

MEMORANDUM

Date: May 1, 2019

To: The University Community

From: Guilbert L. Brown, Interim Vice President for Finance and Administration

Re: Reorganization of Accounting, Budget and Purchasing Office

As many of you have heard the Chancellor discuss, the State System needs to look at ways to consolidate support functions, when it makes sense. I am pleased to let you know that Millersville University is doing its part! With the retirement of Ms. Debee Ordway as Controller on May 31, 2019, and with the recent departures of Ms. Lauren Weitzel and Mr. Ryan Bonafair from the Purchasing Office, we are reorganizing to streamline operations and improve services to the campus. It is important to note that no Millersville University employees will be furloughed because of these changes.

First, Millersville, Bloomsburg and Kutztown are taking the lead by consolidating purchasing operations. Bloomsburg's procurement director is already providing support to Kutztown and will now support Millersville, a cost savings for all three universities. In addition to the director, Bloomsburg's assistant director and purchasing agent will assist Millersville. The move comes after a detailed review of Millersville's workflow needs. The restructured purchasing function will continue to report to Mr. Eric Sheppard, Interim Associate Vice President for Finance and Administration, with contract specialist Ms. Ruth Sheetz assuming day-to-day management. This agreement is for an initial six-month trial period after which we will determine next steps.

In addition, Millersville will combine its budget and accounting operations to create one department called "Accounting and Budget." Creating the new office makes sense because there has been considerable overlap in these areas. The new department will be a cohesive department in which all staff members share increased knowledge of university operations. Millersville is fortunate to have Ms. Tammy Aument-Martin, current Budget Director and a former member of the accounting staff, assume oversight of this new area. The administrative assistant position currently within procurement and responsible for purchasing cards and travel management will move to Accounting and Budget. As is currently the case with the separate offices, the new combined operation will report to Mr. Sheppard.

As the Chancellor noted during his appearance on campus last week, organizational changes can be difficult but also rewarding. We are confident the new structure will improve services to the campus community while reducing overall costs. Thank you in advance for your help to realize these goals.