I. Welcome

II. Fiscal Year in Review
   – Training Update
   – Improvement Reporting Update

III. Committee Outlook for FY 2019-2020

IV. Kaizen Updates
Administrative Efficiencies Committee
Welcome

CSUCI is committed to continuous improvement, and routinely reviews resource allocations to ensure maximum effectiveness and identify new opportunities to improve efficiency.

Administrative Efficiencies Committee Charge
“To recommend operational improvement activities for administrative efficiencies in all areas of CSUCI and its auxiliaries in order to facilitate administrative and student services that are cost effective, efficient, and strategically position the University for the future.”
Training Update
- Brian Lindgren

• Champion Training
  – 28 Participated in FY 18-19
    • 26% of managers trained
  – Next Training – July 18th 9-12:00am – Solano 2210
    • 5 RSVP’s

• Continuous Improvement Essentials
  – 21 Participated in FY 18-19
    • 5% of staff trained

• Green Belt Training
  – 10 Participated in FY 18-19
Division Reports Due July 15th

– Brian Lindgren

- $552,604 Campus Savings so far FY 18-19
- 52 Total Submitted Projects
Division Reports Due July 15th
– Brian Lindgren

• 86 Submitted Projects in FY 17-18

Number of Improvements and Savings by Division
FY 17-18 Total: $724,904
AE Committee Outlook for FY 2019-2020
— Elaine Crandall and Brian Lindgren

• Focus and Direction of Committee For This Year?
• Goals
• Improvement Portfolio Development
AE Committee Outlook for FY 2019-2020
– Elaine Crandall and Brian Lindgren

• Meeting Topic Suggestions?
• Meeting Frequency
  – Every 2 months?
  – Once a Quarter?
  – Continue meetings on Friday?
Kaizen Updates
—Brian Lindgren

• Extended University Faculty Pay Process

<table>
<thead>
<tr>
<th>Current State</th>
<th>Future State</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 Steps in Process</td>
<td>37 Steps in Process</td>
</tr>
<tr>
<td>595 hours per year</td>
<td>252 hours per year</td>
</tr>
<tr>
<td>$29,750 cost per year</td>
<td>$12,600 cost per year</td>
</tr>
</tbody>
</table>

• $17,150 savings!

• Technology Procurement Process – 4/22 & 25

• Warehouse Inventory – Implementation Stage
Divisional Reporting Updates

- Divisional Representatives

- Business and Financial Affairs
  - Brian Lindgren, OE Specialist and Trainer

- Office of the President
  - Mary McDonnell, Support Analyst to the Chief of Staff

- Student Affairs
  - Courtney Ellis, Staff Resources Specialist

- University Advancement
  - Nikki Chairez, Executive Assistant to the Vice President

- Academic Affairs
  - Mary Laurence, Manager Academic Space Planning
  - Jennifer Moss, Director, Business Operations for Academic Planning and Budgeting
• Next Meeting: September

• Thank you for attending!