

**CAS Managers' Meeting**  
**January 14<sup>th</sup>, 2015**

Guest: Chuck Triplett, Asst VP for University Initiatives/Collaboration

**Policy Advisory Council and UO Policy Workflow (Chuck Triplett)**

See attached handouts. Some key points:

- A Policy Advisory Committee (PAC) has been established (campus announcement is forthcoming), which will consist of faculty, students, and staff. The Council will advise on review, development, and revision of University-level policies. See PAC handout for more information.
- The OUS policies we inherited with the governance transfer will be reviewed. There are over 700 of these, so it will be a years-long process. The PAC will use the policy library website ([policies.uoregon.edu](http://policies.uoregon.edu)) to inform the campus community as to which policies are under review and when public comments may be made.
- Chuck began his job in September. He has taken inventory of the various policies and has assigned them to 7-8 executive offices and asked each office to prioritize their group of policies for review.
- The Senate President is a standing member of the PAC. The Senate will always know which policies are under review and will have their own process for reviewing the academic policies.
- PAC meetings are open to the UO community and will start in February.
- A manager asked whether the UO is considering creating a policy manual like OSU's. Chuck said that formal plans for this do not exist but he is willing to advocate for it. He would like to see unit-level policies linked to UO policies and be consistent in format with UO policies.

**Notes from Heads' Meeting (Sherri)**

- Interim Dean Andrew Marcus met with some key donors while he was in Texas, including the president of the American Medical Association, who is a UO alum but has so far not had any continued connection with the UO. He has agreed to come for a visit.
- Karen Ford will be the new Humanities Associate Dean. She will start during Spring term.
- The SAIL program is one of this year's MLK award recipients.
- Promotion and tenure update:
  - 32 cases this year
  - External review letters will be subject to more scrutiny based on relationship to candidate. Recommendation to include no more than two letters from list the candidate provides.
  - Academic Affairs is hosting workshops on P&T for heads and managers.
- Data dashboard – hope is this will be continually updated. There may be trainings.
- Graduate program dashboard – also forthcoming after the Wise Heads provide input.
- TTF Professional Responsibilities – leadership is having a kickoff today.
- Andrew Marcus is setting aside time to talk with members of the College about their issues and concerns regarding College or UO administration. You may also go to the Associate Deans.

### **College Budget Shortfalls**

Last year, CAS ended up with a \$12 million operating deficit. This year, the operating deficit is projected still to be about \$11 million, due to decreased student credit hours and continued issues with the budget model. CAS leadership is advocating with the President and Provost for a budget model that takes into account several things, including UO hiring and enrollment initiatives, College costs, and CAS subsidizing other colleges by providing their majors with gen eds and degree requirements, but not getting the income for those majors or degrees.

Each college receives income from the budget model based on student credit hours, majors, and degrees; when CAS provides gen ed classes for majors from other colleges, we are incurring expense but not receiving the portions of the income for majors nor for degrees. Neither tuition income nor income from the state is expected to increase, so we need a new budget model.

In addition, discussions with Academic Extension continue regarding creating a separate model for CAS courses. Currently, CAS is bringing in about \$2.6 million less per year from courses being offered through AE rather than through the standard budget model, which is 2-3 times more than departments make on these courses. Another issue with AE is that out-of-state students are incentivized to take them because the cost for an AE course is much less than the out-of-state tuition they would otherwise pay; this is being reviewed as well.

English is piloting a new process for working with Foundation funds that will make it easier to access these funds. These steps with AE and with Foundation will help the College show that we are taking actions to mitigate the impact of our deficits on the institution as a whole, while we advocate for changes to the budget model that will help us reduce our operating deficits.

Gordon mentioned several things the Deans are requiring of units in the meantime:

- Only those GTFs with salaries below the new minimums may receive the increase in the new GTFF contract without CAS approval. (CAS does not receive budget for these increases from central.)
- As “rightsizing” discussions are just beginning around graduate programs, at this time, do not hire more GTFs than you did this year. A memo regarding size and scope of departments’ graduate programs will be forthcoming from the Dean’s Office in the next couple of weeks.
- Replacement hires will not happen automatically for any employee type.
- Be as financially prudent as possible. If you anticipate a crisis, please tell Gordon and your divisional Associate Dean.

### **Working Group Update (Sherri)**

Several themes arose from our first working group meeting: Training, HR, communication, unclear authority, transparency, workload, and a feeling of being “stuck in the middle” of department heads and administration. Each group’s monthly meeting time will be announced soon.

**IDR/Cognos (Sherri)**

If you have not attended a Cognos training, PLEASE DO SO. The report that will replace the CASweb Financial Report has been rolled out. Sherri's working group will be working on a transition plan; we can't carry out any plan if everyone isn't trained to use Cognos.

**New Meeting Format (Sherri)**

Starting next month, our managers' meetings will take a new format, with budget discussions during the first 30 minutes and operations discussions during the second 30 minutes.

**Other Announcements & Questions (group)**

- The CHRO interviews have been taking place. You are encouraged to attend the candidate presentations.
- 2<sup>nd</sup> and 3<sup>rd</sup> quarter budget meetings have been merged, and will take place in late February-early March.
- If your department head's term is ending this year, it is about time to start the decision process for the replacement. Heads should contact their Associate Dean for guidance.
- Make sure you read the new GTFF contract – there are some items that might be different from current department practice.