

CAS Finance and Operations/Post-Combined Meeting Q & A
January 13, 2016

Intro and additional comments (Andrew Marcus)

The focus of the non-renewals at the unit level will be NTTF, not staff. As his schedule allows, Andrew will attend some of the upcoming budget meetings.

Q & A period

Question: How is the college planning to maintain an increase in TTF, without a commensurate increase in staff?

Answer (Andrew): CAS and the UO continue to work on/explore implementing time-saving measures such as an ECMS and other electronic solutions. We hope to take some tasks off of unit staff's plates with shared service centers.

Question: Why weren't staff numbers included in the SCH-normed graphs? What are the implications of this?

Answer (Andrew): There are a lot of central CAS staff that wouldn't have been represented in these. There has been growth in CAS IT, for example. CAS IT will be budgeted via a separate process.

Question: Should units anticipate reductions to their staff?

Answer (Andrew): No, the non-renewal focus in the units is on NTTF. But it's impossible to say at this point that there will be no staff reductions, since it is still possible that units will choose to reduce their budgets by reducing staff FTE.

Question: More work has been pushed out to the unit staff. How does this fall into the discussions?

Answer (Andrew): He is working with HR to get some of the HR functions centralized and taken off the plates of unit and Dean's Office staff. Similar with GTFs/grad school. Other areas of potential centralization are travel and contracting.

Question: What is the timeline for centralizing services?

Answer (Andrew): Don't know yet. (Teri): Travel policy committee is working on this now for their area.

Question: Should units come to the budget meetings prepared with their proposed cuts?

Answer (Andrew): No, don't need to prepare anything for the budget meetings except any corrections to the personnel sheets, and FY 17 sabbatical and leave information. The meetings are a first round; we expect there will be subsequent meetings and discussions before budgets are finalized.

Question: How will centralized services be able to advocate for individual units' needs, and account for localized differences?

Answer (Andrew): Centralizing services should not take away from units' or managers' ability to advocate for themselves. If anything, it should give you more time for advocacy, by taking away some of the routine and time-consuming tasks. (Jared): He serves several units, and finds that it becomes the head/director's role to advocate, which is as it should be. (Miriam): The Dean's Office is working with

units to understand local culture and special needs. Decisions will not be made without taking these things into account.

Andrew had to leave at this point, but encouraged us to share questions and concerns with the Associate Deans and divisional specialists.

Question: Can CAS commit to not combining unit administration except in the case of manager retirement or leaving for another job?

Answer (Miriam): That is our commitment at this time. (Sherri): That is our commitment, but we may receive other direction from the University.

Managers discussed streamlining travel reimbursements in their units. Teri Rowe shared her experience, which is that a few faculty were reluctant at first, but she trained them well and the results (submission to check in one week) speak for themselves. Faculty are pleased.

Sherri and Miriam shared that a MAC agenda item is to schedule times for managers to share some of their practices/procedures and the travel process that Teri has implemented will be one of them.

Graduate Coordinator Meeting (Sherri)

Laura Jacek and Kellie Geldreich will be at the February graduate coordinators meeting. Please go, or encourage your graduate coordinators to go and share concerns.

Undergraduate Scholarships (Gordon)

Undergraduate scholarship administration transferred to Financial Aid and Scholarships in December. There have been some wrinkles, but they are being worked on. Stay tuned.