

Automating Academic Operations with Copilot

Enhancing Administrative Productivity with AI

An Ohio-based community college partnered with Krish to integrate Microsoft 365 Copilot into its day-to-day administrative workflows. By automating routine tasks like document creation, meeting summaries, and email management, the institution empowered staff to focus on more impactful work.

CLIENT BACKGROUND

A leading community college in Ohio, established in 1963, serves over 13,000 students through associate, bachelor's, and master's programs. Recognized for its university partnerships and workforce training, the institution is a cornerstone of accessible higher education and regional economic development.

BUSINESS VALUE

- **Enhanced Productivity:** Staff saved hours weekly by automating administrative tasks.
- **Improved Decision-Making:** AI-generated insights supported faster, more informed operational choices.
- **Streamlined Communication:** Simplified meeting and email workflows led to clearer internal collaboration.
- **Employee Satisfaction:** Staff could focus more on strategic and student-facing responsibilities.

PROBLEMS

- **Inefficient Document Creation:** Staff spent excessive time drafting and formatting internal documents.
- **Overwhelming Data Analysis:** Reviewing operational data manually slowed down reporting and administrative decisions.
- **Meeting Management Challenges:** Staff struggled to capture and follow up on discussion points and next steps.

SOLUTIONS

- **Automated Content Generation:** Copilot enabled quick drafting and formatting of reports and communications in Word and PowerPoint.
- **AI-Powered Data Insights:** Excel Copilot facilitated fast analysis and summaries of institutional data.
- **Real-Time Meeting Summaries:** Teams Copilot produced concise summaries and action items to streamline follow-up.

TECHNOLOGIES



CONCLUSION

By adopting Microsoft 365 Copilot, this Ohio-based community college streamlined day-to-day administrative functions. The AI-driven tools helped reduce manual effort, improve turnaround time, and foster a more focused and responsive workplace.