

**CAS Finance and Operations Meeting**  
**June 10<sup>th</sup>, 2015**

**Thank you and farewell!**

Marilyn Reid and RaDonna Koble are retiring, so this is their last meeting! We will miss them and wish them well. They are always invited back.

**Highlights from department heads' meeting (Sherri)**

Sherri gave some notes from today's department heads' meeting. Three department heads are retiring. Development is anticipating some large donations. Interim Dean Marcus continues to acknowledge the stress put on our workloads, and would like this coming year to be a "year of boredom." He plans to advocate our budget situation to the new UO President. He told the heads that CAS will conduct the faculty search request and budget processes much earlier this year.

**CASweb update (Anna)**

The content focus groups have begun their work identifying processes that should be included in the new CASweb. The Personnel focus group would like to see your department's written personnel procedures. If you would like to share, please email them to Mischelle Pennoyer (misch@uoregon.edu).

**Budget update (Sherri)**

Sherri is working on FY 15 budget cleanup and reconciliation. The Dean's Office has submitted FY 16 beginning budgets to BRP. If BRP has questions related to non general funds, Sherri will pass those questions on to unit budget managers. Budgets should be finalized by the middle of July and units will be notified of their final beginning budgets. If you need to submit adjunct RTOs prior to knowing the final budget amounts, please contact your divisional specialist (Social Sciences: Alicia; Humanities: Ellen C.; Natural Sciences: Anna).

We will take the opportunity to provide BRP with some feedback on the budgeting tools used this year.

**Contract renewal process (Sherri)**

Sherri read a list of feedback points that a group of managers put together for HR:

- Timing
  - Delays in processing
  - Holding contracts is problematic for units that rely on early data entry in Banner
  - It would be helpful to have a start-to-finish timeline published for this process.
- Communication
  - Conflicting communication from Academic Affairs, HR, CAS
  - Verification (email?) when contracts are generated/completed would be helpful
  - Lack of notification when changes are made after leaving the department.

In addition, managers listed some other questions/concerns with this year's contract renewal process:

- Will this process continue? In what format (spreadsheet, online, etc.)?
- Will HR create a users' group that could provide feedback on such process changes?
- Separation of contract generation from labor distribution.

If you have additional feedback you would like to give HR, please contact Sherri.

A couple of managers raised concerns about changes being made to RTOs by HR, after they had been signed by the department and CAS. The Dean's Office looked into these concerns and it does not appear that the changes were substantive (affecting pay, labor distribution, or FTE). These were summer contracts, not academic year or 12-month.

#### **Working group updates (Alicia, Sherri, Anna)**

The working group leaders gave updates on what their groups have been talking about over the past several months. Ellen C. was absent so did not present.

#### **Timely GTF contract processing (Shari P.)**

The Graduate School recently sent an email reminding us of the need for GTFs to be paid in a timely manner. Last year, 149 GTFs were not paid on time in the Fall. Shari asked the group to brainstorm factors contributing to this, and what might help. International GTFs may be a large portion of those not paid on time since they have to be physically on campus and have obtained a Social Security card in order for their hire paperwork to be processed. The payroll document deadline is in early September, and the GTFs often do not arrive until at least mid-month. Linda Leon AND Jared Lindman suggested that International Affairs host a shuttle to the Social Security office.

For U.S. GTFs, an issue is that the Graduate School deadline to submit hire paperwork is in mid-July, which allows a 2.5-month window for processing. Departments have found that if they miss the deadline by even a day or two, the GTFs are still not processed or paid on time.

#### **Student reports on CASweb (Haley and Peter)**

The canned Student Data Warehouse reports on CASweb will be replaced by Cognos reports. Please make sure that any staff who work with these reports have IDR access. See [idr.uoregon.edu](http://idr.uoregon.edu). Peter Campbell mentioned that a higher level of security is necessary to access parts of the student reports and that all managers should request this from the Registrar. On the current access form, this is accomplished by checking the "Student" box in the top half of the second page. The form will be revised soon, and we intend to have copies of the new form at the next meeting.

#### **Mobile technology reimbursement requests (Gordon)**

Please make sure that as you receive mobile technology requests from faculty, that these requests are for an appropriate portion of a family cell phone plan (i.e., not the entire family's plan).