

## **Process Improvement Project Management Committee**

### **Purpose:**

Building off the momentum of launching NKU's strategic framework "Success by Design", this committee is responsible for creating and sustaining a culture of continuous improvement. The purpose is to strategically address how to maximize efficiencies campus-wide.

### **Charge:**

- Identify process improvement opportunities campus-wide.
- Manage a portfolio of current and future process improvement projects.
- Assemble and mentor process improvement project teams.

### **Membership Guidelines:**

Members of the Process Improvement Project Management Team represent various divisions of the university as well as representative bodies such as Faculty Senate, Staff Congress, and SGA.

### **Membership Appointment:**

Appointments are made by a Vice President or a university representative body such as Faculty Senate and Staff Congress.

### **Membership Terms:** Ongoing

**Frequency of Meetings:** Typically every two weeks or as determined by the committee.

### **Expected Lifespan:** Ongoing

### **Reporting Requirements:**

The Process Improvement Project Management Team reports to the President's Cabinet.

### **Operating Procedures:**

The Process Improvement Project Management Committee identifies and manages a portfolio of current and future process improvement projects. Its activities include the following steps; assemble and mentor process improvement project teams to map the current state, collect data, redesign the process, and develop and implement an action plan. The recommendations of the committee are approved by the President's Cabinet.

**Typical Date of Membership Turnover:** TBD

**Responsible Office:**

Administration and Finance

**Administrative Contact Name & Position:**

Mike Hales: Interim VP of Administration & Finance/CFO

Jennifer Moeves: Administration and Finance Division Business Officer

**Website:** <https://inside.nku.edu/adminfinance.html>

**Membership Roster (2019-20)**

- Janel Bloch: Faculty Senate Rep., English
- Charita Brewer: Director of Budget & Operations, COI
- Chandra Brown: Budget Director
- Meg Cowherd: Student Affairs Business Officer
- Lauren Franzen: Director, HR Management Services
- Mike Hales: Interim VP of Administration & Finance/CFO
- Sherri Jones: Staff Congress Rep., Enrollment Management
- Lori McMillin: Business Manager, IT
- Jennifer Moeves: Administration & Finance Business Officer
- Chad Ogle: Academic Affairs Associate Provost for Admin
- Dionna Sholler: Director of HR Information Systems
- Don Stinson: Director, IT Enterprise Systems Group
- Leah Stewart: Assistant VP, Enrollment & Financial Aid