

Meeting Notes – Finance and Operations Meeting

February 11, 2015

GTF Union Contract Changes – Kassy Fisher, Graduate School

- Kassy has distributed and will update a PDF document explaining all of the various changes to the GTF contract.
- Graduate School is looking into language for how to talk to GTFs about summer teaching contracts. “Are you interested in....”
- Priority submission deadline for GTF contracts is May 8th 2015. For courses with unpredictable enrollments you may choose to wait to see how registration is going before offering contract. For these courses, payment may be delayed slightly depending on when the contract/PRF are submitted.
- Kassy discussed the need for Absence Notification Policies within the GDRS of each department. This does not mean that a department is responsible for tracking the absences of their GTF/GRFs, but only to document how any given type of GTF should report an absence.
- If the GTF misses more than a week, the Graduate School should be notified for tracking.
- Request made for simple template for documenting absences, possibly Mathematics department has one that they are willing to share.
- Please see Kassy’s Key Changes for Hiring Units documents for more information.

Working group recaps

- Anna – Instead of having departments do their 2015-16 contract renewals in PWAAPPT, HR is planning to send renewal spreadsheets to units to complete. Anna’s working group discussed this idea and has provided feedback to HR.
- Ellen – Departments spending lots of time doing research because either they do not have easy access to financial information they want or don't have/can't find policies/procedures/instructions.

Examples:

- 1) Hiring, specifically International.
- 2) IDR. Not getting reports they need (See Sherri’s working group update).
- 3) Tracking down paperwork (search approvals specifically mentioned).

Will spearhead a project for making a set of directions for International hires with the hope when HR gets organized they will take over all hiring paperwork & processes.

If you don’t know who to send a specific type of paperwork to in CAS, you may send to the attention of either Anna, Alicia, or Ellen and they will make sure it gets to the correct person.

- Sherri – IDR/Cognos trainings – discussed suggested steps for transitioning from CASweb Financial Report to Cognos Budget Status Organization Drill-Through report, which “mirror” the CASweb report. Initial steps – create short, specific training sessions for CAS personnel. For

example: How to log into Cognos and how to navigate once logged in. What is the Budget Status Org Drill-Through report and how do I use it and how does it compare to CASweb. These training sessions will be led by Mike Moresi, CAS IT training specialist. Sherri will email out the first date/time for the initial training session. Also, the Budget Status Org-Drill Through report will be automatically emailed to budget managers after the close of each month. The creation of this auto generated email will be done for all departments by someone in the Dean's office. When that has been done, Sherri will send out an email notifying managers.

- Alicia – Met in late January and discussed summer changes. Supplied feedback to HR while they decide contract changes. Graduate School and HR invited to join Finance and Operations meetings in coming months to discuss changes. Summer Technical Guide will be updated and distributed when more information is available on NTTF and TTF hiring process for the summer.

Summer Updates – Alicia de Gonzalez

- Break even reports to be distributed by Friday, February 13th.
- Summer unclassified RTO's will not be due on March 4th as stated on original timeline. Please hold off on doing contracting until HR sends out more information.
- Alicia will make and distribute all summer teaching GTF contracts. She will gather information needed by April 3rd and get contracts and PRFs back to departments by the end of April.
- The majority of GTF contracts should be returned by deadline, but for those with unpredictable enrollments, you may wish to hold on to the Notice of Appointment a bit longer.

Operations – Shari Powell

- OA review forms will now have field to indicate whether an OA has done all required reviews of classified staff. Reviews of classified staff are required yearly by the SEIU contract.
- Classified reviews go to HR directly and do not go through the Dean's Office, but HR reports on who is missing reviews and supervisors are contacted.
- HR report accuracy is being worked on, and while we'll probably have to make corrections this year, CAS is working with HR to make the reports correctly reflect reviews completed.
- Training survey will be distributed to gather information on professional development in CAS.
- Gordon has money in his discretionary fund to pay for professional development opportunities for OAs. There are also funds available from HR. OAs are encouraged to get out and do more off site professional development trainings.
- Office Managers Share drive contains current position descriptions. Contact CAS IT for mapping of this drive to your computer. This can be used as a resource when starting to create position descriptions.
- Open pools are available for OS1, OS2, and Accounting Tech positions in CAS. Contact Shari Powell for more information on these pools. There are many applicants and are being graded initially by the Dean's Office so that staff are not overwhelmed when they want to search for someone for one of these positions. Shari is happy to assist in narrowing down applicants.

Migration to CANVAS – Nina Fox

- Blackboard courses are being migrated to CANVAS.
- Training for faculty will happen this month with an aim to give faculty access March 1st for their spring term classes.
- Student access slated for April 1st.
- The application was rated as intuitive, simple, and easy to use.
- The vast majority of faculty and GTFs who piloted preferred it to Blackboard.
- The license for Blackboard will end September 30th, 2015.
- Departments are encouraged to adopt early in order to be ahead. Sign up for early adoption at blogs.uoregon.edu/canvas/
- Departments can also sign up for email updates.
- The timeline for implementation was presented.
- They are migrating some 8,000+ courses from Blackboard to CANVAS, for now, only 2,000+ spring term courses being migrated.
- On average a course took two hours to correct migrations issues per course.
- After spring term, “non CRN” courses can be added with an exception form.
- There will be training for non-faculty as well. Peer advisors and UG advisors especially will need to be able to help students navigate the new system
- Some students will be using both Blackboard and CANVAS during spring term, depending on which courses are in which platform.