



College of Arts & Sciences Managers' Meeting

Wednesday, March 13

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

Welcome: Mark Richardson, Senior Director of Accounting Services

Finance Announcements: Manish Kumar, Associate Dean for Finance and Budget Management

Excel Training Opportunities

- The Office of Continuous Improvement and Staff Development and Engagement continues to offer Microsoft Excel training classes for members of the campus community.
- Registration for April 2019 courses is now live.
- Please refer to Mark Richardson's February 21 email for more information.

Bank of America P-Card Works Tips and Tricks

- A P-card Works Tips and Trick document was recently added to the p-card training page on the finance training website.
- This document contains helpful information for navigating Works more efficiently.
- Please see Mark Richardson's March 7 email for more information.

[Stewardship Update: Joanna Cardwell, Associate Director of Donor Relations, Arts & Sciences Foundation](#)

- **[Tips for Good Endowment Stewardship](#)**

[Introduction to Research Administration: Betty Morgan, Research Administration Manager, Office of Sponsored Research with Elise Richards, Contracts and Grants Manager for Geological Sciences and the Fine Arts & Humanities, College of Arts & Sciences Business Operations](#)

HR Announcements: Lachonya Williams, Associate Dean for Human Resources

Dates & Deadlines

- March 13th** - Total WellBeing Expo
11:00am – 2:00pm in Fetzer
- March 19th** - Tenured Track & Tenured New Hire dossiers due to Dean's Office
- March 25th** - Lunch & Learn – Performance Management

March 27th - NC Certified Public Manager ® Program applications due (see email from February 5th.)

EOC Brown Bag - Sexual Harassment Awareness & Response in the Workplace

March 28th - ULEAD Applications Due (visit hr.unc.edu/ulead for more info)

Revised EOC Search Committee Training Module now available. Conducting a Fair and Diverse Search:
<https://eoc.unc.edu/what-we-do/trainings-programs-awareness/>

ConnectCarolina Portal is getting a new look. Opportunities to preview the new, simplified format will be available towards the end of the month.

Fair Labor Standards Act (FLSA) Update – New rule proposed March 7, 2019 will move floor to \$35,308. We are currently in the 60-day review and comment period.

SHRA Performance Management Overview – March 29th available for entering ratings; OHR Communications to come this week; March 18th, 20th, 22nd Performance Management and Disciplinary Actions (HR 2500). Your HR Business Partner will be reaching out to validate supervisors of SHRA employees.

1. Campus Working Group Report Outs:

- a. **Finance Functional Redesign** - This group is currently working on travel rules and regulations, roles and responsibilities, quality improvement, and reporting and analysis.
- b. **Finance Early Impact** – The finance early impact team continues its work with cohort 1 units to push items valued \$250 or less through the appropriate and most expedient procurement channels. Great progress has been seen in the pilot and other cohort 1 areas. The College is in cohort 2 and additional information regarding this initiative will be shared with units at the beginning of April when cohort 2 kicks off. For further information and updates, please visit <https://carolinaexcellence.unc.edu/projects/procurement/>.
- c. **Travel Redesign** – The Campus Travel Redesign team is currently working on 3 projects: travel expense reimbursement system redesign to replace WebTravel, implementation of a travel and entertainment expense card, and airfare vendor evaluation.
 - i. Travel services is currently reviewing RFPs for the university’s new travel system. Vendors that are currently being considered have an online self-service feature. Implementation is tentatively scheduled later this year.
 1. Note: If you (or your department accounting technician) are a current WebTravel user and would like to serve on the campus-wide Travel Advisory committee to help with implementation of the selected travel system vendor, please contact Joy Montemorano no later than Friday, March 22nd.
 - ii. An RFP has been submitted for a travel and entertainment program expense card. Once implemented, travelers will be able to use this card when they are traveling. This program is tentatively scheduled to launch later this year and more details will be shared at that time.

- iii. Airfare vendors – An RFP will also be released in the near future for travel agencies who would like to submit bids to serve as a campus airfare vendor. Stay tuned for further updates.
- d. **HR Functional Redesign** – The HR Functional Redesign workgroup recently kicked off the roles and responsibilities sub-group. Additional information will be reported during the next Managers’ Meeting.
- e. **HR Early Impact** - HR Early Impact is in cohort #1 phase. The hiring process tools are being rolled out to the first cohort of University participants and should be implemented in all schools and units by the end of the calendar year. Procedural trainings will be available for Managers’ in early April. For further information, please visit <https://carolinaexcellence.unc.edu/projects/project2/>
- f. **Red Tape Committee** – No updates during this time.
- g. **OSHR Working Group** – No updates during this time.
- h. **Employee Forum** - Please consider joining the Employee Forum. The Employee Forum is a group of non-faculty employee delegates from across campus elected by their peers to address the concerns of staff at the University. In addition to providing an invaluable service to the employee community at UNC-Chapel Hill, delegates gain a better understanding of how the University operates and firsthand knowledge about how decisions are made. Please follow this link to nominate a Fellow Employee: [Nominate a Fellow Employee](#). Nominations for the 2019 Employee Forum elections will be open through March 15, 2019.

Updates from Kate Henz, Senior Associate Dean for Operations and Strategy

Budget Working Group (BWG) - BWG is a cross section of campus leaders who have validated the need for an introspective all-funds budget process to solidify our understanding of existing resources and spending. To support this more robust budget process, the BWG has created guidelines, templates, and glossaries. This new process will also require a new way of thinking about and sharing information about revenue streams in a holistic context. The BWG will send specific operational guidelines and templates to your Unit Finance Leads to facilitate the preparation and submission of your budget process documents. There will be a staggered due date schedule for submission of those documents, ranging from April 8, 2019 to April 29, 2019.

College of Arts & Sciences Annual Report - Completion of this annual report is essential for many critical reports for the College’s reporting and stewardship needs throughout the year. We appreciate everyone taking the time to complete the necessary components. The deadline for completing your departmental annual report summary is **Friday, May 31, 2019**.

Interim Dean of the College of Arts & Sciences - Terry Rhodes was appointed interim dean of the College of Arts & Sciences, effective February 26, 2019.

Interim Senior Associate Dean for Fine Arts and Humanities - Elizabeth Engelhardt, chair of the department of American Studies and the John Shelton Reed Distinguished Professor of Southern Studies, has agreed to serve as interim senior associate dean for fine arts and humanities, effective March 8, 2019.