




MEMO

Date: May 8, 2019

To: TeACS and HGeM research communities

From: Kryn Stankunas, Chair, TeACS Faculty Advisory Committee
Monte Matthews, Director, Terrestrial Animal Care Services
Carrie McCurdy, Chair, HGeM Faculty Advisory Committee
Ute Hostick, Director, HGeM

CC: David Conover, Vice President for Research and Innovation (VPRI) 
Cassandra Moseley, Senior Associate Vice President for Research, OVPRI
Dave Landrum, Assistant Vice President for Business Administration, OVPRI
Melodi Jayne, Business Manager, Research Core Business Services (RCB)

RE: TeACS and HGeM Rates for FY20

David Conover decided to merge TeACS and HGeM on a trial basis starting July 1st. Several details about the implementation remain to be worked out. However, the costing process was prioritized to provide as much advance information as possible about the impact to rates. We project that the combined core will break even after carry-forward in FY20. TeACS and HGeM each provide a brief summary for this year below.

TeACS

After reviewing revenue and expense projections provided by Terrestrial Animal Care Services (TeACS) and Research Core Business Services (RCBS), the TeACS Faculty Advisory Committee (FAC) and the TeACS Director recommend a **3% decrease in per diem rates** for all mammals and birds for FY20.

Last year, we implemented a 2.5% increase for rodents and a 5% increase for birds for FY19. In October of the current FY19, the VPRI office introduced a new subsidy model (based on 40% of labor costs) that increased the TeACS subsidy by over \$100,000. On the other hand, we have seen a 20% reduction in the mouse cage census over the last 3 months (Feb. through April). Combined, we anticipate a year-end surplus between 1-2 months of working capital.

With the new subsidy model, a 3% reduction in per diem rates, and conservative animal census estimates, we project a 1-2% difference between projected revenue and expenses for FY20.

We will endeavor to increase TeACS efficiency while carefully reviewing costs to avoid or moderate future rate increases. Nevertheless, please anticipate inflationary per diem increases of approximately 3% per annum in your grant and other research-supporting budgets.

Current per diem rates can be found on the [TeACS website \(https://teacs.uoregon.edu/content/diem-rates-0\)](https://teacs.uoregon.edu/content/diem-rates-0) If you have questions, please contact TeACS at 6-4957 or 6-4958.

HGeM

As you might know, HGeM has undergone major reorganization during the last year and will see additional changes going forward. To better serve all our customers, it was mutually agreed to at least temporarily separate the mammalian and zebrafish services into separate units. In addition, on recommendation of the RCF Task Force last year, the subsidy model for all Research core facilities was changed to a scalable model based on a percentage of labor, which in combination with separation of units, resulted in a 25% decrease in our subsidy allocation. These outcomes also contributed to the VPRI decision to merge TeACS and HGeM on a trial basis.

For FY20, the Faculty Advisory Committee (Carrie McCurdy and Santiago Jaramillo) with support from the VPRI's office (Leslie Leve, Fred Sabb, and Melodi Jayne) and the Director (Ute Hostick) thoroughly analyzed our budget and the underlying rate structure. While the facility has increased its revenue significantly relative to the previous years and is expected to continue to grow, the budget was not projected to be sustainable under the new subsidy model. Therefore, we are applying an across the board **rate increase of 3%** effective in FY20 to all services of HGeM while continuing to offer services at rates that are competitive with the national average.

Please let us any of us know if you have additional suggestions that can improve our services and help better meet the needs of the research community.

Unit Name: Terrestrial Animal Care Services

Director Name: Monte Matthews
 Director Reports to: Cass Moseley
 Unit reports to: Office of the Vice President for Research and Innovation

Estimated Annual Expenses Fiscal Year 2020 Fund Code: 093900- Service Center: TeACS

Salary/Fringe:

Approved by VPRI Salary Expense

| Employee | Position | Eclass | Base Rate | Leave % | Adj Base | % FTE | Salary | OPE Rate | OPE | TOTAL |
|---------------------|-------------------------------|--------|-----------|---------|----------|-------|--------|----------|---------------------|----------------|
| Attrell, Shani | 950893373 Lab Animal Tech 1 | CM | 29,182 | 10.84% | 26,019 | 75% | 19,514 | 85.70% | 16,724 | 36,238 |
| Banks, Sylvia | 951181129 Facility Manager | AB | 72,743 | 10.67% | 64,981 | 100% | 64,981 | 80.40% | 52,245 | 117,226 |
| Callihan, Carissa | 950970511 Office Specialist 2 | CD | 33,903 | 11.90% | 29,869 | 50% | 14,934 | 101.60% | 15,173 | 30,107 |
| Grzebielski, Shinai | 950916972 Lab Animal Tech 1 | CL | 27,144 | 10.84% | 24,202 | 100% | 24,202 | 85.70% | 20,741 | 44,942 |
| Matthews, Monte | 950445087 Director | AN | 116,752 | 8.70% | 106,595 | 33% | 35,176 | 52.90% | 18,608 | 53,784 |
| Prutzman, Daniel | 951608541 Lab Animal Tech 1 | CL | 28,121 | 10.84% | 25,073 | 100% | 25,073 | 85.70% | 21,487 | 46,560 |
| Skurdal, Lexie | 951203159 Lab Animal Tech 1 | TS | 25,460 | 1.72% | 25,022 | 100% | 25,022 | 33.80% | 8,457 | 33,480 |
| Snell, Kathy | 951356045 Attending Vet | AB | 123,710 | 10.67% | 110,510 | 25% | 27,628 | 80.40% | 22,213 | 49,840 |
| Vehafric, Cory | 950410896 Lab Animal Tech 1 | CM | 28,122 | 10.84% | 25,074 | 75% | 18,805 | 85.70% | 16,116 | 34,921 |
| | | | | | | | | | Sub Total \$ | 447,099 |

All other Payroll Expense (Temp, Students & Unapproved Employees)

| Employee | Position | Eclass | Base Rate | Leave % | Adj Base | % FTE | Salary | OPE Rate | OPE | TOTAL |
|--------------------|-----------|--------|-----------|---------|----------|-------|--------|----------|-------------------------------|----------------|
| Students | | | | | | | | | | |
| Dotson, Carlee L | 951581934 | XA | 10,956 | 0.62% | 10,888 | 49% | 5,335 | 3.00% | 160 | 5,495 |
| Fairman, Matthew J | 951482531 | XA | 10,956 | 0.62% | 10,888 | 49% | 5,335 | 3.00% | 160 | 5,495 |
| Jillian Phillips | 951687357 | XA | 10,956 | 0.62% | 10,888 | 49% | 5,335 | 3.00% | 160 | 5,495 |
| | | | | | | | | | Sub Total \$ | 16,496 |
| | | | | | | | | | Total Salary/Fringe \$ | 463,585 |

Cost of Materials (Including supplies, services, and Miscellaneous Expenses):

****Please ensure that only allowable expenses (per Circular A-21) and expenses related to the service center are included on this schedule**

| Expense | Description/Purpose | Total |
|-------------------------------------------------|---------------------|----------------------|
| Supplies Expense | | 184,125 |
| Communications | | 2,500 |
| Service Contracts | | 8,000 |
| Maintenance & Repairs | | 35,190 |
| Travel & Professional Development | | 8,000 |
| Storage Fees | | 1,600 |
| Service Center Assessments and Interest Expense | | 700 |
| TOTAL OTHER EXPENSES | | \$ 240,114.54 |

Total Expenses Calculation:

Salaries and OPE Benefits \$ 463,584.53
 Other expenses \$ 240,114.54
Total Expenses: \$ 703,699.07

Signature indicates acceptance of management and fiscal responsibility in accordance with University service center policy and procedures (this includes subsidies).

Director: Signature Monte Matthews Date: 5/8/19
 Printed name: Monte Matthews

Faculty Advisory Cha Signature Kryn Stankunas Date: 5/8/19
 Printed name: Kryn Stankunas

Approvals:
 Vice President: Signature David Conover Date: 5/10/19
 Printed name: David Conover