

Breakout Group #6: Efficiencies



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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

Group #6 - Overarching Recommendations

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