

From: [Office of the Provost](#)
Subject: Administrative Function Task Force
Date: Tuesday, October 29, 2019 3:19:35 PM

Dear Colleagues,

The new administration marks an ideal opportunity for us to take a look at ways in which we might be able to improve on the various administrative functions that impact all Academic units at the University.

The Provost's Office has convened a small group from various units within Academic Affairs, to help identify functions that may not be operating as optimally as they could. That is, where are the choke points, the unnecessary redundancies, the seemingly pointless paperwork/forms, or other inefficiencies that are keeping us from doing our best work? The task force is charged with solving those challenges, only identifying the most significant ones, the ones that could benefit most from taking a new approach.

Task Force Members:

Michael Accorsi, *Associate Dean, Engineering*
Nadine Brennan, *Associate Campus Director, UConn Hartford*
Colleen Bridgeman, *Assistant Dean/Chief Operations Officer, SFA*
Michelle Cahill, *Assistant Finance Director, CLAS*
Alicia Huckle, *Assistant Dean for Finance and Administration, CAHNR*
Bridget Inzirillo, *Interim Assistant Vice Provost for Finance and Director of Administration, Provost's Office*
Kane Lynch, *Finance Director, CLAS*
Scott Makuch, *Assistant Finance Director, Pharmacy*
Kristi Napolitano, *Executive Assistant to the Vice Provost and Associate Vice Provost for Academic Operations, Provost's Office*
Deborah Shelby, *Associate Vice Provost for Academic Operations, Provost's Office*
Jeffrey Shoulson, *Vice Provost for Academic Operations, Provost's Office*
Lauren Slinghuff, *Associate Dean, Library*

We welcome any and all feedback as your staff experience is very important to us. You may submit comments directly to: Kristi.napolitano@uconn.edu.

Thank you in advance for your assistance,

Sincerely,

Jeffrey

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