

**CAS Finance and Operations Meeting
February 13, 2019**

Cinema Studies interim manager

Miriam introduced Maureen Wimberly, who will be the interim Business Manager for Cinema Studies while Tim McGovney is deployed.

Stewardship of scholarships

Sarah Bungum, Associate Director, Donor & Alumni Relations, CAS Development, shared some resources for stewardship of scholarship funds (see sample student thank you note on the Business Managers drive in Meeting Notes). Sarah will contact units in the spring to determine who needs help with scholarship stewardship, and to gather scholarship recipient names.

CAS Task Force updates

CAS department managers on the task force are: Melissa Bowers, Monica Guy (not present today), and Teri Rowe (Teri provides staff support to the task force). Ben Brinkley, CASIT director, is also on the task force, and was present.

Melissa Bowers gave an overview of the makeup of the task force, its charge, its timeline, and what they have discussed so far. Information is available at <https://provost.uoregon.edu/task-force-structure-college-arts-and-sciences>. The task force's meetings are open to observers. The timeline involves a recommendation in time for decisions and a Dean(s) search starting in Fall 2019.

Ben Brinkley seconded Melissa's comments and added that he wants the task force to understand that there is a cost to even having these discussions, in terms of time and morale. Ben summarized the comments from the heads' meeting earlier.

Teri Rowe talked more about the task force charge and actions they will carry out. She said that the task force has created subcommittees on topics such as research, teaching, internal relationships, external relationships, structure, and a writing group.

Announcements/Q&A

A manager had a research NTTF offer declined by Cass Moseley with a request to fill out the Approval Form for Non-Tenure Track Faculty Pay Actions Affecting Base Salary.

See <https://hr.uoregon.edu/recruitment/classification-compensation/non-tenure-track-faculty-pay-actions-affecting-base-salary> This is new for NTTF hires, and is intended to keep the UO in compliance with the Oregon Equal Pay Act by facilitating a salary review by either the Office of the Provost or VPRI prior to a new hire, a retention offer, a reclassification, or any other pay action that affects base salary. After the approval form is approved and returned, you will upload it to the offer card in MyTrack. See also the email "UO Action to Implement the Oregon Equal Pay Act," and the NTTF requirement was called out by Cass Moseley via a follow-up email to DGAs.

Budget updates (Sherri)

Forecasts for next year and the year after are not good. Academic budgets may be reduced. Please don't send career renewal notifications yet.

Question: How do the Tykeson advisor positions affect budgets? Are they part of the CAS budget?

Some are, some are not. Both CAS and UESS have current advisor positions that will transition into Tykeson as well as new positions that will be hired. In the current central budget allocation to CAS, "matching funds" were provided to CAS for five of the 10 new positions.

Question: Will CAS cover unit deficits caused by lower-than-budgeted average leaves?

No. This should average out over the years. Units can use other resources if they are in deficit or can carryforward the deficit, documenting that the reason for the deficit is due to average leave not being taken. Please encourage faculty and staff to report their leave. A Cognos report is available – Leave taken by FOAPA