

PERSPECTIVES ON HOW WE DO MORE WITH LESS

Money, Meetings and Missions

ADC Administrator's Meeting

March 15, 2013

Discussion Points

- ▣ Financial management in times of declining budgets or limited resources
- ▣ Managing effective EAC meetings
- ▣ Administrator Roles

Panel Members

- ▣ Annie Barz, MS – Administrator, Rush University
- ▣ Janet Cellar, APRN, DNP – Administrator, Emory University
- ▣ Leslie Dunn, MPH – Administrator, University of Pittsburgh
- ▣ Andrea Wasserman – Administrator, University of California, Irvine
- ▣ Jayne La Grande, MBA – Administrator, University of California, Davis

Financial Management

- ▣ Financial management in times of declining budgets or limited resources
 - Pooling resources to gain efficiencies
 - ▣ Centralized laboratory (Rush)
 - ▣ Work study programs (Pittsburgh)
 - Benefits of established academic institutions and training programs
 - ▣ University of Pittsburgh Psychiatry Dept.
 - ▣ University of California, Irvine MIND Institute
 - ▣ Institutional support (Emory)
 - ▣ T32 Programs (Pittsburgh, UCI)
 - ▣ State funding (Rush, UCI)

Financial Management

- The role of philanthropy
 - Cultivating Donors (UCI)
 - Local Foundations (Pittsburgh)
 - “A Family Affair” (Emory)

EAC Meetings

- ▣ Managing effective EAC Meetings
 - Setting the agenda (Pittsburgh)
 - New perspectives (Rush)
 - Strengths and weaknesses (Emory)
 - Feedback (UCI)

Administrator Role

- ▣ The typical roles of an administrator
 - Commonalities
 - ▣ Each administrator has multiple roles
 - ▣ Manage pilot program
 - ▣ Financial management/oversight
 - ▣ Strong relationship with Center Director
 - ▣ Progress Report
 - ▣ EAC Meeting
 - Diverging Roles
 - ▣ Clinical Management (Emory)
 - ▣ Multiple Hats (Rush, UCI and Pittsburgh)

Administrator Role

- Tips and tricks
 - Don't be shy about asking for help, delegate!
 - Build strong working relationships with core and project leaders
 - Be flexible to constant interruptions and new priorities
 - Keep things in perspective
 - Be organized, know your deadlines
 - Maximize faculty who are knowledgeable
 - Create a WIKI

Coping Mechanisms



The final word . . .

QUESTIONS