

**CAS Finance and Operations Meeting**  
**October 7, 2015**

**New Events Coordinator (Miriam)**

Bethany Robinson is the new CAS Conference and Events Coordinator. She comes to us most recently from the Downtown Athletic Club, where she was the events coordinator. She has also worked in the UO College of Business. Please let Bethany know as soon as possible about any 2015-16 events so she can begin helping you. ([bethany@uoregon.edu](mailto:bethany@uoregon.edu) or 6-3001)

**Managers' shared drive (Sherri N.)**

The managers' shared drive is going to be restructured so that security is set at the department/program level. That way, individual documents will not need to be password protected. The Dean's Office will notify you when this has been done, and let you know whether you need to do anything.

**Working groups (Sherri N.)**

We formed the working groups with some key goals in mind:

- Networking and learning from each other
- Fixing problems that are within CAS's scope
- Getting feedback from managers on new processes (both CAS and central)
- Providing an opportunity for interaction in a smaller group setting.

Based on attendance patterns, it seems that the working groups are useful to some of you, and not as much to others. We will distribute a survey for your feedback on the working groups and their future.

**Managers' Advisory Committee (MAC) (Sherri N.)**

The following managers received the most nominations, and have agreed to serve on the committee:

*Natural Sciences:* Shelley Elliott, Anni Elling

*Social Sciences:* Kristina Mollman, Jared Lindman

*Humanities:* Linda Campbell, Lisa Gillis

*Admin:* Jessica Ference.

**Retreat breakout session feedback (Miriam)**

Miriam distributed a summary of the feedback from our breakout activity at last month's retreat (attached). Key points addressed were:

*Classified hiring pools* (Shari P.): The hiring pools that CAS maintains for Office Specialist 1, Office Specialist 2, and Accounting Technician are on pause for retooling. The Dean's Office will be conducting initial reviews for minimum qualifications and specialized skills. Testing and supplemental questionnaires may be used to further narrow the pool. The attempt will be to identify the best-qualified candidates ahead of time so that when units have vacancies, the turnaround will be quick. The group noted several issues that should be kept in mind, including:

- It should be clear to applicants that this is how CAS makes all hires for these classifications; that this isn't "just a pool" (assuming we go in this direction);
- Ads should be updated regularly to state which departments are hiring.
- Care should be taken to assure proper consideration for veterans and confidentiality for internal candidates.

Volunteers to serve on interview committees are welcome.

*Electronic Content Management System (ECMS)* (Gordon): The RFP committee has selected Perceptive as the vendor. Central UO administration is waiting to make a funding decision until a "state of IT" memo has been released.

#### **Budget update (Sherri N.)**

The divisional specialists have entered budget changes based on personnel budget updates we are aware of so far. See the budget documents on the managers' shared drive for detail. The budget changes will post in period 3.

See tentative dates for FY 17 budgeting, in the CASweb process titled "General Operating Fund Budget Development" at <https://casweb.uoregon.edu/general-operating-fund-budget-development> (or do a keyword search/drilldown/find in A-Z index).

#### **International hires (Jennifer Doreen – International Employment Specialist, HR and Kate Comiskey – International Scholar Advisor, International Affairs)**

Jennifer Doreen is the new International Employment Specialist in HR. Her job is 50% labor certifications and 50% support for UO employees working overseas. Jennifer and Kate are working to integrate their functions more and automate processes. They discussed the difference between various types of visas, and various permanent residency processes. Please contact them with questions on international hire processes.