



California State
University

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

Administrative Efficiencies Committee

CSUCI

July 12, 2019

Administrative Efficiencies Committee

Meeting Agenda

- 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

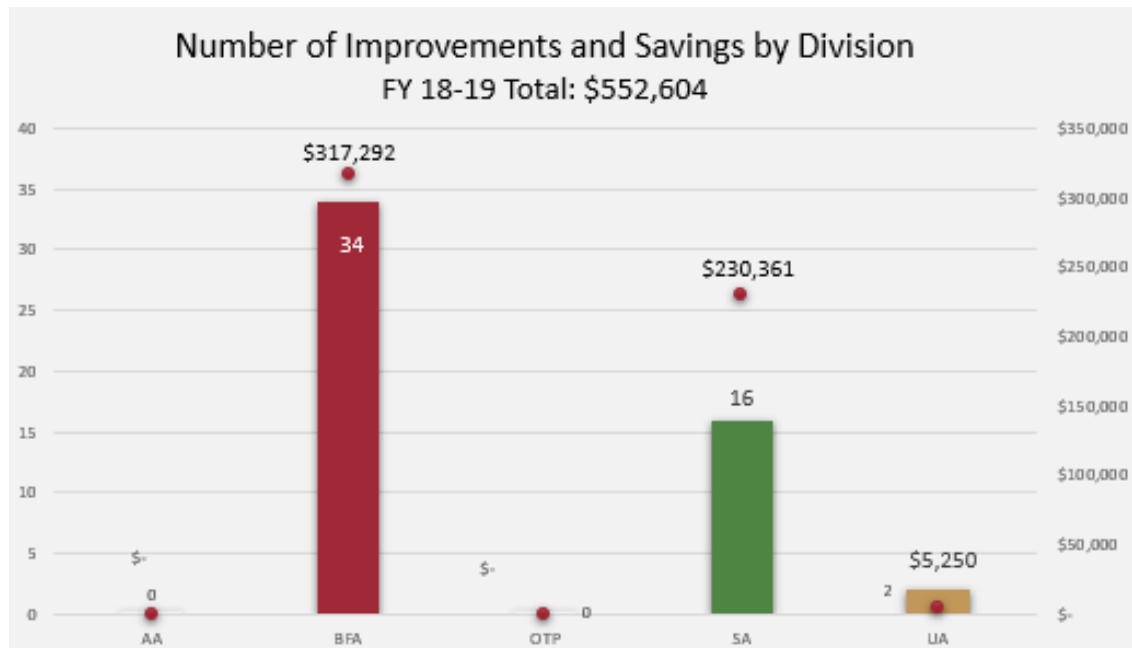
- *Brian Lindgren*

- **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*

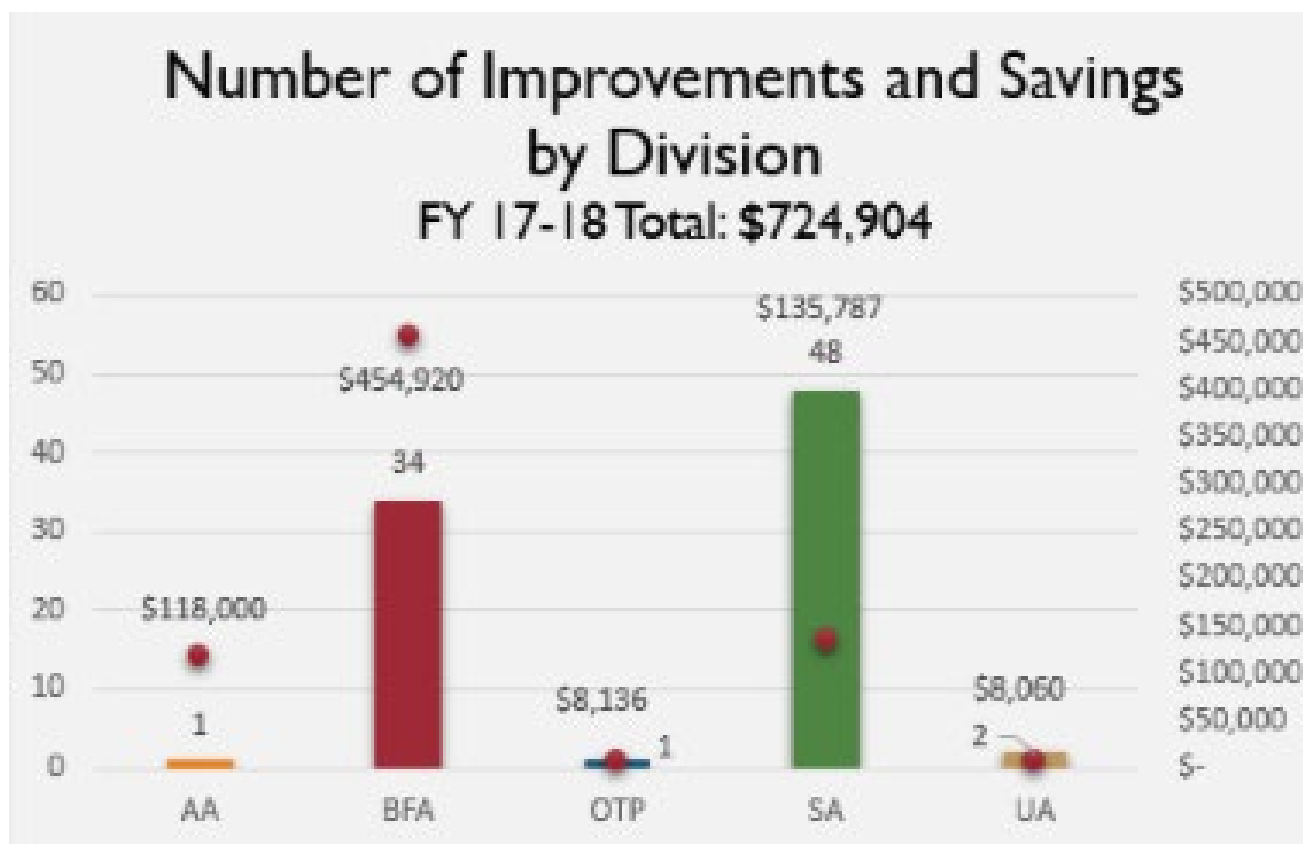
- \$552,604 Campus Savings so far FY 18-19
- 52 Total Submitted Projects



Division Reports Due July 15th

— *Brian Lindgren*

- 86 Submitted Projects in FY 17-18



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

Current State	Future State
97 Steps in Process	37 Steps in Process
595 hours per year	252 hours per year
\$29,750 cost per year	\$12,600 cost per year

- \$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*

Administrative Efficiencies Committee

- **Next Meeting: September**
- ***Thank you for attending!***