

Stephen Murphy

From: Stephen C Murphy [joan.dempsey@yale.edu]
Sent: Wednesday, January 16, 2008 5:12 PM
To: Recipient List
Subject: Business Manager Meeting Structure Announcement

To: All Business Managers (lead department administrators)

cc: Finance & Administration, Provost's Office

Dear Colleagues:

I am writing to announce that we are implementing the new meeting structure for business managers, effective immediately. We discussed a draft of this new structure at our November 15 retreat at the West Campus. After incorporating feedback from that meeting and subsequent conversations with many of you, process owners, and the Provost's Office, I am pleased to inform you that we are now ready to put the new structure in place.

The purpose of the Business Operations meeting structure is to establish an efficient and effective means for communicating with business managers. This structure should support the mission of Yale by facilitating regular, predictable communication between business offices and central administrative groups and the sharing of best practices among business offices.

The structure is composed of the following core business manager meetings (a quick reference guide is attached to this email and available at www.yale.edu/fa/businessops):

- **Business Operations Leadership Team (BOLT):** a weekly meeting of my senior team.
- **Business Operations Monthly Meetings (2M):** monthly meetings of business managers by group.
- **Business Operations Advisory Committee (BOAC):** a semi-monthly meeting of 9-12 business office experts nominated by the BOLT and appointed by me to provide advice and counsel on a wide variety of topics. NOTE: This group replaces and is an evolution of the Distributed Users Committee or DUCs.
- **Business Operations Community Meeting (BOCM):** a monthly meeting of assistant and associate business managers whose topics parallel and complement the monthly (2M) meetings for business managers. NOTE: This group replaces and is an evolution of the Business Operations & Planning meeting or BOP.
- **Business Operations Semi-Annual Meeting (BOSAM):** a meeting of all business managers on campus to provide additional contact with university leadership; share best practices; training; discuss key emerging issues; and provide an opportunity for business manager networking and social interaction.
- **Other meetings:** the structure allows for additional meetings called "Special Interest & Educational Groups" that may be convened for a period of time on more specialized topics such as research administration, procurement, or human resources.

I would characterize this new structure as an evolution of meetings already in place rather than a complete redesign. The main changes include: i) clarifying the roles of the different meetings, particularly duplication or gaps; ii) formalizing the connection of the meetings with each other and the

organization in general; and iii) renaming the meetings for consistency and clarity. Also, we should all understand that this structure will evolve over time as we identify ways to improve it. Your ongoing suggestions are welcome and encouraged, and many thanks to everyone who has provided feedback already.

David Gingerella (chair of the Business Operations Advisory Committee) and Brian Rebesch (chair of the Business Operations Community Meeting) are actively engaged in launching their respective groups, and I would anticipate you will hear additional information about them in the near future.

If you have any comments or questions about the structure, please feel free to contact the convener of relevant meeting (you can find names in the quick reference guide), Jack Beecher who has been leading the design of this new structure on behalf of the BOLT, or me. Also, please share this email with anyone in your area who might be interested or have a need to know.

Thank you for all your continued leadership in providing high quality support to faculty, students, and staff, and I look forward to seeing you soon – at one of these meetings or elsewhere.

Steve

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* Bus Ops Quick Ref: https://light.its.yale.edu/messages/attachments/w1_29815_BusOpsQuickRef.pdf