



College of Arts & Sciences Managers' Meeting

Wednesday, June 10, 2020

10:30 a.m. – 12:00 p.m.

Welcome – Julia Lisuzzo, Sr. Director for Accounting Services

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

COVID-19 Survey – Ongoing process that all departments should submit every week from the email you all received to submit to central campus. Due each week on Thursday by close of business. Your submission may have many similarities to the previous week, this is just to keep an up to date. Reach out to the budget team with any questions.

Year End Deadlines – Deadlines coming up, please refer to the email from the budget team.

Overview of Employee Assistance Program – Jessica Pyjas, Work/Life & Wellness Program Manager

[Program Flyer](#)

[Guidance Resources](#)

Overview of the Program – Guidance of the free confidential resources for the following services – Counseling, Legal and Financial guidance, help with work-life balance and many online resources. The guidance is strictly confidential, only summary reports are submitted and do not identify individuals. EAP wants to

encourage more people to take advantage of these services. Calls are available 24/Hours a day.

Confidential Counseling – Each Carolina Employee gets three, free calls per issue, per calendar year. This means that each issue you have throughout the year that you seek counseling on is covered for up to three free calls. If an employee would like to go beyond the three calls for an issue, insurance will cover the rest and the employee will pay only the co-pay for each session. Managers are encouraged to promote these resources widely, rather than pinpointing, throughout the year to all staff.

Legal information and counseling – Expert legal information from licensed ComPsych staff attorneys. Provide unlimited access to family law, wills, bankruptcy, and any other legal questions.

Financial information – Financial information from ComPsych financial experts.

Work-Life Balance – Information, referrals, and resources to help with work-life needs. Address work-life balance issues by providing information and referrals for child and elder care, educational options, community information, event planning, home improvement, buying/selling a home, etc.

Guidance Resources Online – Many resources online if someone is not ready to call. These resources are not a last resort and should be shared widely before they are needed, especially with everything that is going on right now in the world. Having these resources to help with the big and small things. The wellness resource page on the EAP website is frequently updated with new resources and ways to make time for mindfulness, so everyone is encouraged to check that out.

CAS Announcements – Kate Henz, Senior Associate Dean for Operations & Strategy

College of Arts & Sciences – has decided that students will be required to wear masks to class and practice social distancing, six feet between each student in the classroom.

AMAC- putting together meetings to discuss how to have masks and other cleaning supplies in each classroom and brainstorm ideas on how to distribute the supplies and have departments sign up for the supplies.

Classrooms – Departments will be responsible for overseeing supplies for non-General-Purpose Classrooms (GPC). GPCs will hopefully be covered centrally. Students will clean their immediate space as they come into the classroom and the professor will do the same for their area.

Return to campus – Decisions have not been finalized regarding timeline for return to campus. Departments are being asked to give feedback on a tentative return to campus date of August 3rd. Time is needed to stock up on supplies and work on distributions, but if you need to be back on campus before August 3rd, please reach out to Kate Henz. The College is encouraging departments to find ways to maintain distance, so having members of each team that can work from home are encouraged to do so.

CPE – Departments will be asked to estimate their need for masks, hand sanitizer, and cleaning materials to maintain the environments in a safe manner. Mask options are still being determined centrally.

Classes – The College has decided to implement a 30-minute break in between classes and a definitive timeline for when classes will end is being worked on depending on the day of the week. The goal is a regular schedule that allows for people to have time for life needs outside of school. Labs are another issue and labs are working to brainstorm ideas based on their own individual needs and requirements. Department's

instructional budgets are not being increased so managing the additional TAs needed to help with the mix of remote and in-person teachings will be up to each department.

International and Global Opportunities – Rudi Colloredo-Mansfeld, Sr.

Associate Dean, Social Sciences & Global Programs

International Students – There are two really profound ways that the current COVID situation affects our international students, one is they need visas to be here and enrolled in classes and the second has to do with the graduate students who need to travel to do their work. There are different sets of issues coming up on either side of the visa issue as it all starts with the State Department at this point. Consular services worldwide are shut down. ISSS, in conversation with UNC Global, is finding out what is happening as individuals get appointments and there is a great deal of uncertainty at this point. Directors and departments chairs will be discussing contingency plans on how to address concerns regarding international students. International and doctoral students who are required to travel internationally for research are dealing with restrictions put in place by international travel restrictions, restrictions put in place by the UNC system office and the funding agencies and their willingness to fund research. Visa and travel restriction questions will be discussed, and the Provost is working to set up categories to set up travel restriction exceptions to facilitate options for these students. These three levels of uncertainty will leave each case to be dealt with individually and will be up to the students to research the policies of each countries their research will take place. The [ISSS FAQs](#) pages address the date by which an incoming international student, who receives a visa at the last minute, needed to be present on campus for their visa to be valid. Students need to arrive "before classes start." The link above points to one page that further separates into 2 pages, one for continuing and the other for new international students. Guidance on the issue of employing continuing international graduate students who would be working from abroad is being discussed.

Students – Taking classes remotely. The university is looking to be able to provide online classes internationally and looking at the risks and obligations of doing this. Carolina Away has a set of classes for the fall of 2020 to provide a set of classes for international and domestic students to sign up for that would meet a full course schedule that would put them on track to arrive in spring and not have lost any ground. The university is committed to developing this option.

Teaching Remotely – The Global Risk Team is working with university counsel on how to manage tax liabilities to provide clear guidance on international students and aides and will develop a policy and FAQ to bring all the information together to support the departments. Study abroad was cancelled over the summer, but there will be some exceptions for a few programs that will allow some students to enroll in virtually. The registrar will develop codes for these programs and other study abroad activities will be pay fees to be incorporated into Study Abroad services.

Carolina Away – Putting together a focused curriculum for the first-year students that are choosing to begin their Carolina journey remotely to allow them take prerequisites and core gen ed courses. The task is to develop this list of courses to be high quality and the College is tasked with supporting the development of these online courses that will be put into the curriculum. Once the instructional budget has been approved, the College will work with faculty to recruit graduate student teaching fellows who will be central to the courses. Advising will also be a huge part of this - the plan has been to develop focused advising for these students to fulfill all their first year needs and provide ongoing support so they can stay connected remotely. The Carolina Away classes will be a mix of in person and remote recitations to accommodate the students who are on campus as well as those studying remotely, so the College will have to use the all of the modalities available right now so that there is flexibility with allowing remote learners to join classes.

HR Announcements – Ashante Diallo, Associate Dean for Human Resources

Divisional Meetings – The first round of meetings went well and the Business Operations Team is looking to set up more time to speak with the divisions again to further brainstorm and discuss questions and concerns.

HR Lunch & Learns - This month's Lunch & Learn will be held on **Wednesday, June 24th** from **12 noon – 1:00pm via zoom**. This month's topic is **“Faculty Recruitment”**. <https://unc.zoom.us/j/95059517878>, or #+1 (929) 436-2866, Meeting ID: 950 5951 7878.

INFORMATION: As a follow-up to the attached presentation regarding the Employee Assistance Program, additional Work/Life & Wellness Programs can be found [here](#) on OHR's website.

UPDATE: As many of you are aware, on May 21, 2020, the Board of Trustees set forth a temporary amendment to the Trustees Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill. This [amendment](#) allows untenured faculty to request an extension beyond the maximum 24 months, due to disruptions on the faculty member's ability to carry out research and scholarship activities, as a result of the COVID-19 pandemic. The amendment is effective for a period of one year, beginning May 21, 2020 and ending May 20, 2021.

The section of the [Chair's Manual](#) regarding tenure clock extensions for untenured faculty has been updated to include this new amendment. To request an extension, the [Tenure Clock Extension Form](#) should be completed and signed by both the faculty member and Department Chair. Completed forms and questions should be sent directly to Janet Farrell (jcfarrel@email.unc.edu) or Teresa Wilkinson (tsmith7@email.unc.edu).

REMINDER: We have experienced an increase in faculty accepting additional work for compensation that exceeds the maximum compensation through the overload process and/or summer compensation. Any payments that exceed the maximum amount allowed will need to be approved as an exception by both the Senior Associate Dean and the Interim Assistant Provost for Academic Personnel. All exceptions should be requested before work begins. Please be sure that you remind faculty to be mindful of both the [Overload Policy for EHRA Employees](#) and [Summer Compensation](#) as both policies have maximum compensation limits. If you have questions please contact your assigned HR Consultant and/or Budget Analyst.

REMINDER: The 2019-2020 SHRA Performance Cycle end date was moved from March 31, 2020 to **June 30, 2020**. SHRA appraisals are required to be completed by **August 31, 2020**.

The 2020-2021 SHRA Performance Plans are required to be completed by **August 31, 2020**. The 2020-2021 SHRA Performance Cycle will end on March 31, 2021 and the cycle will be 9 months long.

More information about flexibility related to signatures and in-person appraisal meeting requirements will be reassessed prior to August 1, 2020. More information about the SHRA Performance Appraisals & Management can be found [here](#) on OHR's website.

Next Managers' Meeting will be on July 8th