



College of Arts & Sciences Managers' Meeting

Wednesday, March 10, 2021

10:30 a.m. – 12:00 p.m.

[Recording](#)

Welcome – Roseanda Hall, Senior Director of HR Shared Services

Landline Phone Service Change - Dr. Andy Lang, Associate Dean of Information Technology and Data Analytics

Brenda Carpen, Director, ITS Project Portfolio & Change Management
Cheri Beasley, ITS Voice Services Manager

Thank you to all the managers who have filled out of the survey on the change in landline services that ITS is planning to roll out as the University switches from Verizon to AT&T.

The University currently has about 19,000 phones across campus that need to be carried over to AT&T. This change will be more cost effective as well as allow the addition of some key new benefits to all users.

- The ability for users to use their desktop/laptop or cellphone to make and receive calls and it will show up as their UNC number.
 - This will allow multiple people to be able to respond to a phone remotely.
- Departments can still have a central number that can divert to individuals based on their extension.
- The existing voicemail features will carry over.

These benefits will enable people to work remotely more effectively, and the new services will provide more support that the current system does not. As the University works to switch all the lines, it is important to note that this process involves two third-party vendors who are working on their own timeline. The current timeline for switching 1000 - 1500 numbers is three to four months. ITS does not control the phone companies' timeline, thus making planning difficult. If departments choose to allow ITS to switch them over to new numbers, the process will be quicker.

Departments will be responsible for reprinting business cards if there are new numbers. For complicated phone set-ups with multiple lines or a central line that

can be managed by multiple people, [Cheri Beasley](#), the ITS Voice Services Manager, will be handling these changes.

Kate Henz – As the University looks for ways to cut its budget, departments are urged to do an audit of their phones to determine if there are any lines that can be removed if they are not in use.

Please consider a central line that multiple employees can access and use, especially when working remotely. The phone could also be forwarded to someone's personal number or computer, while still appearing to be the UNC line. Many employees have begun to find new ways to communicate, either through Zoom or Teams, so the larger variety in ways to communicate could also lend itself to how the department might cut its phone budget.

The immediate impact of switching over to the new system or a new number will be a rebooting of the lines and a new voicemail will need to be set up for every phone. In the case that an existing phone is too old, a new unit will be issued. For departments that are continuing to work remotely, the transition will allow them to continue to do so and the implementation of the additional features will be beneficial.

Finance Announcements - Julia Lisuzzo, Senior Director of Accounting Services

An email was sent from [Beverly Wyrick](#) on 3/5/2021 giving departments permission to use vouchers for the spring semester. The use of GradStar is encouraged for summer awards, using the placeholder course if the student is not registered for summer. A new technological implementation will hopefully be available for fall so that exceptions can be made to the proration of tuition and fees.

The information sessions on travel, Concur, T&E cards, and Worldwide Travel are being held on March 22nd and 23rd. Managers are encouraged to attend and to bring along relevant accounting staff. [Rebecca Spanos](#) from the travel office will be speaking at the April Managers' Meeting, so any questions that are not covered during the information sessions can be brought to her then.

Julia will contact department managers regarding a T&E card rollout so Central Office can do a mass approval, using scoured data to identify individuals who currently use their pcard for meetings, amenities and travel related expenditures and compiling that in a spreadsheet that will be separated and sent out to each department to look over and see if the recommendations for who should be given a T&E card makes sense.

The Budget Team is working on annual report. Departments will be receiving emails shortly.

HR Announcements - Roseanda Hall, Senior Director of HR Shared Services

HR Lunch & Learn – The March Lunch & Learn topic will be **“Performance Management Process and the New Carolina Talent System”**. This session was recorded if you are unable to join. This year will be the last time we’ll use paper forms - currently testing new process in Carolina Talent and once this new electronic performance management system is finalized, dates and times for training will be announced.

The basic process will be the same: The annual performance cycle runs from April 1 to March 31, you’ll create performance plans, reviews, and for SHRA employees, competency assessments. What’s different is that you’ll use Carolina Talent for many of the steps. This is how it will work:

1. You’ll use the current Word form for 2020-2021 performance reviews.
2. Once the form is signed off, you’ll upload it into Carolina Talent and enter the final ratings there.
3. You’ll create the 2021-2022 performance plan directly into the Carolina Talent. It will route through the system for all approvals and will be completely electronic.
4. Next year, the process will be entirely in Carolina Talent.

You’ll receive access to the new system on April 1. If you have SHRA employees who report to you, we encourage you to get familiar with the system early in April to reduce deadline stress later. Visit the [Carolina Talent](#) website to see previews of the system, find FAQs, and learn more.

INFORMATION: Work/Life & Wellness Programs – [Carolina’s Virtual Wellness Week](#): March 8th – 12th **“RESET, REFOCUS, RENEW, RESTART, AND REPAIR.”** There are still activities and workshops today through Friday scheduled like: yoga, pilates, retirement, gut health, reducing stress and anxiety, etc.

INFORMATION: Carolina Together COVID-19 Vaccine website for updates on vaccination eligibility, registration, vaccination locations, etc. No cost and the vaccine is not a requirement at this time, but it is encouraged for members of the campus community who are eligible to receive it.

INFORMATION: COVID-19 Vaccine Town Hall Communication went out from the Chancellor last Friday March 5th: Tuesday, March 9th and today March 10th 2:30 – 3:00. If you can’t make it, the sessions will be recorded and available at the [Carolina Together COVID-19 Vaccine page](#) website and we’ll include on Teams.

REMINDER: Dean's Signature/Form Approval – Most forms that need approval or signature by the “Dean” should be sent to your assigned HR Consultant and/or Budget Analyst. We manage getting approvals on finance, budget, HR related forms.

UPDATE: EOC Accommodation Requests – If there are no changes to an employee's work location, all current approved ADA accommodations and workplace flexibility accommodations will be extended through the spring term. If an employee is being mandated to return to campus and the employee needs to extend the accommodation, the employee should contact the Equal Opportunity & Compliance department: <https://eoc.unc.edu/covid-19accommodations/>. They will be working on updating their website.

REMINDER: I-9 Verification Open House – 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. There was a session on **Wednesday, March 10th, 12:00 noon – 4:00 p.m.** The next sessions will be **Wednesday, April 7th, 12:00 noon – 4:00 p.m. and Monday, April 19th, 9:00 a.m. – 1:00 p.m.** Please share this information with any new employees that you have been unable to meet with.

INFORMATION: New Benefits Consultant – Vincent Berry, will serve as the core **Benefits Specialist** for the College. Core benefits include, but are not limited to retirement, insurance plans, life events, etc. **Lida Ashley** will continue serve as our dedicated **Leave Specialist**. Both Vincent and Lida are extremely knowledgeable and customer focused. However, as a result of the high volume of inquiries and requests due to the current pandemic, their normal response times may be impacted.

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INFORMATION: Campus Security Authority (CSA) Designation – Many employees received an email notifying them that they were designated as a Campus Security Authority (CSA) and to take the required training. Information

regarding who is required to be designated as a CSA can be found at:

<https://eoc.unc.edu/what-we-do/address-misconduct/responsible-employees/>.

Most employees who serve as a supervisor or manager to 1 or more employees, including labs, are designated as a CSA: <https://eoc.unc.edu/what-we-do/address-misconduct/responsible-employees/>. These individuals were identified by their position and job duties and were sent an email to take the required Responsible Employee Training in Sakai. We can not exempt employees from this training. A list has been requested and Joy and Tudor will work with departments to provide feedback on those designed as CSAs.

RASR:

New Return from Leave Process– Departments will need to submit a RASR request to return an employee from leave and back into active status. We recommend that this request be submitted immediately after the leave request is submitted in RASR. Unlike InfoPorte, the RASR system does not allow requests that HR Business Partners submit on the department's behalf, to be visible nor accessible by the department submitters. This process will eliminate duplication and confusion.

New CASBO Summer School Instructor form – Complete this RASR form for approved Summer School requests and *attach the Summer School Nomination/Change form or an Excel spreadsheet*. Note - a RASR recruitment request form will still need to be submitted if the Summer School faculty is not a current UNC employee.

The presentation and recording from the Business Operations Office Lunch and Learn on Carolina Talent Performance Management has been posted to the website. UNC HR-Carolina Talent has announced that there will be a new performance management system coming soon, so this will be the last year that paper forms are used.

Budget & Other Updates – Kate Henz, Senior Associate Dean, Operations & Strategy

There have been many questions regarding the DNI requests, this is all coming from the Systems Office, so the College does not have much choice in this matter and the timeline. The first question is about FTE and percent effort and only include those that have it as part of their position description. If there is a diversity liaison or a staff member that has it as part of their position description, include 5%. Once everything is sent to the Group at the Center, there might be some feedback.

The notes from the Chairs Meeting were posted in the CAS Team's site on 3/4/2021. They included the budget and how it has been broken up by division and then the campus reductions based on F&A and state funds. The bulk of the expenditure is on personnel, while the bulk of expenditures on the non-personnel side of things is coming from startup costs associated mostly with natural sciences. Then there are also the operating accounts within the departments, which varies greatly, with some having large state operating budgets and others have no funds.

The College is still in the reconciliation process with the central partners, thinking how to maintain the core of the College, made up of the courses, faculty, and the students. The negotiation process is still going on, with everyone trying to make sure what is in the base and where the reductions are appropriate to be charged off of. Expenses are one of the ways that the college can work to deal with the reductions, as well as revenue generation. Leadership has been advocating for courses through summer school and reimagining how we work with the office of summer school to ideally have a better revenue sharing model. 2U has also been launched at UNC, for the programs where it makes sense, masters programs or professional masters programs, there might be an opportunity for additional revenue. Leadership might be asking departments that can have differential tuition, mostly the professional programs, to investigate a way to gross revenue. And of course, fundraising, through the Arts and Sciences Foundation, which is working to raise money for all the important work that the College is doing. The principles of the upcoming and continuing reductions will not be to make changes across the board, rather looking at strategic ways to make these cuts. Staff are a part of these changes, but the reductions will not be on the backs of the College's staff. As for the vacancies, they are not strategic, and we understand that some departments are struggling with these openings. There has been some success replacing very critical hires. We will not be closing departments. We will be looking at certain programs, concentrations, or tracks within departments, reviewing unnecessary overlaps.

We have made decisions about immediate steps to take to address these shortfalls because we have been asked to identify saving seven in this fiscal year. Many of these steps, we hope, will be temporary, but they will buy us time for the long-term planning with which you will be involved. There will be a reduction of state-funded operating budget. It will not be across the board, and we will notify you of those decisions by early June. The F&A distribution model for all campus units is being changed by the center. Unfortunately, special permanent F&A is at risk. If you have this type of revenue stream, we will have to review it with you. Until the new F&A distribution model is finalized, and since such a large part of our budget cut is based on F&A expenditures, the Dean's Office will be allocating only 14% back to departments, at least for the next few years. I know this is going to be challenging for some of you, especially those in the STEM disciplines. Please

work with Kate and Jaye - we will do our best to support you. Though I am committed to supporting the Arts & Sciences travel fund, we may need to temporarily reduce the amount available in the coming years. I realize that this translates to research and the professional success of faculty. Perhaps there are fundraising opportunities here. If we decide to go this route, we would tier it in some way to prioritize our assistant and associate professors; we're only exploring this possibility at present. We will restructure department-level administrative stipends and course releases. Kate will take the lead on this and work with AMAC (managers advisory committee) and the chairs on the Dean's Advisory Committee to develop a model. The Dean's Office Finance will play a larger role in cash management of departmental trust funds.

There will still need to be more reviews of small concentrations, minors, degree programs, etc. In some cases, this will be cleaning up concentrations that have been sunseting but still exist in the system. There will be provided guidance on this and worksheets will be given out soon that will need responses by the end of this semester.

There is rethinking regarding the instructional budget distribution model. The College will consider the way we deliver instruction, meaning who teaches, what they teach and size of sections. If departments have not already started looking at the enrollments in your sections, particularly for tenured faculty, please do.

The College is facing enormous pressure regarding graduate student funding. We have now been tasked with budgeting tuition and fees. What will help us is more information from each department, outlining your rationale for the size of your graduate cohorts and programs. We will provide a template for your feedback, which we will also need by the end of the semester. That information will help us in our advocacy efforts. I know we've already been doing a great deal of "right-sizing," and leadership wants to be able to clearly provide data and qualitative information about our graduate programs.

The Provost has agreed to bridge two-thirds of our graduate student funding for the current year. We still need to be cautious in our admissions decisions. For those departments who service critical first year and gateway pre-requisite courses like Chemistry, English and others, you cannot reduce seat capacity unless you have approval from your Senior Associate Dean. Each situation is different, but leadership will be asking department heads to increase section sizes and to rotate other upper-division courses in order to meet student demand. This is a top priority.

The plan was for the General Education curriculum to be up and running by Fall 2022. When this was being voted on at Faculty Council, we thought we would have provostial funding, but at this point we do not. If we find that the College is to self-fund this curriculum, we will have to rethink what we can offer. We're also

re-evaluating Triple-I, which is one of the most expensive components due to the level of graduate student support needed.

The difficulty with Triple-I is that it's tangled up in the graduate student funding. If we have to bear more or all of the cost for Gen Ed and we're seeing cuts in graduate student funding, it's a double hit. We all love what Triple-I is trying to do, so hopefully we can find a way to preserve it. We've been thinking about different ideas such as endowments or lowering the stakes and reducing the number of graduate students involved. Triple-I brought on many of our graduate students, which is great, but it is a costly piece of GenEd. The reason we have it is because faculty came to us to say they wanted to teach this way, so we're hoping to keep it. Terry Rhodes: The tools we have for this budget cutting are limited. I plan to continue with VITAE hiring and postdoc hiring, but I do think we will see less tenure-track hiring for the next several years unless there is philanthropy involved.

Campus Working Group Report Outs:

No campus working group updates were reported.