CAS Finance and Operations Meeting
December 13, 2017

FY 19 general operating budget timeline (Sherri)
Graduate Employee (GE) term waiver allocations will be sent out next week. CAS beginning budget allocation sheets for the general operating fund ("OPX" indices) will be distributed in mid-late January. Units may request a February meeting with CAS if desired after seeing the budget allocation.

In FY 19, internal course buyout funds (Honors College, etc.) will go directly to Humanities and Social Sciences units to use for replacement instruction and/or services and supplies related to the general operating fund. This was already the case for Natural Sciences departments. All units will retain positive carryforward FY 19 to FY 20 on the general operating index, up to 1.5% of the CAS-provided beginning budget, as is allowed for Natural Sciences units. Buyouts and carryforward may be re-budgeted to other accounts within the general operating index.

CASweb Financial Reports (Sherri)
Due to the retiring of the legacy HRIS Data Warehouse, the CASweb Financial Report can no longer drill through payroll account codes to display employee names. This information is available in the Cognos Budget Status Org Drill-Through report.

DuckDepot and procurement cards (Sherri, Ellen L.)
PCS is making several updates to the DuckDepot and p-card processes. About half those in attendance said they and/or their staff would attend a session with PCS if Sherri asks them to provide one for us.

Faculty onboarding resource (Alicia)
Alicia said the HR Advisory Team is looking for volunteers to help with a faculty onboarding checklist. The commitment would be about two hours in January or February. If you are interested, please let Alicia know (aliciad@uoregon.edu).

Email digest and communication (Miriam)
We discussed how it's going with the combined managers' and heads' email digest. Some people said that combining them initially seemed to make sense, but the audience for certain items is unclear now that they're combined. Others said the combined format is useful for encouraging dialogue with heads and directors. Anna and Lisa will try adding a section called "Administrative Announcements" that are more specifically targeted to managers and staff.

Miriam also asked whether it would be helpful to have time for discussion of certain digest items or announcements (for example, the recent OCIAS pilot structure announcement). Consensus seemed to be that we will continue to include all announcements in the weekly email digest, and also continue to provide time during the monthly finance and operations meetings for questions and discussion.

Table discussions: Staff recognition and awards

Tables discussed and brainstormed ways to make employees feel appreciated and rewarded, given that our salary increases for merit are rather low. Ideas discussed::

- College awards with a variety of prizes for the winners to choose from: University Theatre tickets, sports other than football/basketball, CAS-related prizes; feature this award on the CASweb homepage
- People have different personalities and preferences with regard to meaningful prizes, amount of public recognition
- Publish a list of all employee awards with deadlines and nomination instructions
- Award a reserved parking space each month (may not be possible given UO restrictions on paying for employees' parking)
- Send "happygrams" to others
- Flexible schedules/working from home (this kind of thing can be arranged in your units)
- The holiday luncheon is an example of something we are already doing that people appreciate, as is the CAS reception for UO Outstanding Employee nominees.
- Foundation funds to purchase and award gift cards and other prizes
- Foster an everyday culture of appreciation
- Encourage and support employees in using vacation time
- Same holidays for OAs that classified receive (Christmas Eve Day, guarantee of special day of leave)
- Make sure employees have stability, don't feel disposable, that they know they are appreciated
- Roadblocks to appreciation include unclear nomination processes, communication from HR that a "big name" is required to support a nomination
- More/enough staff; make sure staff are compensated when they have to work outside their job description
- Random drawing for awards
- Highlight people's accomplishments in the email digest
- Employees could submit proposals for innovative projects they would like to work on, but need funding (like program grants).