeting Agenda*

- I. Welcome
- II. Excellence in Efficiency Awarded
- III. Discussion Topic
- IV. Organizational Efficiencies Check-in
- V. Division/Department Check-in



# Administrative Efficiencies Committee Winner Awarded

- HR Service Catalog Automation Team Dynamics!



# Administrative Efficiencies Committee

## *Discussion Topic*

- How are needs for changes or updates processes/systems etc., discussed in your Department/Team?
- How would you go about suggesting a change or bring up a process challenge with your team?



# Administrative Efficiencies Committee

## *OE Update*

- Training Coming up Early Spring Semester
  - Manager Improvement Planning Workshop
  - Continuous Improvement Essentials
- Kaizen's/Process Mapping
  - Contract Approvals Faculty Affairs
  - VP BFA Signature Mail Process
  - Employee Fee Waiver Process
- Meeting Schedule Inquiry



# Administrative Efficiencies Committee

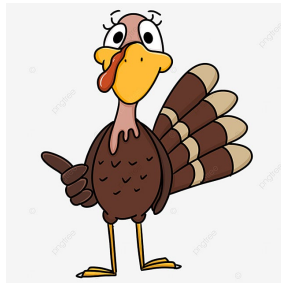
## *Improvement Calculators Due Dec. 31st*

- Mid Point of Fiscal Year is December 31<sup>st</sup>
  - 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:** December 22, 11am-12pm
- ***Thank you for attending!***

