




17 July 2017

**MEMORANDUM**

**To:** Cooperative Extension Personnel

**From:** Jeffrey C. Silvertooth, Ph.D.   
Associate Dean and Director, Extension & Economic Development  
Associate Director, Arizona Experiment Station

**Subject:** Carolyne Greeno

Effective July 1, Carolyne Greeno will become the Director of Finance and Administration for Cooperative Extension. Carolyne has significant experience and professional judgment that she earned from years of progressively responsible work across multiple levels of the University and the college. She has built a capable and effective business office in support of all Arizona Extension activities, and has been a valued and trusted colleague on the Extension Administration Team.

Carolyne will have the delegated authority, responsibility, and accountability for leading and managing all of Cooperative Extension's business activities. In addition to the financial and administrative oversight of this \$35 million organization, Carolyne will partner with all Extension leaders to equilibrate business activities and expectations across Extension.

The lead business officers in Cooperative Extension units will maintain their direct line reporting to their day-to-day manager, and additionally have "dotted line" reporting to Carolyne. Carolyne will work collaboratively with CEDs to provide professional development and a partnership role in the annual performance appraisals of lead business officers in Extension. This is identical to how Jeffrey Ratje functions with academic unit heads, and he and I view this as an important and necessary step to effectuate the stated goal of maintaining a consistently high bar for business activities across CALS.

Carolyne's own reporting remains unchanged: reporting to me on a day-to-day basis and in a dotted line relationship to Jeffrey as the leader for all business within the college.

This organizational change will ensure that business, regardless where it occurs in CALS, is performed consistently and in alignment with the college's strategic goals and expectations.

Please join me in congratulating Carolyne.