

CAS Finance and Operations Meeting October 11, 2017

Merit increase timeline

The Dean's Office will send out more information in the next week or two. The planned timeline is:

November 1 – Lists of faculty and OA's available to departments for review.

November 6 – Deadline to notify Dean's office of any corrections.

November 8 – Finalized spreadsheets available to department to enter merit awards.

November 15 – Deadline for departments to enter merit awards on spreadsheets and submit to Dean's Office by saving on the managers' shared drive in your department's Budget folder.

Units should begin working on their decisions now in anticipation of receiving the lists.

Summer GE enrollments

Some summer 2017 GEs took classes that did not meet requirements for their degree. To be eligible for summer tuition remission, classes must meet degree requirements. In summer 2018, the Dean's Office will move tuition expense to the student account for any courses that don't meet degree requirements.

SSIL fees

Course fee detail code 1155 has been created for online courses that utilize SSIL. Please use this detail code for applicable courses beginning Winter term. Students will be charged \$25 and the fee will go directly to SSIL, thus eliminating the billing to departments.

Managers' Advisory Council

Nominations and self-nominations for the 2017-18 Managers' Advisory Council (MAC) are due Monday, October 16 at noon. The time commitment is usually 90 minutes once per month. The MAC advises Sherri and Miriam on various topics, which will be decided at the start of the year.

Table discussions – student workers

Alicia distributed the results of the student worker survey she sent to managers. We discussed at our tables various ways in which we use student workers, and various resources, questions, etc.

To follow up on an issue that was raised related to work-study students, the job advertisement itself does not have to be posted through the Career Center/DuckConnect; however, the position description needs to be listed in DuckConnect in case of federal audit.

A good resource for those supervising students is Student Life's Student Employment Enhancement site at <https://uosee.uoregon.edu/>.

Ideas for future tabletop discussions

- MyTrack
- Promotion and tenure
- Banner/IDR/other tools

- Student data
- How to support office staff
- Professional development for managers
- Sharing our various areas of expertise and/or manager presentations
- Work through/share ideas about recent changes.

Announcements

Summer dividends are still coming. CAS hasn't yet received them from central. Equipment funds are coming soon as well.