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## MEMORANDUM

TO: Results Washington, Lean Team

FROM: Marty Brown, Executive Director

DATE: February 2, 2015

SUBJECT: Internal Agency LEAN Improvements

This year we at SBCTC focused on streamlining our internal processes and forms by using LEAN techniques. All these actions were designed to increase efficiency, eliminated and combine forms and paperwork while streamlining our processes. Several of these reforms do have a positive effect on our 34 colleges, as well.

- Purchase Request – eliminated 3 forms and brought the process into better alignment with the newly streamlined policy/procedures
- We created a Purchasing and Contracts Manual combining multiple policies/procedures from around the agency into a single document and streamlined the processes
- Travel and Conference Hosting Approval – eliminated 8 forms and ensured better compliance with policy
- New Employee Supply Order – eliminated 1 form, but combined 5 different processes that didn't have forms and created a way to inform new employees of options many weren't finding out about previously
- Flex and Alternate Work Scheduled Request
- Supplemental Benefits (Approximately 12 different ones, colleges also use them)
- Leave Requests form
- Telecommute form
- Retirement
- Onboarding checklist for new hires
- Position Authorization form
- Tuition Reimbursement form
- Hourly and Overtime Timesheet, short and long versions
- Accident Injury Report form
- Supervisor's New Hire Orientation Checklist
- Leave Request Form
- Conflict of Interest Analysis form
- Emergency Notification Change form
- Position Description template for classified employees

For works in progress, we are in the process of streamlining the documentation around Small and Attractive Assets Equipment Inventory and the Conference Room policies.