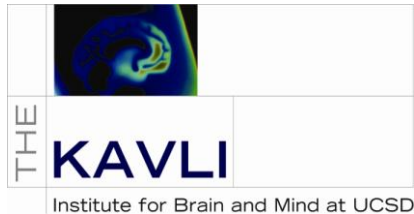


# ADMINISTRATIVE CONSOLIDATION

*What doesn't kill you will make you stronger!*



**MSO SUPERHERO**



Temporal Dynamics of Learning Center  
An NSF Science of Learning Center

# SWOT ANALYSIS

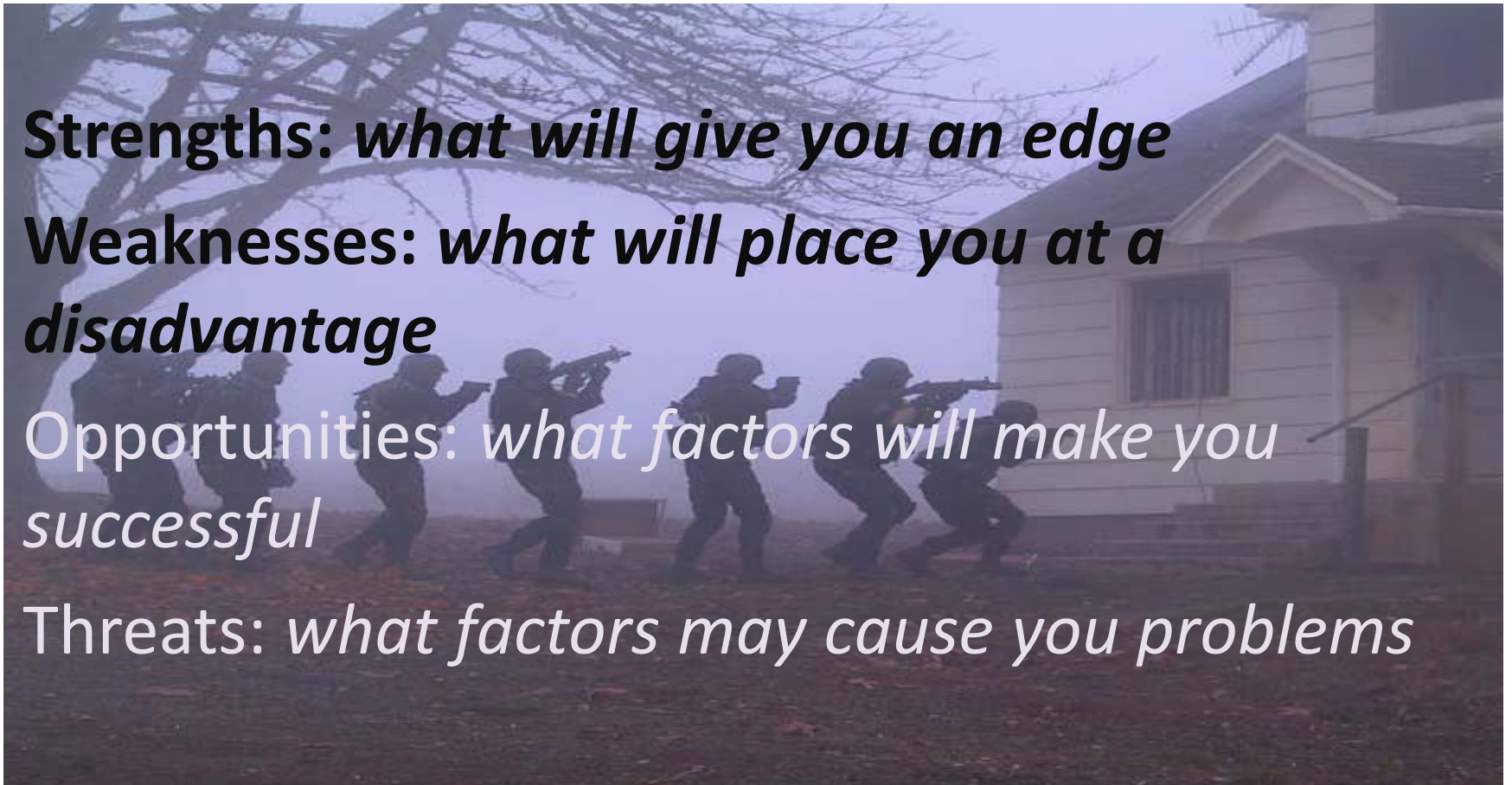
Goal: *saving money without degrading service*

**Strengths:** *what will give you an edge*

**Weaknesses:** *what will place you at a disadvantage*

**Opportunities:** *what factors will make you successful*

**Threats:** *what factors may cause you problems*



# STRENGTHS

- Do more with less, economy of scale
- Ability to reorganize staff to focus on individual strengths
- Retain excellent staff through lean times
- Cross-training and back-up for both units in all functional task areas
- If the units are copacetic in their mission, then you bring a synergy by communicating activities and events in one unit to another.

# WEAKNESSES

- Missions of both units and communities are vastly different. You have to wear different hats each time you answer the phone
- Conflicting HUGE deadlines in both units (i.e. two 5-year reviews for the ORU in same year)
- Confusion as to who belongs to what unit (I no longer recognize every name in my ORUs)

# OPPORTUNITIES

- Introduce the efficient procedures and tools of one unit to another
- Flexible space for growth
- Expert staff from one unit can mentor staff in the other unit

*A grapefruit is a lemon that saw an opportunity and took advantage of it*

# THREATS/CHALLENGES

- Blend staff across units or maintain them separately?
- Too much growth too soon can cause burnout
- Apply one style of management to units with different missions and director styles
- Who pays for my trip to ABOG?



# KEY ASSETS

- Flexibility
- A genuine interest in the missions of both units and appreciation for their unique work cultures
- A good staff to have your back in your home unit while you are proving yourself in the new unit.

# TOOLS FOR SUCCESS

Good mentor

A senior staff member in each unit (on-site parent)

Build team spirit across the units

Solicit experts for functional areas

Organized communication

Organized staff; know who does what

Keep lists of recurring events/deadlines

Review financial reports for all funds

**STURDY PAIR OF SHOES**