

To: Business Advisory Group Participants  
From: Dean Church, Director Financial Information Services  
CC: Jeff West, Associate Vice President, Financial and Accounting Services  
Date: February 13, 2004  
Re: Growing Pains

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It has come to my attention that I have sent "mixed signals" to the group as to who is welcome to attend our monthly Business Advisory Group Meeting and who is not. For this, I apologize.

As we have broadened our focus from just payroll issues (which is how the group started) to include all administrative financial areas, we have seen our numbers increase. We have openly discussed the necessity of limiting our numbers, which contributed to the above mentioned "mixed signals". Understandably, when we have well attended meetings, some may feel uncomfortable.

After careful consideration, we have decided the following:

1. We would like at least one participant from each area (college/department/etc.) to please distribute the meeting minutes to the appropriate business officers of his/her area. This facilitates the bidirectional flow of information that results in pertinent and relevant topics of discussion.
2. We are pursuing opportunities to include participants from other areas of the university to bring in additional issues and perspective.
3. We welcome any participants that want to come but would appreciate that each area be cognizant of our space constraints when determining the number of representatives. We are actively exploring options that will accommodate those occasions when we have more participants than chairs.
4. Obviously, each participant should have the support of his/her supervisor and/or department in order to attend. Each participant should also remember he/she attends representing his/her area, bringing to the group issues and concerns of his/her respective area.

As a reminder, the following are the parameters under which the group successfully operates:

1. Communication is the key. Problems and issues along with suggestions to solve them are why we meet! It benefits us all if we share this information with as many people outside the group as possible.
2. This is not a policy making group nor is it intended to be the primary means of communicating to all the departments. In fact, as you know, one recurring topic being discussed is how we can improve communication between central administration and the campus.
3. Respect is the guiding principle under which we meet. We must continue to respect each other. Because we often discuss matters involving financial transactions and/or employees, we must remember to respect individual privacy.

Please feel free to directly contact me with any individual concerns about this memo. I appreciate immensely the support the group has given me over the past four years.