

CAS Finance and Operations Meeting
April 6 2016

Purchasing Portal Demonstration (Cathey Susman, PCS)

See handouts and/or attend a training. Sign up for training at odt.uoregon.edu. Note that the software works best in the Chrome browser.

CAS Event Planning (Bethany Robinson)

Bethany is available to assist with event planning. She is becoming well-acquainted with the UO's event planning quirks and can help with lecture series, symposia, science fairs, etc. Her fee is 10% of the event cost, up to \$3000 or at a flat rate of \$40/hour. She can split duties with unit staff. Bethany will be an expert in the new purchasing system, so she can take on the contracting aspect of event planning. She can negotiate with vendors, coordinate the creation and dissemination of promotional materials, etc. See casevents.uoregon.edu for more information on Bethany's services.

Bethany reminded units to fill out the graduate student award survey she has distributed via email, so that awardees will be recognized at the Dean's reception on April 20.

Managers expressed a desire for CAS to encourage heads to use Bethany's services, and explain the benefits and cost savings to the heads.

GTF Hiring Process (Sherri)

The Graduate School has decided to wait for the new electronic content management system, rather than use the electronic system they had begun to develop. So AY 2016-17 appointments will be processed on paper as they have been.

The Graduate School is looking for one or more graduate coordinators willing to help them process paperwork during June-September. Their home units would either loan them during their regular hours, if they have time to spare, or they could work some additional hours if they are appointed at less than full time. The Graduate School is not looking for people who would be working overtime. Sherri said that CAS will allow units to keep any salary savings from loaning a full-time grad coordinator. Please email names of able and interested graduate coordinators to Sherri Nelson.

The Graduate School keeps a log of paperwork it receives but isn't able to make it public. If you need to track a document, please call them.

Announcements (Sherri, Miriam, Anna, Alicia, Ellen C.)

OA contract renewals have been sent to Human Resources via spreadsheet. If you have an OA for whom the performance review was not submitted to CAS, you will need to do a paper RTO. Use the RTO that HR has already generated (these will remain in the system through June).

The shared pro tem pool ad will be handled by Russell Hilkene, who is working for the Dean's Office. Keep running your pool ad even if you do not anticipate hiring pro tem this year. Russell will send out an email with more information in the next several days.

Sherri and Miriam have now conducted in person meetings with most unit managers to improve communication and become more familiar with the units.

The *shared practices lunches on travel reimbursements* are underway. We are posting the documentation at <https://casweb.uoregon.edu/travel-approvals-and-expenditures>. Note that some of the forms are on the BAO travel page linked from the CASweb process, or direct link is <http://ba.uoregon.edu/content/travel>. Let Sherri or Miriam know if you have topic ideas for future shared practice lunches.

The *CAS Dean search* surveys are still available on the Provost website. If you attended (or otherwise viewed) the public presentations or OA presentation please provide your feedback for the Search Committee. The decision is expected to be made in late April – early May.

See <https://casweb.uoregon.edu/fy-17-contract-renewals-and-reviews> for contract renewal and review due dates. Renewal contracts will not be processed without performance reviews.

Summer Term

- GTF contracts and PRFs are on their way to units. As you are able, please return these to CAS with signatures by April 29 to make the Graduate School deadline.
- Keep sending faculty summer teaching hire packets to your divisional specialist. Let us know if you have questions.
- If your unit is offering a new class during Summer Term, or a class in a non-standard part of term, please seek approval from Ian McNeely.

General fund beginning budgets will be entered by the divisional specialists. CAS is working with BRP to schedule CAS-specific trainings, especially for those units who have no non-general fund personnel budgets to enter. You must attend a training in order to be granted access to the beginning budget online application.

Corrine Cooley has accepted a permanent OS 2 position in the Dean's Office. See the email digest from April 4. Welcome to Corrine!