

Administrative Efficiencies Committee

CSU Channel Islands

Administrative Efficiencies Committee Meeting
May 3rd, 2018

Administrative Efficiencies Committee

Meeting Agenda

- I. Welcome
- II. Introduction of Elaine Crandall
- III. Discussion - Year in Review and Plan Going Forward
- IV. Discussion - How to Acknowledge and Celebrate Efficiency Projects
- V. Divisional Updates

Administrative Efficiencies Committee

Welcome

CI 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 all areas of CI and its auxiliaries in order to facilitate administrative and student services that are cost effective, efficient, and strategically position the University the future.”

Introduction of Elaine Crandall



Discussion - Year in Review and Plan Going Forward

– Elaine Crandall/Wendy Olson/ Brian Lindgren

- What went well this year?
- What is your vision of this committee going forward?
- How can we contribute to the University's Strategic Plan?

Discussion - *How to Acknowledge and Celebrate Efficiency Projects* – Wendy Olson and Brian Lindgren

How to Acknowledge and Celebrate Efficiency Projects

Divisional 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*
- **Technology and Innovation**
 - *Tara Hughes, Solution Center Coordinator*
- **Academic Affairs**
 - *Molly Oberst, Acting Director, Academic Financial Services*