

October 20, 2009

MEMORANDUM

TO: Ernie Murphrey, Associate Vice Chancellor for Financial Services
Jonathan Ocko, History Department Head, CHASS
Vicki Pennington, Assistant Vice Provost
Matt Ronning, Associate Vice Chancellor, Research Administration
Roby Sawyers, Accounting Professor, College of Management
Marilyn Stieneke, Director of Planning and Communication, Finance and Business
Michael Walker, Assist. Dean for Finance and Administration, College of Textiles

FROM: Warwick A. Arden, Provost and Executive Vice Chancellor
Charles D. Leffler, Vice Chancellor for Finance and Business

SUBJECT: Review of Administrative Processes

The purpose of this letter is to request your service on a Steering Team to oversee the review of administrative processes on campus. For several months, a Budget Reduction Team comprising a cross-section of administrative and academic personnel has worked to identify areas where greater collaboration across campus units could result in increased levels of efficiency and effectiveness. As a result, a broad set of University Level Strategies was developed. One of these strategies is to identify administrative processes that could then be reviewed for potential improvement.

We have asked Ernie Murphrey to provide leadership and coordination for the Steering Team, and an initial meeting will be scheduled soon. You are being asked to identify a task force and leadership for each targeted process, issue a charge to each group, track progress, and inform the campus community of the results. The chancellor has requested a quarterly progress report.

After you have reviewed the attached list, please determine an aggressive schedule for implementation of identified improvements and provide us with that information. You should focus on the reduction of the administrative burden and, therefore, costs where immediately possible, as well as the continuous identification and improvement of inefficiencies into the future. Our goal is to streamline campus processes, thereby enhancing our ability to carry out the core mission of NC State.

Attachment

cc: Executive Officers