Financial Affairs - Financial Area Representatives Meetings (FAR)

2010 FAR Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Facilitator</th>
<th>Location</th>
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<tbody>
<tr>
<td>Wed., Jan. 20, 2010</td>
<td>Lenora Chapman</td>
<td>BSE 2.102</td>
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<td>Wed., Mar. 10, 2010</td>
<td>Mary Simon</td>
<td>BSE 2.102</td>
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<td>Wed., May 19, 2010</td>
<td>Gary Lott</td>
<td>BSE 2.102</td>
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<td>Wed., July 21, 2010</td>
<td>John Saldua</td>
<td>BSE 2.102</td>
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<td>Wed., Sept. 22, 2010</td>
<td>Becky Sanchez</td>
<td>BSE 2.102</td>
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<tr>
<td>Wed., Nov. 17, 2010</td>
<td>Ann Roberts</td>
<td>BSE 2.102</td>
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*** No August Meeting ***

FAR Purpose
To provide a forum for financial area representatives to:
- disseminate financial-related information;
- overview financial calendars and upcoming due dates for planning purposes, such as year-end closing requirements;
- review new/changes in financial policies and procedures;
- discuss the operating budget, BDL preparation and related issues;
- share best practices and discuss needs/areas where Financial Affairs’ staff could better assist/improve services to reduce non-value added work or simplify business processes (solution partnering opportunities);
- provide input and evaluation as we begin to implement the Cognos standard reporting package as a pilot review team;
- network with their peers;
- review the requirements of the upcoming Financial Assessment process that will be implemented by Financial Affairs once standard reports are available electronically;
- assess and deliver needed professional development and training.
- hear presentations from “guest speakers” as appropriate.

Membership
- Each Vice President provides the names of those individuals within their division who are responsible for financial affairs’ related processes;
  - No more members per division than direct (line) reports to the Vice President (to keep the group size manageable).
  - Alternates are acceptable to assure meeting attendance by an area representative.

FAR Charge/Responsibility
- Attend monthly meetings or send alternate; provide well-considered feedback.
- Be an active participant; when you don’t agree with something, be sure to discuss your concerns in a respectful and civil manner.
- Remember the Golden Rule: Treat others as you would have them treat you – even if they are new. We were all new once.
- Ask questions if you don’t understand something. Part of what we are trying to accomplish is to level set our financial knowledge and standardize our lexicon.
- Timely disseminate information back to other individuals within your division, college or areas who may need to know. We intend to post pertinent documents to a website.
- Coordinate implementation of policies & procedures within their division/areas of responsibility – communicate business process changes internally and assist others in compliance with (new) requirements.