Arts & Sciences Managers' Meeting Minutes
March 14, 2014

Speakers

Andy Lang
Director, OASIS

Lachonya Williams
Assistant Dean, Human Resources

Chris Chiron
Employee and Management Relations Manager, Office of Human Resources

Laura Yurco
Assistant Dean, Finance

Project Sensitive Information Remediation (SIR) – Andy Lang

- Data breaches are expensive because laws require us to notify everyone whose protected information has been exposed.
- Sensitive information (SI) is often stored on desktop computers, and over 50% of data breaches on campus involve data that is obsolete and/or unknown to the end users.
- Going forward sensitive information will be managed in order to accurately classify information, store it safely on a professionally managed, central file storage and review on a schedule for deletion according to retention schedule approved by appropriate data steward.
- Identity Finder is a tool for detecting certain kinds of sensitive data, and has been licensed for all faculty and staff. The license extends to students who likely work with SI.
- Identity Finder scans PDFs, local email repositories, documents, and some images for potentially sensitive information, such as Social Security numbers, credit card numbers, and passport numbers.
- Identity Finder will securely delete documents containing sensitive information; if those documents containing SI are needed, a secure file server is available to store them.
- This server audits every access to every file on it. Space on this server can be setup in such a way that aligns with a given department's local workflow needs, e.g., folders with certain permissions for certain users.
- (A question from the audience concerning use of cloud-based tools was brought up) Talks are underway to potentially adopt Microsoft 365 so that users will have access to the Microsoft suite of products in a similar manner as Google Drive. Office 365 would also come with additional cloud and email storage. It would be an option for people who like to

use Dropbox or Google Drive, but will include the security required for potentially sensitive information and confidentiality.

SPA Performance Review Refresher – Chris Chiron	• The Performance Management Program is a communications system designed to help the employee succeed and has a cycle from June 1 to May 31. • The program integrates duties with unit objectives and sets the baseline for ongoing supervision of an employee's work. • The program creates roles and responsibility at each level so that the employee may actively participate and own their work and keep their supervisor informed while the supervisor provides clarity in expectations and honesty in their appraisal. This allows for the second level and/or third level supervisor(s) the ability to review work plans and provide for quality and consistency control. • There should be a recalibration of performance expectations when changes occur due to budget/staffing, facilities/resources/technology, or management priorities. These may result in changes in performance expectations or job duties as well as position design and organizational structure. Therefore, recalibration realigns performance expectations/ratings at GOOD level and serves as a distinction between what you "need" and what you "want." • Work plans are due within 30 calendar days of starting a new position/reclassification, significant changes in duties or expectations or the beginning of performance cycle. • Annual appraisals are due on May 31, however departments may set earlier internal deadlines. Overall ratings must be reported to the State by June 30. It is suggested that employees conduct a self-evaluation/report in preparation for the performance appraisal and that you review your accumulated documentation. • An employee must have worked for the State in a permanent capacity for at least three (3) months to receive an annual appraisal. If an employee is a transfer employee before March 1, conduct an annual appraisal and request a summary review (mid-cycle review) from employee's previous department. Transfer employees hired between March 1 – May 31 should be evaluated by their previous department or send their mid-cycle review to use in your own annual appraisal. If an employee is new to state employment and hired between March 1 and May 31, then there is "insufficient time" for an annual appraisal and it is recommended that a mid-cycle review occurs before the end of August. • It is important to give strong examples that reflect an employee's overall work and to avoid nit-picking minor infractions. Instead, use more observation (concrete) and less inference (abstract). It is also important to be consistent with ratings on PFs.

	• There will be program changes to refocus attention to accurate position descriptions. Principal functions on work plans will be discontinued and appraisal will be based on categories: quality of work, task management, work schedule and attendance, customer-oriented communication, teamwork and collegiality, policy and safety compliance and supervision, when appropriate. • These changes will make the process clearer and less cumbersome, while creating standardized categories for evaluation and increasing accuracy of ratings and promotion of honesty and clear communication.

Finance Updates	• Welcome Wendy Riley- Budget Analyst supporting departments in Natural Sciences and Social Sciences
	  o Sabrina Flowers will continue to support Fine Arts & Humanities and Undergraduate Education
	• Spend state funds, a report will be sent to you by your Budget Analyst in the next couple of weeks
	• The fiscal year end close dates have been emailed to managers and a copy is available in the back of the room
	  o For those in the business center please get your items in InfoPorte within three business days prior to the dues dates listed in the fiscal year end due dates.
	• You will see 7/1 planned EPA increases routing through in the next couple of weeks, such as promotions and retentions, we still don't have word on ARP but a committee has been created to manage the process since if it happens it will likely happen close to PeopleSoft go-live
	• There will be a 2.5% taken from instructional budgets for the reallocation. We will take that at the end of the year for next year
	• Please send your faculty search reimbursement requests to Kristen Beattie by May 30th
	• Kristen Beattie should have contacted you for your new CCI computers for tenure-track faculty starting July 1, please get those forms to her by tomorrow otherwise they may not be here by July 1. If you have not been contacted and think you should have please contact Kristen.
	• We will have a review on trust fund chartfield string including fund and source next month

HR Updates	**Business Center – HR Coker Office**
	BizOps move to Europa completed. Coker Office 104 (ground level) is now open and staffed. Business hours are 9:00 am – 4:00 pm. Upcoming closings:
	    May 14th – 9:30 – 12:00 Closed for Training
	    June 3rd – 8:30 – 12:00 Closed for Training
	Reminders:
	• Drop-offs – walk-ins welcome
	• Completing paperwork – coordinate with the HR Specialist to schedule an appointment.

- Our office is on the ground floor, room 104. Please do not send employees to the 2nd floor Biology human resources office.

Reminder – July 1 actions should be in by now.

SPA Grievance Policy
Changes to the SPA Grievance Policy went into effect on May 1st. More information about the grievance policy can be found here, including a link to the updated policy. If you have any questions about the SPA Grievance Policy, please contact your Dean's Office HR Consultant. (Handout attached)

SPA Performance Reviews
Annual Performance Appraisals and Employee Competency Assessments must be completed for SPA permanent employees by **May 31, 2014**. The attached memo has important information regarding this process.

Please Note: **There have been several key changes to the rating data entry rules and overall timeline:**
- UNC-Chapel Hill must report ratings to UNC General Administration **by June 30th**.
- All ratings must be completed and entered into HRIS **before June 30th**.
  a. **For Business Center Departments:** Departments wishing to have their ratings entered into HRIS by their HR Specialist should use the attached reporting form to report the ratings. These forms are due to the Business Center no later than **June 13th**. The reporting form is also available on the intranet here.
  b. **Regarding Administrative/Department Manager Reviews:** Completed and signed Performance Management and Competency Assessment (PMCA) forms for **administrative/department managers** are due to the Dean's Office HR Consultant no later than **June 13th** (Karl Pfister – Social Sciences and Fine Arts & Humanities, Ashante Diallo – Natural Sciences and Undergraduate Education). The HR Consultant will enter the rating in HRIS. Self-reporting is not permitted.
- Everyone in SPA permanent/probationary positions **prior to March 1st** must receive an appraisal.
- Employees who **transferred/promoted on or after March 1st** must receive an appraisal. As soon as possible, supervisors need to determine with their HR Representatives how these appraisals will be conducted.
- Ratings of 9-ND (Not Done) will not be accepted.
- There will be a new code to use for employees who are on paid leave (6-PL).

Historically, OHR has offered some flexibility with the deadline for entering the ratings. However, because of the shorter turnaround time for reporting to General Administration, it is imperative that we adhere to the schedule.

You may be aware that the university is planning to adopt a new performance management system and form next fiscal year. This year, we are using the current

process and form. You can read more about the current guidelines and find the current form [here](#).

Feel free to contact Karl, Ashante or Lachonya if you have any questions or concerns about the process or timeline.