



College of Arts & Sciences Managers' Meeting

Wednesday, January 13, 2021

10:30 a.m. – 12:00 p.m.

Zoom

[Recording](#)

Welcome: Ashante Diallo, Associate Dean for Human Resources

Kate Henz – The College is generally focused on our return to campus, ensuring the understanding of the testing protocols and that our buildings are in good shape for when students arrive. Buildings will remain restricted, as they've been, through the eighth of February. If departments have graduate activities or faculty that have decided to meet with their graduate students in person, because there was that flexibility granted during this time through the eighth, departments will need to submit a request to have a change in building security.

J Cohen has left his position at UNC, Kate is serving as point of contact on anything that might have otherwise been sent to J. A reminder was made to use the ticket system for any maintenance issues. Kate encouraged departments to use the University's central resources where ever possible, particularly in anything that is is urgent or anything usually handled by J Cohen.

Dr. Amir Barzin: Assistant Professor, Medical Director - UNC Family Medicine Center & UNC Clinical Contact Center

UNC is offering a very high level overview of kind of where they are in terms of COVID tests, what the university is expecting this semester. The campus has been really looking at trying to find the best way and the most important way to engage the community and the surrounding areas.

With that being said, UNC is trying to mimic other campuses, conducting high skill testing, not only to keep the campus community open in terms of a more safe campus, but to also fit the UNC model and see what would make testing more effective and important for people to feel comfortable and safe.

UNC has done its homework. Campus leaders did a lot of research, talked to partners at Cornell at Boston College at Duke, Purdue, University of Illinois, to see what could be learned from them. What was working well, what wasn't, what could change, what could make things easier. What can make things better. That is how plans for UNC were developed. This is a global pandemic and for the University to think that it would have no cases on a college campus would probably be a very unrealistic goal, but definitely, the goal and intent is what can be done to limit large scale outbreaks and to also isolate and find cases that are present on the college campus.

UNC has a very large scale capacity, but it is not infinite. So in the theory they are trying to decide where to draw the line between making something mandatory or voluntary and how do you structure policy so it yields the best return? UNC used these principles to develop the mandate on who was a required to take mandatory tests, who would take voluntary tests and who could receive tests at any time as well. A key point to note is that which is that there will be no student affairs repercussions for those who are students who don't abide by the code of conduct. UNC decided on voluntary testing that's available for employees and staff weekly and the hope is that people will take advantage of that.

Finance Announcements: Elizabeth Bakanic, Associate Dean for Finance and Budget Management

Joe Daley – In regards to R & D, CASBO is planning on making a change going into next year. So the dean's office has created a cost code that any department can use to tag their expenses. It's available in the cost code one, two or three fields so departments can use it in combination with existing departmental cost codes and the budget team just ask that managers start typing expenses from now going forward that are appropriate for the survey with that cost code. They also ask that departments go back and change any expenses from the fall and just redo those with this cost code.

If any department have one, please send the BAs that code and they will send out an email with this code and include it. Next year, the process is going to be that the dean's office will send departments data from each department that's already been encoded and then each manager will just be verifying it, validating it, and then sending it back to the budget team and adding any expenses that are tracked through there.

Kate Henz - There's been lots of conversation around the state of the campus budget and the College is waiting for additional information from central partners. As of now, the College does not know that the F & A balances have been held up as they look at cash flow and leadership is re-imagining the distribution of F & A moving forward.

All of the conversations and suggestions have been enormously beneficial to the College of Arts and Sciences. Kate Henz, Elizabeth Bakanic, Terry Rhodes, Jay Cable, and Chris Clemons have been communicating quite strongly that the departments must have every dollar of our F & A.

Leadership does not know if it will come all at once this year, it might be that departments get half of it this year and half of it next year. Kate is suggesting changing what departments' planned expenses will be, assume the full amount if there are deficits at the end of the year.

Do what needs to be done to keep the department moving.

HR Announcements: Ashante Diallo, Associate Dean for Human Resources

Faculty who may be eligible to enter the University's Phased Retirement Program for the 2021 academic year, should have received an email from Frank Lewis in the Office of the Provost. Although the attached letter from the Provost advised that applications be submitted directly to Academic Personnel by January 29, 2021, the application also requires a signature from the Department Chair and Dean of the College.

To ensure that all applications are properly reviewed and signed to meet the deadline, *we ask that all College faculty who wish to apply for the program work with their Department Chair to obtain approval and signature.* The signed application should then be submitted by the Department Manager to the Dean's Office (via the RASR system using the "CASBO-Phased Retirement Request form") **no later than Friday, January 8, 2021.** Upon approval, applications will be submitted to the Provost's Office on behalf of the faculty, on or before the January 29, 2021 deadline. Please do not send applications directly to the Provost's Office.

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.

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.

Campus Working Group Report Outs:

Employee Forum – nothing new to report.

Finance Functional Redesign – nothing new to report.

Red Tape Committee - nothing new to report.

Finance Functional Redesign - nothing new to report.

Finance Early Impact - nothing new to report.

HR Early Impact - nothing new to report.

OSR Business Managers Advisory Committee - nothing new to report.