**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Scott R. Douglass, Vice Chancellor, Finance and Administration

SUBJECT: Office of Finance and Administration Realignment of Functional Areas

DATE: April 21, 2016

After a comprehensive review of the functions within the Office of Finance and Administration, we have determined that we can streamline services and achieve greater effectiveness through realignment of several functional areas.

Effective July 1, 2016, the following changes will be made:

* The Division of Finance and Resource Management will be renamed Budget and Resource Management. Barbara Moses, who has been serving in an interim capacity, will lead this division. The Office of Cost Analysis will continue to report to Barbara Moses.
* The Treasurer’s Division will be renamed the Finance Division, led by Mary Peloquin-Dodd, Associate Vice Chancellor for Finance and University Treasurer.
	+ The Controller’s Office will move to the Finance Division, reporting to Mary Peloquin-Dodd.
	+ The Office of Contracts and Grants will also move to the Finance Division, with a dotted line reporting relationship to the Office of Research, Innovation and Economic Development to enhance coordination between pre- and post-award services.
	+ The University Payroll department will move from the Division of Human Resources to the Controller’s Office, reporting to David Price.
* University Business Operations will be dissolved. Jim Klingler will continue in his role to achieve a smooth transition and then be reassigned to other duties.
	+ Onboarding will move from University Business Operations to Human Resources.
	+ The Travel Center has been providing service solely to the College of Agriculture and Life Sciences and will be moved to CALS to continue that support.

Thank you for your support and assistance as we make these changes to enhance our level of coordinated customer service across campus. Please reach out with questions at any time. We are committed to the smoothest transition possible and will update you with more details in the weeks to come.