Administrative Efficiencies Committee
CSU Channel Islands

Administrative Efficiencies Committee Meeting
Bell Tower 1188
October 3, 2017
I. Welcome
II. Charge of Committee (review)
III. 2017 CSUCI Administrative Efficiencies
IV. Lean Six Sigma
V. Presentations from Strategic Initiatives Subcommittees
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 in all areas of CI and its auxiliaries in order to facilities administrative and student services that are cost effective, efficient, and strategically position the University for the future.”
2017 CSUCI Administrative Efficiencies
Divisional Administrative Efficiencies (Highlights)

Business and Financial Affairs

- Facilities Services - Installation of enhanced water metering equipment identifies water leaks for earlier correction and decreased waste. $1200/year (approximately $100/m).

Student Affairs

- Adaptation of Maxient Database to track and manage student behavior, reduced hard copy student files and copies, as well as increased communication across campus divisions. $2,000 annual savings

Technology & Innovation

- Streamlined guest wireless onboarding; simplified steps reduced staff hours to administer and troubleshoot. $8,500/144 hours annual cost avoidance.

University Advancement

- Migration to NXT (fundraising management software) allows for one-stop shop with communicating with donors/processing gifts.

Office of the President

- Reduced a 24-step process for delegation of authority. $12,630/442 hours annual cost savings.
2017 CSUCI Administrative Efficiencies
Template Review and Feedback on Process

- 2017 Template for collecting information across campus

NOTE Looking for quantifiable cost savings and cost avoidance (i.e., time and money)
### 2017 CSUCI Administrative Efficiencies

**Template Review and Feedback on Process (…continued)**

- What was received

<table>
<thead>
<tr>
<th>Strategic Objective</th>
<th>Definition/Description</th>
<th>Efficiencies Achieved Summary</th>
<th>Timeframe</th>
<th>Data Resources</th>
<th>Measurement</th>
<th>Dollars / Capacity ($ / FTE or Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Energy Efficiencies</strong>&lt;br&gt;What departmental objective is this linked to?</td>
<td>Continue to migrate lighting fixtures to LED with smart use (on when dark, off when light is not required).</td>
<td>Comparable lighting provided and significantly reduced cost.</td>
<td>2015 – ongoing&lt;br&gt;Needs a defined timeframe.</td>
<td>Energy bills, over time for the spaces where LED lighting is used vs prior expenses/usage.</td>
<td>Prior usage vs new usage OR Prior cost vs new cost</td>
<td>TBD&lt;br&gt;If we aren’t measuring, we won’t be able to show the change.</td>
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<tr>
<td><strong>Recruit and Retain a Diverse and Talented Staff</strong>&lt;br&gt;“Offer Robust Development Opportunities”</td>
<td>Partnership with in-house staff and faculty to provide workshops at no cost to CI.</td>
<td>Cost savings in expenses</td>
<td>FY 2016/17 (1 year)</td>
<td>Professional development</td>
<td>Number of offerings x standard professional training fee</td>
<td>$2400/year</td>
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How can we improve reporting next year?

- **Coordinate**
  - Each division should know their reporting time frame (e.g., quarterly or annually) for activities/initiatives that you plan to report out on next year.

- **Plan**
  - *Strategically focused*
    - Ensure that your proposed activities/initiatives are tied to your unit → department → division → campus’ strategic objectives.
  - *Quantifiable metrics*
    - Should be able to explain your data source and methodology now.

- **Assess and Reassess**
  - This is a work in progress! Periodically review your metrics to ensure your data is complete and sufficient for quantifying the efficiencies.
Lean Six Sigma is part of the Organizational Effectiveness Program; expanded with addition of an OE Specialist - a campus-wide resource.

Since 2013 inception, over 50 Lean Six Sigma project facilitators trained.

This year, we will build upon this community of practice by providing Lean Six Sigma project opportunities.

Lean Six projects are strategically focused, and use data to drive decision-making.

Metrics-gathering is part of the fabric of Lean Six Sigma.

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