# CAS Department Managers' Meeting
## November 12th, 2014

**GTFF strike preparation (Gordon)**

Discussion of various issues related to the possible GTFF strike, including: attendance tracking; manager workload; instructors of record and grading; communication between GTFs and students, staff; additional compensation for staff who assist during the strike; GRFs; faculty and their attitudes toward the strike; communication with undergraduates.

**e-forms (Mark McCulloch, BAO)**

Functionality to route and sign forms using an e-signature application and user's DuckID. The person sending the form determines the routing. This will integrate with the ECMS and provide a solution for users who might not have ECMS licenses (department heads, for example). The idea is that it will require no training and will be as easy as paper forms. Benefits: easy validation, verification of who is signing, instant and sequential or simultaneous routing, no printing or scanning or mailing, no software license. The system has collaborative editing. Anyone who signs may change the data until they sign. Other departments' forms may be integrated as well.

**WACUBO training update (Priscilla Havlis, Kristina Mollman, Anna Duncan)**

Anni Elling, Kristina, Priscilla, and Anna attended a three-day WACUBO event in Las Vegas in October, on Lean Process Management and also on the role of the business manager in academic units. They shared some of their experiences and information they received. All agreed it was a positive experience and encouraged the group to look for professional development opportunities.

**Human Resources working groups (Anna, Julie)**

The Aon Hewitt consultants involved in the Human Resources reconfiguration convened working groups this fall to work on various topics. Anna is in the HR technology group, which is in the process of selecting a software solution for the University. The group is looking for software to manage: sourcing and recruiting, onboarding, talent and performance management, learning and development delivery, and integration with Banner.

Julie Gray is in the hiring and recruiting workgroup. They are discussing how HR will provide centralized help in this area (talent acquisition). Which parts of an entire process can be done centrally so that departments don't have to absorb all of the work? Will probably begin with OAs and classified employees.

**Student IDR reports (Haley)**

Let Haley or Peter know if there are canned student reports you want to see on CASweb.