

INSTITUTIONAL

MEMORANDUM

TO :

FROM :

SUBJECT :

DATE :

1. The purpose of this memorandum is to provide information regarding the proposed changes to the organizational structure of the Department of Business Administration. The proposed changes are intended to improve efficiency and reduce costs.

2. The proposed changes include the elimination of the position of Assistant Director of the Department of Business Administration. This position has been held by Mr. John Doe since 1980. The duties of this position are currently performed by Mr. John Doe and Mr. James Smith.

3. The proposed changes also include the elimination of the position of Director of the Department of Business Administration. This position has been held by Mr. James Smith since 1980. The duties of this position are currently performed by Mr. James Smith and Mr. John Doe.

4. The proposed changes are expected to result in a savings of \$100,000 per year. This savings is expected to be used for other purposes within the Department of Business Administration.

5. The proposed changes are expected to be implemented on 1/1/85. It is requested that you advise the Department of Business Administration of any comments or objections you may have regarding the proposed changes.