

**CSU CHANNEL ISLANDS
ADMINISTRATIVE EFFICIENCIES COMMITTEE
MINUTES
Thursday, May 3, 2018**

Members Present: Ysabel Trinidad, Elaine Crandall, Dusty Russell, Dottie Ayer, Brian Lindgren, Wendy Olson, Laurie Nichols, Mary McDonnell, Tara Hughes, Elizabeth Rubalcava and Molly Oberst.

1. **Welcome** (*Lindgren*)

Brian Lindgren welcomed the Committee members and introduced the AE Committee's Executive Sponsor, Ysabel Trinidad. Ysabel updated the committee on the budget status of the University and the importance of creating efficiencies throughout the CSUCI campus.

2. **Introduction of Elaine Crandall** (*Trinidad*)

Ysabel Trinidad introduced Elaine Crandall (AVP of Administration). Elaine will lead the AE Committee as its Chair. Elaine has an extensive background in Organizational Efficiency while working for the County of Ventura and is a Lean Six Sigma Black Belt.

Elaine spoke to the group and stressed the importance of attending and engaging in meetings, as this team has a great opportunity to make long lasting improvements to CSUCI.

3. **Discussion – Year in Review / Plans Going Forward** (*Crandall and Lindgren*)

Elaine Crandall and Brian Lindgren lead a discussion centered on these three questions:

- What went well this year? What is your vision of this committee going forward?
- How can we contribute to the University's Strategic Plan?
 - Dottie Ayer mentioned the creation and refining of the Quarterly Efficiency Report template was very helpful.
 - Tara Hughes appreciated that over time the AE Committee objectives have become clearer as the meetings have taken place.
 - Mary McDonnell expressed her concern that the committee and the efficiency movement has not quite connected to the entire campus, but that she is excited for the direction this committee can go.
 - Elaine Crandall responded to the committee members by emphasizing her vision of focusing on the Strategic Initiatives and using them as our guide to drive us forward. Additionally Elaine spoke about how the AE Committee is the perfect space to foster interdivisional support of efficiency initiatives.

4. **Discussion – How to Acknowledge and Celebrate Efficiency Projects**
(*Crandall/Lindgren/Olson*)

- Committee Members suggested a variety of ways to acknowledge and celebrate efficiency savings:
 - Add as a standing agenda item on their departments meeting agenda to acknowledge and update savings to keep it "top of mind".
 - Create a dashboard where efficiencies can be displayed and tracked.
 - Give percentage of savings earned back to the department for a celebration (coffee, lunch, etc.,)
 - Create a campus wide competition
 - Acknowledge at the Staff Awards, create an "Innovation Award" to highlight greatest savers.

- Publicize efficiency savings in a publication viewed by donors and the Board of Trustees
 - At Spooktacular event celebrate the failed improvement opportunities for a fun spin
 - Employees report out and celebrated at cabinet meeting
 - Congratulations memo/email from Pres or VP
- Action Items:
 - Committee Members communicate efficiency projects at department meetings
 - Research potential “celebration dashboard”
 - Study Strategic Initiatives
5. **Divisional Updates**
Brian Lindgren, Mary McDonnell, Dottie Ayers, Molly Oberst and Tara Hughes reported on their divisions’ organizational efficiency projects, which collectively total over \$43k this fiscal year, so far. Brian reminded the divisional representatives to submit the Quarterly Efficiency Report by May 15th.
6. **Closing**
Elaine Crandall thanked the attendees for coming and asked for their input for topics and suggestions for the next AE Committee meeting in Fall 2018.

Next Meeting - TBD

Submitted by: Brian Lindgren, OE Specialist/Trainer

May 16th, 2018