

College of Arts & Sciences Managers' Meeting

Wednesday, October 10

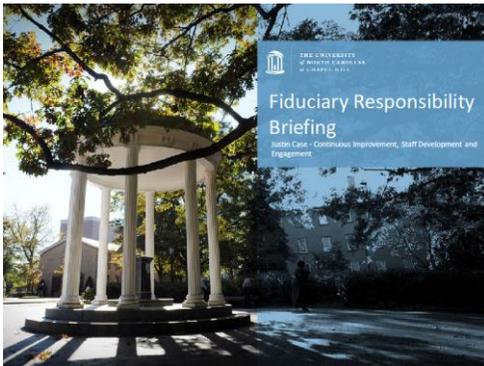
10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

❖ Welcome and introductions by Mark Richardson
Updated Chair Appointment Process: Dean Kevin Guskiewicz

❖ Dean Guskiewicz spoke of the new Chair's appointment policy. He encouraged all staff to be a part of the leadership team and share any thoughts or ideas for improvements with Lachonya Williams or Kate Henz. 8-10 new chairs are appointed each year. The process is an appointment, not an election. Dean Guskiewicz wants managers to be a part of the nomination survey. The SADs will appoint two tenure track faculty to work with managers to put together a brief summary report of the department nominations. This will be a tool to help SADs with 1:1 interviews.

❖ Fiduciary Responsibility Training: Justin Case, Staff Development Training Manager
Justin Case, presented managers with a briefing on fiduciary responsibility. Presentation slides are below. Managers who were not able to attend this required presentation will be contacted for an alternative date.



- ❖ Finance Announcements: Kate Henz, Senior Associate Dean for operations and Strategy
 - Thank you for submitting your ARP sheets. Some adjustments are still coming back to several departments so please do not provide any information to your staff until results are official.
 - **Endowment distributions:** I just checked with Kristen Register on the timeline for the distributions being moved to departmental expendable sources. She said departments should expect their funds by the end of the month. We've been getting lots of questions about the timeline lately, so I thought adding this topic as an announcement would be a good idea.
 - **Remaining Commitments to Allocate:** Leadership funds are still being confirmed and finalized, per Kristen R. She indicated that she's working with you on this now. All other commitments from SADs and the DO should have already been transferred.

- **The University Mini-Storeroom** has permanently closed effective Monday, 10/8. The purchase of paper and other mini-storeroom items should now be purchased through eProcurement channels.
- **Staples Orders** are being delivered by Staples personnel directly to departments; UNC central receiving is no longer involved in the receipt or distribution of orders.
- **Manager and Department Raffle Winners:**
 - \$1K trust allocation to department (June 2018): Sociology/Sara Cockerham
 - \$25 gift card to Department Manager
 - Sandy Staley, Philosophy (2018)
 - Irina Olenicheva, Anthropology (September 2018)

❖ HR Announcements: Lachonya Williams, Associate Dean for Human Resources
Employee Appreciation Day 2018 – October 19th

<https://hr.unc.edu/event/employee-appreciation-day-2018/>

Join your colleagues on Friday, Oct. 19, 2018 in the Pit and Student Union on campus for a day of celebrating UNC faculty and staff. Irresistible Groove will be performing live music while you enjoy carnival games, prizes, free food and more. Also, make sure to come through the Great Hall in the Student Union for employee information, resources and swag. Hosted by the Division of Workforce Strategy, Equity & Engagement.

Employee Engagement Survey - <https://hr.unc.edu/unc-system-engagement-survey/>.

We would also like to invite interested members of our faculty and staff to participate in an open session about the data on **Monday, October 15 at 3 p.m. in the Carolina Union Auditorium**. Staff from the Division of Workforce Strategy, Equity and Engagement and the Office of Institutional Research and Assessment will share topline findings from the survey and discuss next steps.

Online Module for Direct Hire Temps now live <http://new.unc.edu/temps/>

Hiring Experience Redesign and Operational Excellence

This month the Provost has been sharing news that UNC is beginning work on the new Carolina Excellence Initiative. The goal for this project is to create high-functioning administrative operations that will improve the service for end users and align with the operational priorities in The Blueprint for Next, the University's strategic framework.

CAS HR – Lachonya has been participating on a project to redesign the hiring process.

Revised Spring ASAC Schedule Available online - <https://casbo.web.unc.edu/chairs-manual/faculty/>

We have finalized the Spring 2019 ASAC meeting dates and associated dossier submission deadlines. Please note, we have added a second meeting in March to accommodate July 1, 2019 tenured hires since they require ASAC review. Tenured hires reviewed at this meeting will be submitted to Academic Personnel in time for May 2019 APT and BOT review/approval.

Managers who need help with dossiers (assembly or submission) can schedule 1:1 help sessions with Janet Farrell or Teresa Wilkinson. Email them for an appointment.

October Lunch & Learn – Oct 30th in Toy Lounge – Faculty Reviews

Lunch & Learn dates through April are set and will be up on the website by the end of the week.

Beginning January 2019, there will be monthly manager's meetings. No longer will rotate between accounting, general, and student services. Watch for emails or check the website for student services meetings.