

**CAS Finance and Operations Meeting
March 8, 2017**

Supervisor safety (Haily Griffith, Occupational Health & Safety Manager, Safety & Risk Services)

Haily presented on safety issues in offices and how we can prevent injuries (slides are also on the Business Managers shared drive):

Safety is learned behavior, not just common sense. Unsafe acts cause more injuries than unsafe conditions. For example, if you need to reach high areas, use a ladder, not a chair. Use Campus Ops for moving heavy equipment and furniture. Make sure furniture is appropriately fastened to walls. Use handrails on stairs. You can get an ergonomic assessment from Environmental Health and Safety to prevent injuries caused by awkward positioning and repetitive stress. Careful about walking and texting.

Injury Reporting and Workers' Comp (Trish Lijana, Workers' Comp Program Manager, Safety & Risk Services).

All workplace injuries should be reported, regardless of severity. UO has to report any medical transports within 24 hours or risk large fines. Injury and workers' comp forms can be found at <https://safety.uoregon.edu/content/injury-reporting-and-workers-compensation-0> or search the UO site for "injury."

H-1B visa update (Jennifer Doreen, International Employment Specialist, HR)

The federal government is freezing expedited H-1B visa applications. This means that the H-1B visa process can take eight months. However, applications may not be submitted until six months prior to start of employment. Reach out to Jennifer or to Kate Comiskey in International Affairs with concerns and questions. For Fall hires, if you have international candidates, HR will work with you on a case-by-case basis to ensure contingencies are in place, such as a late start date to allow for visa processing. Employees with concerns about travel and re-entry may consult with HR for advice.

International students with questions or concerns should contact International Student Services.

Procurement card policy updates (John Beeson, Procurement Card Manager, PCS)

PCS has re-written their policies to 1. Support the business of the University; 2. Add value; 3. Ensure compliance. The old procurement card policy was very punitive. The new policy sees the p-card as a broadly applicable means of payment. The few remaining restrictions are in areas PCS doesn't control (travel, for example). PCS doesn't bar the p-card from being used for travel WITH BAO approval, but IRS regulations make it difficult for BAO to approve the p-card for travel use, so this will be rare.

The p-card will be the sole means of payment on DuckDepot. Vendors and merchandise on DuckDepot will have already gone through the competitive process. Units will be able to specify the index/FOPA for each purchase, without having to do p-card JVs.

P-card custodians are set up with access to U.S. Bank statements for their cards. They also have the authority to clear fraud blocks, and the responsibility to monitor statements for fraudulent activity and

to keep the card information secure. Anyone using the card needs to have a card in their own name. Cards may still not be used for alcohol purchase, as they still charge to state funds.

Budget updates (Sherri Nelson)

The Dean's Office will do all the salary planner entry for departments, including non-general fund salaries. This was the consensus, to reduce the number of people needing to attend training and do the entry. The salary planner will budget salaries less the average leave amounts from the new blended OPE structure. The Dean's Office will update the salary budget spreadsheets to reflect this. Leave taken will be charged to a central index. (CAS is still advocating for a way to more clearly reflect and settle up leave expenses.)

Announcements

- Jamie Rivas is the Grants and Contracts coordinator in the Dean's Office. Jamie is available to provide grant support to departments and programs in the Humanities and Social Sciences departments. She is currently working with Geography and Anthropology and also working on the policies and processes for Faculty Fellowships. If you have any questions about grants, please feel free to contact her (jrivas, 6-5267).
- CAS has not done a formal training program, such as the old Newbies group, for new managers in a few years, but please know that the divisional specialists are available for training and support as you need it. Also, if you have an idea for a group training (such as the office safety and bystander training recently given by the UOPD chief), please feel free to suggest it to Miriam.
- The CASweb Foundation Reports have been made available to heads and managers. You can see your Foundation equity summaries, download the monthly reports in Excel format, and search for individual equities to view their data.
- There was a question about how any faculty nonrenewals will interact with the May triple deduct process. Sherri will get in touch with Payroll and follow up.