



College of Arts & Sciences Managers' Meeting
Wednesday, December 9, 2020
10:30 a.m. – 12:00 p.m.
Zoom

[Recording](#)

Welcome: Roseanda Hall, Senior Director of HR Shared Services

Kate announced that the Graduate Student Award Template is being reviewed by AMAC as well as the Dean's Advisory Group and receiving feedback. Updates will be released as they come.

Cheryl Stout: Director of Transportation & Parking

The Advisory Committee for Transportation has been meeting to provide insights on how to operate in the coming semester and to develop strategies to assist with the changes that have been made. Much of the strategy used in the Fall will continue – semester permits costs for commuter students have been reduced by 50%, weeknight parking permits are being honored at 4pm, a teleworking permit is being offered to employees reporting three or less days to campus at a 40% price reduction, increase in semester permit waitlist releases to increase the availability of parking, short term parking, student permits will be honored through December 31st and, no undergraduate will have to apply for hardship process to complete the parking permit application.

For the Spring semester, the changes from the fall semester are being upheld. Continuing with the August 2020 service plan, with October adjustments, capacity limits due to safety concerns, and includes additional trippers on high-frequency routes. On certain routes, with high percentage of face covering utilization, 16 passengers (regular-sized buses) or 21 passengers (larger, articulated buses) may be allowed on the bus. Weeknight parking will continue to be honored, reduced price for teleworking, semester permits for commuter students, short term parking, honoring student fall semester permits and no hardship process for first years.

We will continue individual outreach with student representatives, major campus units, ACT representatives in addition to marketing and information updates coordinated through UNC communication, department parking coordinators, ACT reps, Student Affairs and our social media and website.

HR Announcements: Ashante Diallo, Associate Dean for Human Resources

Suspension of non-essential HR Actions – Please use the updated version (11.12.2020 file name) of the Request for Essential Action form. The form has been updated on the [COVID-19 Information Page](#) on the CASBO website. Upon submission to your HR rep, we will obtain the new required Finance Lead signature. In addition, please be mindful of the multi-layered review and approval process.

Background Check Required for Faculty Promotions Conferring Tenure -

All dossiers for faculty promotions conferring tenure will require the initiation of a background check at the time of submission to the Dean's Office (Janet & Teresa). **Please be sure to use the most recent [AP2](#) (dated 9/29/20) and check the appropriate box on line 16.** To assist with this requirement, for those units that do not process their own background checks, a new reason selection has been added to the Background Check request form in [RASR](#) for Faculty Promotions conferring Tenure. Upon review and initiation, the HR Business Partner will make both the Manager and Janet & Teresa aware. For departments that process their own background checks, please add comments regarding the status of the background check in the Infoporte requests when submitting the dossier.

For more information regarding this requirement, please review the updated [Background Check policy](#).

Auto-termination Process for EHRA Student Appointments– For most of our units, unlike most academic years, students were hired for only the fall semester and not the entire academic year. That means that most of the EHRA students (TA, RA, TF, IA, etc.) were hired with an expected end date of 1/1/2021. This means that if there is no action in progress by 1/1/2021, the student's employment will be auto terminated. To avoid auto-termination, a reappointment action or short-work break action must be initiated in ConnectCarolina by the end of your workday on December 23, 2020. If you put students on a short-work break, please use May 5, 2021 as the end date. This will allow departments the flexibility to return the student on any date in the Spring 2021.

If you are rehiring/reappointing a EHRA student into a different job (ex. Current TA being hired as an RA), you must initiate a hire/job transfer action and just a job update or fund swap. If you have questions about any of this, please refer to training resources under the [Manager Toolkit](#) section of the [CASBO website](#) reach out to your assigned HR Business Partner.

Faculty/Post-Docs – Fixed term faculty and PostDoc appointments do not auto-terminate in the system. This means that if they are not terminated in ConnectCarolina they will continue to receive compensation and it will result in an overpayment. Therefore, it is extremely Important that end dates are managed and timely action is taken to end their employment. Lack of action will result in an overpayment for the employee. For

Phased Retirement Applications are due to the College no later than the close of business on Friday, January 8, 2021. To facilitate the review and approval by the senior leadership, a new RASR form was created for managers to submit the applications for the Dean's review and signature. Once they are signed by the Dean, all applications will be sent to the Provost office. Please refer to the email sent on 12/3/2020 regarding the process and program.

Finance Announcements: Elizabeth Bakanic, Associate Dean for Finance & Budget Mgmt.

Lunch and Learn this week on Institutional Investment and Research, everyone is encouraged to come and all those employees who have started with the college this year are required to. It is very important we show the full research capability and capacity the University figures into rankings, so it must be done consistently.

Julia Lisuzzo announced that the Procurement and Travel Services Team has been interviewing travel management companies in an effort to consolidate travel at the University and they have decided on a new vendor, but at this time, no announcement has been made. Once contract negotiations close, an announcement will go out in the coming weeks.

The Budget Team has been asking a lot of units to take a look at their trust funds and investments, thank you to all who are working and thinking through that. Please discuss with us should any questions come up. Expenditure guidelines are also still in place so continue to submit for approvals, using the MCU form when needed, and reach out to your analyst with any questions or for guidance.

Campus Working Group Report Outs

Nothing to report

Chancellor Kevin Guskiewicz

There is no question 2020 has been one of the most challenging years we have ever faced personally or, certainly, as a University community. For many of you, this year has created a mosaic of hardships and frustrations that have collectively

created a lingering weariness. We recognize and acknowledge that for our staff, juggling work — both from home and on campus — with the new demands of altered personal lives has often created a confusing mix of frustration, stress and fulfillment. As we enter the closing weeks of this year, I want to say thank you for all you've done to advance the mission of our great University in the most trying times.

We recognize this has been a long and challenging year for everyone and the holidays typically represent a time for reconnections with family and to recharge our batteries for the spring. However, we urge everyone to please follow Governor Cooper's direction and consider modifying your holiday plans with others this year to reduce the spread of COVID-19. Science and data have shown us that these sacrifices can and do continue to make a difference.