

CAS Finance and Operations Meeting
October 14, 2016

Community building (W. Andrew Marcus)

The Dean is launching some initiatives aimed at community building:

- The “Thinking About CAS” blog (<http://cas.uoregon.edu/category/deans-blog/>). The blog has a Suggestion Box where faculty and staff can provide reactions, and suggestions for future blog entries. Department managers are part of the intended audience, and are encouraged to submit ideas for future blog entries.
- The CAS deans will hold monthly casual gatherings at locations such as Falling Sky. These are intended to build community and provide information in an informal way.

Andrew spoke about the UO leadership’s clarity of vision in three areas: excellence, access, and experience. Staff are often students’ gateway. Students don’t know what they don’t know, and staff can have great influence on their learning and their UO experience.

The Dean’s receptions will be different this year. We will try having three divisional receptions. Families are invited, and there will be fewer speeches and awards and more community building.

OA merit process (Andrew)

The OA merit process will be centralized at the CAS level. CAS will use the most recent performance review on file, input from the department head or supervisor, and some input from Dean’s Office staff. Preponderance of information will come from the evaluation. There will be limited focus on equity among like positions. Andrew acknowledged that performance reviews are not always very specific or thoughtful, and this needs to change. Department heads have been told they may write a more specific memo for this purpose. Andrew hopes to see a more formalized process in the future.

If there is a salary band appeal in process for a position that is at or above the maximum for the current band, CAS will defer to HR as to how this merit increase will be handled. Following the meeting, we spoke with HR and OA Band appeals for individuals at or above their current band have been prioritized and should be completed by the end of October to enable them to be considered for merit without having to request an exception.

Not sure yet whether departments/supervisors will see the increase information before the employees. We will send more detailed information as we know it.

MyTrack update (Alicia)

MyTrack is launching on October 18. It will cover all employees *except* GTFs, students, and temps. Any job postings in the approval process now will be posted in the new system. Make sure you go to the trainings. Use HR’s MyTrack webpage (<http://hr.uoregon.edu/mytrackadmin>) for resources, instructions, and announcements. There are two ways to get help with MyTrack: email mytrackhelp@uoregon.edu or leave a voice mail at 6-5112.

Summer 2016 settleup (Sherri)

CAS is waiting for the information from BRP. We are optimistic that we'll have dividends pushed out to departments in November. If you know you have expenses that haven't hit your SME index yet, email Sherri. The department dividends formula will be similar to past years.

Duck Store invoices (Sherri)

We discussed difficulties with the new Duck Store invoices. After the meeting, Sherri followed up with BAO, and they have asked departments to send examples of the old and new invoices to Rob Freytag (rfreytag@uoregon.edu). Clearly indicate the pieces that are missing from the new invoices.