

## Memorandum

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**Date:** March 16, 2022

**To:** Campus Employees

**From:** Ron Coley *RC*  
Vice President for Administration & Finance & CFO  
Laleh B. Graylee *LG*  
Associate Vice President, Resource Planning & Budget and Financial Services

**Subject:** Resource and Financial Management Workshop Program

We are pleased to announce that the Office of Resource Planning and Budget is launching a new training program to introduce and/or offer a refresher course to campus users on various topics related to Resource and Financial Management.

The objective of this training program is to educate and empower those involved with a better understanding of the fundamental principles of the budget process, from basic budgeting concepts to reading and interpreting budget reports in order to help you actively engage and make informed decisions.

The in-person and online workshop is a series of comprehensive modules from Subject Matter Experts who will provide the course content on an array of topics. Please refer to the attached document for a summary of available courses.

We encourage you to review the course offerings, course content description and recommended target audience. You can register for a workshop at [www.fullerton.edu/ResourceManagementTraining](http://www.fullerton.edu/ResourceManagementTraining).

If you have any questions regarding the Resource and Financial Management Workshop Program, please contact Laleh Graylee, Associate Vice President for Resource Planning & Budget and Financial Services, at extension 2304, or by email at [lgraylee@fullerton.edu](mailto:lgraylee@fullerton.edu).