

**CAS Finance and Operations Meeting
May 16, 2018**

Foundation discussion (follow up from combined heads and managers portion)

Sarah Bungum is a resource for stewardship and donor relations questions.

The Dean's Office will have meetings with units this summer to discuss plans for unspent balances.

FY 19 budgets

GE terms: Units need to stay within both the allocated number of terms and the salary budget. These are indicated on the FY 19 budget sheets on the Business-Managers shared drive. Units can appoint at appropriate FTE; there's no longer a .40 FTE minimum. GE allocation funds are NOT fungible to other uses. If GE term usage is less than the allocation, associated funding for unused GE terms will be returned. This applies at the college level as well, therefore we will ask in late summer how many you expect to use so we can re-allocate and therefore use all terms allocated to CAS.

Not using all the terms all this year doesn't mean you will get fewer next year.

GE salary was funded in beginning budget at an average FTE and GE level, minus average leave.

Faculty salary: Remind faculty to report leave. Salary associated with leave taken is paid by a UO central index. Beginning FY 19, there is also an average leave adjustment applied to faculty salary budgets.

Summer term coordinator stipends

These should be paid 100% on units' summer session indices ("SME" this year). The Dean's Office will correct any that were submitted with a split labor distribution or do a PAA if necessary.

New faculty account codes

Starting in FY 19, the UO will split faculty salary (10102) into multiple accounts. The Dean's Office will split FY 19 budgets accordingly. The anticipated new accounts are:

<u>Account Code</u>	<u>Description</u>
1010X (X will be a letter)	TTF
1010X	Career NTTF
1010X	Pro Tem
1010X	600 Hour
1010X	Contingent Research-Career NTTF
1010X	Contingent Research-Pro Tem

FY 18 settle up

CAS will settle up units' OPX BGEN indices.

Units need to use OPX BGEN to zero out any other FOPAs that used budget initially provided to OPX BGEN, or other FOPAs being used to track expenses by the close of period 12. The Dean's Office will do this for grant cost-shares.

For IHP search expenses, leave expenses on the BSRCH# activity codes, up to \$2000 per candidate per search for up to three candidates, and CAS will reimburse up to \$2,000 per candidate via a budget change in period 12.

Major/minor change form

Update: CAS and CASIT are working on a replacement solution. If you would like to be involved in developing requirements for the solution, please contact Loring Hummel in CASIT.

CTX laser printer replacement program

We discussed this and how it's going. For more information, see <https://pcs.uoregon.edu/strategic-purchasing> (log in, then scroll down to "Managed Print Services for Laser Printers" under Implemented Strategic Purchasing Initiatives).