Breakout Group #6: Efficiencies
Group #6 Membership

Facilitator: Maggie Libby
Recorder: Rob Wells

Members:
- Missy Barber
- James Blando
- Blaizen Bloom
- Kyle Davis
- Mckenzie Denton
- Lauren Eady
- Rick French
- Ken Kahn
- Amber Kennedy
- Soo-Hoon Lee
- Drew Lopenzina
- Tom Madison
- Miasia Osbey
- Sachin Shetty
- Vera Riddick
List five to seven strategies for new or expanding efforts.

1. Item 1 - Strategic Prioritization of Duties
2. Item 2 - Training
3. Item 3 - Filling Vacancies
4. Item 5 - Travel Inefficiencies and Understanding of Policy
5. Item 4 - Leverage Technologies
6. Item 6 - Records Management
7. Item 7 - Better Understanding of Authority/Simplification Lines of Authority
Group #6 - Strategy 1 - Strategic Prioritization of Duties

- Define/Inform on Strategic Priorities
  - Big Stuff v. Small Stuff
- Focus Resources
- Assigning Tasks to Proper Position - reassessment of duties
- Managing Competing Priorities
  - Can do anything but cannot do everything
- Who approves and what can go onto the parking lot of priorities?
Group #6 - Strategy 2 - Strategic Training

Training will improve efficiencies by removing obstacles to excellent performance

- Onboarding / Offboarding
- Training on Administrative Processes
- Ongoing Training
  - Marketing on training resources
Group #6 - Strategy 3 - Strategic Hiring

Filling vacancies is time consuming and costly.

- Alternate Talent
  - Fed Work Study / Contract Temps
  - Internship and GA Program
- Building the Career Pipeline
  - Apprenticeships – Student to Staff
  - Classified to AP
- Reevaluated Efficiencies and Agilities of Hiring Process
Group #6 - Strategy 4 - Travel

Travel approval and booking of travel is time consuming and confusing.

- Simplification
  - If the Controller’s travel gets rejected, maybe it is too complex!
- Use of a Travel Agency/Service
  - Populate our approval process
- What is allowed and needed for approval?
- Training - See S4
Group #6 - Strategy 5 - Leveraging Tech

Technology needs to be leverage to simply processes.

• Systems need to talk to each other
• Too many initiatives to prioritize
• Make a specific class of access by position
• Training directly by service provider
  — Ellucian/Salesforce/Starz
• Improved training to gain efficiencies
Group #6 - Strategy 5 - Clarity Authority

How many layers of approval are needed vs. what is required.

- Delegated authority
- Leverage audit outreach program tailor training
- Leverage audit outreach on processes
- See S4