



College of Arts & Sciences Managers' Meeting

Wednesday, October 14, 2020

10:30 a.m. – 12:00 p.m.

via Zoom

[Zoom Recording](#)

Welcome: Julia Lisuzzo, Senior Director of Accounting Services

College of Arts and Sciences Foundation: Anne Collins, Sr. Associate Dean for Development for the College, Overview of the CAS Foundation

The new Arts & Sciences Foundation, Senior Associate Dean for Development, Anne Collins was introduced and gave an overview of the Foundation.

The College of Arts and Sciences Foundation has a team made up of major gift fundraisers, each with their own region to which they travel, as well as their departmental and programmatic assignments. These officers serve as the internal liaisons to the departments and programs that fall under the College of Arts and Sciences umbrella.

Anne encouraged anyone to reach out to her or her team with questions.

Purchasing Card Process Reminder - Julia Lisuzzo reminded everyone to please be mindful of the key p-card procedures and the account holder responsibilities associated with having the card. The p-card should only be used by the account holder and not shared with others. When not in use, please keep the card in a secure location, and should you realize the card is lost, report it immediately. Each account holder should meet with their reconciler on a frequent basis to ensure that they are adhering to the rules, as well as reconcile transactions as they are posted. It is also the responsibility of the account holder to understand the p-card protocols and understand that any goods, regardless of what it may be, purchased with university funds are university property. When an employee leaves their department, the p-card should be forfeited and the account should be closed. A question was asked about the rollout of travel cards and Julia will follow up for more updates.

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

Departmental budget meetings are in process. These meetings are not meant to be extremely detailed, rather just to look over high level materials and having directional discussions on where things are going. If you have any questions or concerns, please feel free to reach out to the budget team.

The instructional workload is being proofed and should be released sometime this week. There will also be a lunch and learn set up over Zoom that might be helpful for departments to attend. New information was introduced on College Data regarding graduate students. Under financial information, there is a new drop down section that allows you to see all of your graduate students' pay – how much they were paid in total in the year you've chosen. Funding can be viewed on how it was split at a high level and the data also includes funds outside of your department. The second tab allows you to view individual students', sorted by PID, funding in a year and see how much they were paid in total. This can be filtered by year, as well as semester. These numbers can also be compared to your division to see how they line up. If you have any questions or suggestions, please reach out to the budget team.

Two questions were raised at this time, the first was on the ability to download the data for one's own department and Elizabeth said that they would look into adding something, but they would have to be very conscious about the security surrounding something like this. The second question was regarding this data and if it would be available in the new graduate database. Elizabeth echoed that this could be useful and that her team would look into it.

HR Announcements: Ashante Diallo, Associate Dean for Human Resources

As was mentioned last week, background checks are 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](#).

On Thursday, October 8, 2020, the U.S. Department of Labor (DOL) and the U.S. Department of Homeland Security (DHS) both issued **Interim Final Rules (IFR)** that make significant changes to the H-1B, E-3, H-1B1, and PERM programs. These new rules are likely to have an impact on pending H-1B requests submitted to ISSS, and on new requests that have not yet been submitted to our office. It is expected that both DOL and DHS IFRs will be challenged in court, but it is currently unclear when or how the IFRs will be challenged, what relief may be available in the interim, or how the courts will ultimately resolve the matter. We will send further updates as more information becomes available.

Updated EHRA Overload Pay Request Form – As a reminder, when requesting approval to compensate EHRA employees for activities outside of the scope of their full-time employment, an [EHRA Overload Pay Request Form](#) must be completed, signed and approved BEFORE the activity begins. In addition, the form is a Word document and our central offices have requested that the form **not be converted to PDF**.

For more information about this policy, please visit the [Academic Personnel Office](#) (faculty) or the [Office of Human Resources](#) (EHRA Non-Faculty).

A reminder was made about hiring and employing students. You cannot put a non-student in a student appointment. If a student has graduated, you cannot hire them in a student position.

Planning for the Spring Semester: Kate Henz, Senior Associate Dean of Operations & Strategy

We are all still waiting on some key decisions to start planning for the spring semester, but we want to be proactive with our time and what we can accomplish while we wait for guidance. Discussion is ongoing on graduate school deadlines and how to find some flexibility and ways to reduce the administrative workload, as well as a continued call to share any ideas with your AMAC representative and participate in the discussion as the new semester draws near.

Justine DiStefano: Benefits Consultant OHR, Overview of Open Enrollment Process

[Open Enrollment Next Steps](#)

Justine reminded everyone that the Open Enrollment period for benefits this year runs from October 15th through October 31st. Please pass this information along to your staff.

To complete the process, follow the steps below.

Open Enrollment for all benefits plans will be held **Oct. 15-31, 2020**. For active employees, enrollment takes place through [ConnectCarolina Self Service](#) or **by phone**. This is a shorter window to make your 2021 elections, so please be sure to **PREPARE, DECIDE** and **ENROLL** promptly.

Online (*Step-by-step guide attached*)

1. Login to ConnectCarolina at connectcarolina.unc.edu.
2. Select “Self-Service” from the dropdown menu at the top
3. Click on the “My Benefits” tile
4. Select “Benefits Enrollment” (on the left)
5. Select “Health Insurance”
6. Click on “Enroll Now”
7. Click “Get Started”

By phone: Call the State Eligibility and Enrollment Support Center at **855-859-0966**.

- [View the Oct. 13 Open Enrollment Info Session Materials and Recording**](#) and [Slide Deck](#) ****Passcode:** *0RH8k&C
- [Schedule a 20-minute Zoom consultation](#) with a UNC Benefits Consultant.
- [Attend an online webinar](#) to stay up-to-date on Open Enrollment, plan benefits and changes to get the most out of your State Health Plan in 2021.
- [Register for an NCFlex Annual Enrollment Employee Session](#) where you can submit questions online to an NCFlex representative.
- Speak to a Benefits Consultant on the phone by calling **919-962-3071*** ([See UNC Benefits Consultant phone availability](#)).

A question was raised for the possibility of OHR running reports as the Open Enrollment deadline approaches to alert them if anyone had not completed the process and sharing this information with department managers.

Working Campus Groups Report Outs:

Employee Forum - Shayna Hill encouraged everyone to livestream the Campus and Community Advisory Committee webinar every Tuesday from 3pm to 5pm. There has been a lot of information and conversations surrounding bringing additional students back to campus in the spring. There has also been a discussion regarding the spring start date and pushing it to January 19th to accommodate for the increased administrative workload.

Finance Functional Redesign - Ashante Diallo reports that the Business Operations Team and the HR representatives for the Big Five continue to have weekly war rooms for the hiring process to maintain the good record of hiring employees on average in under 45 days.

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.