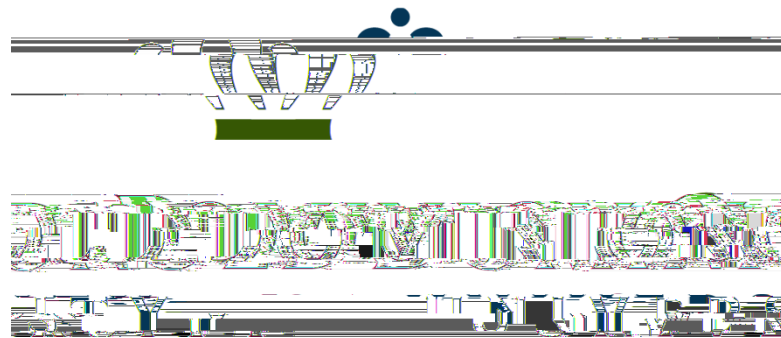


# Breakout Group #6: Efficiencies



# Group #6 Membership

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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

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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

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- 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

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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

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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

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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

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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

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