

CAS Finance and Operations Meeting
May 13, 2015

Introduction of new manager

Melissa Bowers is the new department manager in English. We introduced ourselves to her. Welcome, Melissa!

FY 16 budgets (Sherri Nelson)

Department budget meetings are underway. The Dean's Office will use the personnel spreadsheets from these meetings as the basis for entering salaries in the beginning budget salary planner. You will not need to do anything for general fund (OPX) for beginning budget for your indices. After each department has met with the Dean's Office, the Associate Deans and the Dean will meet to finalize budgets, especially the adjunct piece. Then CAS staff will distribute detailed budgets to the units. Target date is early June.

There was some discussion of the search request process. At this point, heads/directors should be having conversations with their Associate Dean. The Research Office also needs to be involved since they are funding all startups beginning in FY 16. The question was raised of the long-term hiring plans units created a few years ago. Gordon indicated that we still want to make these hires, but due to budget constraints, the pace of the hiring will likely be slow.

Working group update (Sherri Nelson)

Three of the four working groups have met with Cynthea McIntosh to hear her presentation on the new Foundation accounting structure, and ask questions. If you missed your group's meeting, you are invited to Sherri's meeting tomorrow, May 14th, at 1:00 in 109 Friendly, where Cynthea will present one more time. At next month's meeting, the working group leaders will present on what their groups have been working on, and future plans for the groups.

CASweb update (Haley Ruddell and Anna Duncan)

The CASweb redesign has been approved. The new site will be process/instructions oriented, with other types of content (forms, reports, deadlines, etc.) associated with each process. The goal is to create a site that is relevant, clear, and easy to use. The project management team for the redesign is Haley, Anna, and Loring Hummel from CASIT.

We need to recruit 10-12 managers to serve on focus groups with Dean's Office staff. Focus group members must be available for a kickoff meeting on June 3rd, as well as some group work time during the first half of June, then 1-2 meetings on Mondays in July. Tasks will involve generating a list of processes that should be included on the new CASweb, as well as which reports, policies, forms, and external links should be associated with those processes. A recruitment email will go out this week with a response deadline of May 22nd.

Summer update (Alicia de Gonzalez)

Alicia will email managers instructions regarding their Summer department head and Summer Term coordinator stipends and PRFs. The Dean's Office prepares the PRFs for the department heads, and departments prepare it for the coordinators. This is because the heads' stipends come from a CAS index, and the coordinator stipends come partially from a department index.

Summer health insurance expense for GTFs has been announced at \$1377. Please update your break-even sheets.

Courtesy appointments (Alicia de Gonzalez)

If you have not already done so, please send your completed courtesy appointment lists back to the Dean's Office.

OA Classification and Compensation meeting (Sherri Nelson)

There is information on the OA classification and compensation project on the HR website at <https://hr.uoregon.edu/oa/class-comp-project>. You are encouraged to review and understand this information. After reviewing this information, if you believe it would be beneficial to have a member of the HR team attend an upcoming finance and operations meeting please email Shari Powell.

Training snapshots (Sherri Nelson)

Email Shari Powell if you have requests for topics for upcoming trainings. Shari plans to incorporate these topics into upcoming finance and operations meetings. The attempt to provide trainings at 10:00, between the heads and managers meetings, was not terribly successful. Sherri and Gordon will still be available in the meeting room at 10:00 if you would like to catch them for discussion or questions.

Campus budget managers notes (Sherri Nelson)

- Kelly Wolf said that auditors are working on research and financial aid and scholarships. There is a new procedure for payments to research subjects. For more information, contact BAO or see their website.
- OPE increasing by 9% for FY 16.
- The Policy Advisory Committee has posted policies currently under review, at policies.uoregon.edu. Please visit this site if you would like to participate in the public comment period.

Department heads' meeting notes (Sherri Nelson)

- The recently-publicized requirement that all employees must have an annual performance review does not apply to tenure-track faculty.
- Information on tenure-track faculty professional responsibilities will be coming out soon.
- Lisa Raleigh (CAS Communications Director) announced that the College is ramping up publicity regarding careers for CAS majors. See cas.uoregon.edu/careers. If you would like to distribute brochures in your department office, please contact Lisa directly.

- New Media Relations Manager for the University is Molly Blancett. She is working to publicize the accomplishments of our faculty and their research. There will be a media relations training for faculty in June and ongoing.

Paperwork changes

In response to a question from a manager, Sherri said that the Dean's Office's target date for starting to return updated record copies of paperwork (PRFs, RTOs, etc.) to departments when we have made changes is July 1st.

Wrap-up and going forward (Gordon Taylor)

Gordon acknowledged the amount of change and the degree of uncertainty that have characterized the past couple of years and is likely to continue. He encouraged managers to share with him any concerns they might have, and to be willing to give constructive criticism. We had some discussion and dialogue around this.