

CAS Department Managers' Meeting
July 9, 2014

July 1st salary increases (Gordon and Miriam)

Miriam is sending out the salary increase notification letters today, to budget managers. You will receive three files: one each for OAs, TTF, and NTTF. Check them over, especially any special circumstances, and distribute to employees. If you find any issues, please contact Miriam.

On Monday (July 7th), Miriam emailed the approved salary increase files to department heads. If you did not receive a copy from your head, please let Miriam know and she will forward it to you.

Budget process and overspending (Gordon)

Under the new CAS budget policy, it is expected that departments will notify the Associate Deans of any anticipated overspending in advance, to work out a solution. If departments deliberately overspend, they will be held responsible for making up the overspending from sources outside of the CAS general fund (ASA, ICC, Y activity codes, etc.). It is no longer feasible for departments to operate completely independently without regard for the College as a whole.

Most conversations with heads and managers have been constructive and helpful. Please continue to call Gordon if you have questions or concerns.

GTFF negotiations update (Gordon)

UO-GTFF negotiations began in February. The University has requested mediation, and mediated bargaining will begin at the end of July.

Questions from managers

Index for Level III grant-funded GTF tuition support

(For background, see the gtf-contacts email from Kassy Fisher, sent on July 2.) CAS will provide this index next week.

Oregon Humanities Center graduate fellowships

Gordon said that CAS will fund departments for their portion of these.

July 1st salary increases and summer salary

CAS is working with UPS to get an answer on whether the 7/1/14 salary increases will be in effect for summer positions.

Paperwork processing time

We agreed that more transparency and efficiency in processing paperwork will be a good thing. Offices are bogged down right now. Haley reminded us the new CMS could begin implementation in January.

Sabbatical travel approvals

Why are these still necessary? Background is that in the past, we have discovered faculty requesting reimbursement for non-research/University business. Gordon mentioned a similar issue with mobile technology reimbursements.

Courtesy appointment renewals/notifications

UPS/AA is no longer notifying employees when their courtesy appointments are renewed. Can/should departments do this on their own? Gordon will look into this.

Announcements

CAS IT update

Mike Moresi, the new trainer in CAS IT, introduced himself and announced upcoming trainings in Qualtrics and Wordpress. Jessica Ference demonstrated the new CAS IT dashboard at <http://casitweb.uoregon.edu/dashboard>. The dashboard contains your department's equipment eligibility list, a list of all orders and invoices, service license agreements, and inventory management.

Records management trainings

Haley will be conducting a series of records management trainings this summer. She will present three sessions: general records, email records, and personnel records. Please encourage your staff to attend.

CAS Newbies group

The Newbies group is starting up again. The first meeting will be today at 1:00 in Friendly 109.

Startup indices

Make sure you are using your startup index and the faculty member's activity code for all startup-related expenses.