

**CAS Finance and Operations Meeting
December 7, 2016**

Blended OPE update (Stuart Laing, Director of Budget Operations, BRP)

The University is moving to blended OPE account codes in FY 18. The rates and account codes will be based on employee class. Employee vacation and sick leave will be charged centrally, not to units, but time recording and time entry will not change. BRP will hold trainings in January; managers are encouraged to attend. Stuart is working with SPS on updated grant budget templates.

New History manager

Alicia introduced Lauren Pinchin, the new department manager in History. Lauren comes to us from the Oregon Bach Festival, where she was the grants and contracts coordinator. Welcome, Lauren!

IT and IS update (Chris Krabiell, interim CIO)

The various consultants' reports have all been released, and Information Services is working on their "rebalancing." More information is available on the Provost's website: <https://provost.uoregon.edu/it-strategic-plan>. An advisory group has been assembled, and Chris meets regularly with UO leadership. By February, some reporting lines will begin to change. We are taking advantage of turnover as it occurs. For example, Journalism and AAA combined their IT administration when the SOJC manager accepted another position on campus. When the CAS IT manager accepted another position, CAS IT rebalanced some administrative functions with central IS. President Schill has said that IT jobs won't be lost; the focus is on redistributing skill sets. There will be a charter that lays out everyone's roles.

Interviews for the new CIO took place last weekend. There will be a second round of interviews in January and February, with the intention of having a new CIO in place by the end of the fiscal year.

IT is a priority for the Board, and they are watching the progress and have been supportive of IT needs. The University has allocated IS \$3 million annually for capital spending and infrastructure. The IT Steering Committee determines how this will be spent (ITSC was formerly known as the IT Governance Committee; membership is listed here: <https://provost.uoregon.edu/content/it-strategic-plan-governance#it-governance-committee>).

Budget overview (Sherri)

University budget

The University is projected to be in a \$25-27 million shortfall next year. The UO is planning to shield schools and colleges from much of this, but this means tuition may increase. CAS is still charged with eliminating our \$5 million shortfall, of which we have \$1.7 million left to fill. About \$1 million of this is projected to be covered by anticipated or already known vacancies.

CAS FY 18 budget process

The Dean's Office will distribute units' projected general fund budgets in mid- to late January. We will not require budget meetings this year, but units may request them.

New UO model

The University is working on a new budget allocation model for FY 18, which at this point is planned to be considered in three “buckets.” The metrics to allocate each “bucket” have not yet been determined. So far, the three pieces are: 1. TTF, instructional and research GEs, some higher-level administrative positions; 2. Instructional NTTF and summer instruction; and 3. Administrators and S&S. We anticipate CAS will receive an allocation to meet our operating needs. Two groups are meeting in parallel to work on the new allocation system: financial officers from the schools and colleges, and deans and academic leaders.

HR updates (Sonia Potter, Director of HR Operations, and Nancy Nieraeth, Director of HR Talent Acquisition and Development)

Contract renewals update

Contract renewals most likely will not be done in MyTrack. So far, MyTrack is being used for contracts for new hires only. It may be possible to renew in MyTrack contracts that were originally generated in MyTrack, but HR needs to explore this further.

OA contract renewals may or may not be required this year, pending approval of the new OA policies that eliminate annual contracts for OAs.

MyTrack implementation

MyTrack has been implemented for about eight weeks now. MyTrack has received 106 position descriptions submitted for the purposes of job requisitions, reorganizations, reclassifications, etc. Approximately 1200 job applicants have already used MyTrack to submit their materials.

In the coming months, HR will focus on training units to create a consistent look and feel with position descriptions and job announcements. In the meantime, know that the Position Summary is the piece that is highlighted in the ad on the UO Jobs page.

There isn't yet an average timeline for approval of items submitted through MyTrack. Position descriptions are quite varied among units and positions, so they need different levels of work before they can be approved. A good starting point for faculty position descriptions is the unit's professional duties statements. Once you have entered a position description, you can copy it into a new one for a different person/position. Remember to select the correct approvals process and approvers from the MyTrack Cheat Sheet on CASweb.

Pool hires will likely require a unique position description for each hire.

As with any online tool, MyTrack doesn't always accept formatting well when you copy and paste. Don't copy and paste rich text formatted documents and expect the formatting to translate.

The skillcode sheet has been removed from MyTrack hiring processes. If you would like applicants to provide the information formerly provided on this sheet, include it in the supplemental questions or elsewhere in the application/search process.

FLSA changes

There were several questions about the new FLSA rules and the injunction of said rules, especially with regard to GE time tracking. Nancy and Sonia don't work on the FLSA team, so they will get more information and report back.