



College of Arts & Sciences Managers' Meeting

Wednesday, August 11, 2021

10:30 a.m. – 12:00 p.m.

Recording

Welcome: Dean Terry Rhodes

Thank you to all the managers who made incredible strides to accommodate the need for more seats in classes. We are expecting more students than previously and many of them are ready to take full course loads. The registrar is working now to make sure that registration for this spring will go smoothly.

Thank you also to the managers who participated in the pathways for discussions that were led by the new associate Dean Carla Slocum. More opportunities will come for conversations and the work that our new Dean staff diversity advisory committee has been doing is very exciting.

There has been some talk in both houses, the Senate and the house, about possible raises for state employees. Please encourage your staff to complete the COVID-19 vaccination certification. Thank you to all the managers who are taking on the challenges as they come.

COVID-19 Vaccine Reporting & Testing – Dr. Amir Barzin, UNC Department of Family Medicine

The very best way to protect yourself is to greatly reduce your risk by being vaccinated and wearing a mask indoors. When you are vaccinated and wear your mask, you greatly reduce the chance of infection and if you do test positive, the vaccine is highly effective at reducing the severity of the illness.

As we continue to monitor current conditions, we are making important updates to these standards to ensure the safest possible environment when classes start on Wednesday, August 18, which are outlined below. With these updates, all members of the Carolina community will either be vaccinated or will be tested weekly. Everyone will be required to wear a mask while indoors. To date, 63% of Carolina staff and 91% of faculty have

attested to their vaccination status. In addition, over 27,000 of our students have let us know their vaccination status, and 93% have attested that they are vaccinated.

As we look forward to the first day of classes, we do so knowing that all members of the Carolina community will either be vaccinated or will be tested weekly, and everyone will be wearing a mask indoors. If you did not do so when you entered your vaccine information, please be sure to return to the [COVID-19 Vaccination Certification form](#), and provide proof of vaccination. Around 65% of those who have attested to their vaccination status have taken the extra step of uploading proof of vaccination.

Carolina continues to work in close collaboration with the Orange County Health Department (OCHD) on contact tracing. Campus Health, EHS and OCHD are continuing to follow the CDC definition of a close contact. If anyone — faculty, staff or student — is considered to be a close contact of someone who has tested positive for COVID-19, they will be individually contacted as part of the tracing process.

If you become aware of a positive COVID-19 case or infection, there are limited circumstances where it will be appropriate to share that personal health information with others. Since last fall, Carolina has been clear [how positive cases](#) of COVID-19 are communicated and this information has been posted on the Carolina Together website.

Campus Health and Student Affairs encourage students who test positive for COVID-19 to reach out to their instructors to alert them of their absence or make accommodations to make up the work. Students may choose not to disclose if they have tested positive since this is confidential health information, but if they do, please keep that information private and be discrete.

The Carolina community is demonstrating how our commitment to each other and to our COVID-19 Community Standards can provide for the overall well-being of our campus. We must continue to do all that we can to create and support a safe residential campus experience.

J-1 Scholar Playbook – Ioana Costant, Director, International Student and Scholar Services (ISSS)

The Operational Excellence team partnered with the Office of the Vice Provost for Global Affairs, and, specifically, with International Student and Scholar Services (ISSS) to streamline and improve the J-1 Exchange Visitor Program at the University. A design team spent 16 weeks creating a playbook that provides guidance on the University's J-1 Exchange Visitor process. This new resource will enhance transparency and establish best practices. The success of this work will also build momentum for the University's strategic plan, *Carolina Next: Innovations for Public Good*.

ISSS will soon be holding a training session (**SEE BELOW**) on the enhanced process and how to best utilize the J-1 Playbook. **This J-1 Exchange Visitor Program Playbook training is required for those who submit J-1 Exchange Visitor requests to ISSS and will take place on Aug. 24 at 12 pm via Zoom.** Supervisors are welcome to join as well.

We will hold a makeup training session for those who cannot participate on Aug. 24. Please contact Vanessa Moore, ISSS administrative support specialist at vanmoore@email.unc.edu, if you are unable to attend this initial training session, and we will add you to the makeup training session list.

After completing the training session, the playbook will become available on the ISSS website, and you will receive a notification as soon as it is posted.

The ISSS team looks forward to seeing you at the training and sharing the playbook with you. Thank you for all you do in supporting international students and scholars and for the role you play in making this program a success.

Finance Announcements

Armed courier service has resumed for deposits from 205 South Building to the Cashier's Office. Attached is the revised Departmental Guide for Deposits. [GUIDE](#)

The FY22 F&A formula allocation is posted. The budget transfer ID is FORM788799 and the allocations will be visible in Infoporte tomorrow morning on program 10000.

We pulled the amounts directly from the central F&A formula allocation report (<https://tarheelreports.unc.edu/tableau/faallocation/>), so you can use

that resource to map back the total by project/PI. Please keep in mind that the department share is currently 14% of the total indirect expenses. There isn't a column built into the report to calculate the department amount, but if you download the data to Excel (download to "crosstab" in Tableau), then the department share is 14% of the "Total Expense Indirect" column. Please reach out to your budget analyst with any questions.

This [document](#) provides direction on how to pay instructor costs directly associated with offering extra seats due to enrollment pressures related to COVID. Appropriate costs include additional stipends for graduate students (plus associated tuition/fees/insurance), faculty overloads, and salary for adjuncts hired to teach these new sections. **This funding program will likely be subject to an audit**, so all charges need to be clearly related to the stated purpose and documented for later review.

HR Announcements

On July 1st, the Vice Chancellor for Human Resources and Equal Opportunity and Compliance sent the message below to every faculty and staff regarding the end of the 2020-2021 performance cycle and the start of the 2021-2022 performance cycle for EHRA Non-Faculty employees. The information below provides deadlines for submission and resources for employees and supervisors. Additionally, you can review this [EHRA Non-Faculty Performance Management](#) training for an overview of the process.

As referenced below, beginning this year, the performance management ratings and goals will be entered in the new Carolina Talent Performance tile under your Self Service home page in ConnectCarolina. Additionally, supervisors are required to upload the 2020-21 performance appraisal documents into Carolina Talent. For your convenience, attached is a blank [EHRA Non-Faculty Appraisal form](#) and a [EHRA Non-Faculty Performance Management FAQ](#). Training on the use of this document and on performance management for EHRA Non-Faculty employees is available online [here](#).

The HR staff will continue to host contactless I-9 Verification sessions each month in order to visually inspect work authorization documents that new employees have uploaded in LawLogix. The next sessions are listed on the [CASBO](#) website. Please share this information with any new employees that you have been unable to meet with.

AMAC Breakout Sessions

Nothing to report.

Next Meeting:

Wednesday, September 8, 2021
Zoom