

CSU CHANNEL ISLANDS
ADMINISTRATIVE EFFICIENCIES COMMITTEE
MINUTES
Tuesday, October 3, 2017

Members Present: Ysabel Trinidad, Dottie Ayer, Pamela Abbott-Mouchou, Deanne Ellison, Michael Morris, Sonja Howe, Diane Mandrafina, Laurie Nichols, Molly Oberst, Nikki Chairez, Mary McDonnell, Courtney Ellis, Tara Hughes, Mara Pober, Brian Lindgren, Wendy Olson, Annie White

Guests: Geoff Chase, Rosario Cuevas, Karina Hinojosa, Genevieve Evans-Taylor, Marie Francois, Nichole Ipach

1. **Welcome** (*Trinidad*)

2. **Charge of Committee (Review)** (*Trinidad*)

Vice President Trinidad (Ysabel) reviewed the Committee's charge, posing the question of how the Committee can best serve the University as a resource in context of assisting with the development and implementation of efficiency initiatives. The Committee agreed that as the Committee matures, its work will progress to address this question.

3. **Information and Action: 2017 Divisional Administrative Efficiencies** (*Howe*)

Internal Auditor, Sonja Howe, thanked all campus divisions for their efficiency submissions this year. She noted that this is the second year of collecting information of this nature, and this year's data was an improvement over the first year.

Sonja continued by saying that each division reported some significant efforts, however there is still room for improvement on collecting and reporting the data. As an example, reporting needs to reflect actual efficiencies rather than estimates. The data resources and the formula used to calculate the efficiencies need to be clear, as well at the reporting time frame. Each proposed activity/initiative should be tied back to department/division/campus strategic objectives.

- a. **Feedback** on this year's process: Student Affairs mentioned their hesitancy about double-counting some efficiencies (e.g. housing). Ysabel responded that all submissions will be reviewed and vetted before being submitted to the Chancellor's Office (CO).
- b. **Action Item:** The Committee discussed defining a standardized full-time equivalent (FTE) compensation amount to use when compiling data.
- c. **Action Item:** Committee members requested copies of last year's system-wide efficiency report, and Molly requested a copy of the Board of Trustees agenda item. Dusty will send on behalf of Ysabel.
- d. **Action Item:** Committee members agreed that the next meeting should include an agenda item to focus on "tools" and resources to assist with developing metrics and reporting progress. Committee members would like to see some examples of templates and how to apply them to their areas.

4. **Information: Lean Six Sigma Program** (*Abbott-Mouchou*)

CSUCI's Organizational Effectiveness program is a campus resource to obtain assistance with organizational improvement initiatives. The Division of Business & Financial Affairs (BFA) recently added a new member to its OE team, Brian Lindgren.

Lean Six Sigma is one of the tools that can be used to streamline processes. To date, over 50 employees have been trained as project facilitators; hundreds of others have been trained in basic Lean Six Sigma principles. These Lean Six experts are excellent resources as the University continues its efficiency and effectiveness activities.

Interim AVP for Administration, Pamela Abbott-Mouchou, is the primary contact for questions about how best to develop process improvement initiatives. She can be reached at Pamela.Abbott@csuci.edu (Ext. 2661).

5. **Presentations from Strategic Initiatives Subcommittees**

- a. Capacity and Sustainability (*Trinidad and Ipach*)
- b. Communicating Clear Curricular Pathways (*Chase, Hinojosa, Cuevas*)
- c. Integrative Excellence (*Francois*)
- d. Academic Placement and Support (*Evans-Taylor*)

For more information on Strategic Initiatives Subcommittees go to <https://www.csuci.edu/president/sisc/>

Next Meeting Scheduled - November 16, 2017

Submitted by: Brian Lindgren, OE Specialist/Trainer

October 10, 2017