



# Administrative Efficiencies Committee

CSUCI

October 20, 2021

**Administrative Efficiencies Committee**  
*Welcome*

**Welcome**



# Administrative Efficiencies Committee

## *Meeting Agenda*

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

# Administrative Efficiencies Committee

## *Final 3*

- SLA Electronic Signature Process
  - Pilar Pacheco
- Official Transcript Printing Process
  - Ana Duran
- HR Service Catalog Automation Team Dynamics
  - Christine Girardot



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# Administrative Efficiencies Committee Winner

- HR Service Catalog Automation  
Team Dynamics!



# Administrative Efficiencies Committee

## *OE Update*

- Collaboration Opportunity
  - Admin Assistant Guides
    - Work Order Req, Key Req, etc
- Process Mapping w/ Faculty Affairs
- Manager Improvement Planning Workshop
  - 8 attendees
- Communicate to your teams

**Administrative Efficiencies Committee**  
*Division/Department Check-in*

Check-in

# Administrative Efficiencies Committee

- **Next Meeting:** November 17, 11am-12pm
- ***Thank you for attending!***