# College of Arts & Sciences Managers’ Meeting

# Wednesday, January 12, 2022

# 10:30 a.m. – 12:00 p.m.

# [Zoom Link](https://uncch.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=0852a222-cb4e-4f7f-9df4-ae1b011225e1)

1. **Welcome: Elizabeth Bakanic** Elizabeth Bakanic, Associate Dean, Finance & Budget Management
2. **Finance Announcements:** Elizabeth Bakanic, Associate Dean, Finance & Budget Management

There is a discretionary AARP process that will be happening starting next week and we will have one week to do it, this is not like the standard aarp, the standard aarp is the 2.5% that everyone will be receiving. There’s nothing internally that the college need to do since it’s being implemented across the board. However, there is the option in the law to go up an extra 0.5% more for employees on the EHRA and some cases on the SHRA side. This will not be funded so we are trying to get extra funds for the College this week from central campus to provide potentially some central fundin pool. This will allow people to give increases to their faculty and if you have internal funding that you would like to use for your department that will be an option in this process.

The finance department will be very busy next week creating these spreadsheets and sending them out to you plus answering any questions. Please give us a little grace and some space to respond to all your questions because we have a week to get this process complete. You will here more about AARP in Ashante announcements.

We have done some reconfigurations for the graduate tuition allocations within the college budget to attempt to give what we think would be enough. However, we know that there are some imperfections and we believe there will be budget to fix those imperfections. We will work with you to make sure the graduate school put some money where it need to be but hopefully majority of you will have enough to cover for spring. We will help manage any shortages that might come up for graduation in state or tuition remission. The budget for next year allocation should come out this month. Please make us aware of any issues and we will grant flexibility to the college to move funds around. Reach out to your BA with any concerns.

The IB redesign is moving along and we will present more details for the chair meetings. The chairs will get more information about our ideas and information. This project is moving along if your chairs or anyone are asking. Our first meeting is a week from today.

Giuliana Suzhou will be leaving us. She has found another professional opportunity and has decided to pursue it. This Friday will be her last day in her position. Your accounting team members will be there for you. If you have questions that would usually go to Giuliana please direct them to me right now and I will direct them to the right person.

We are experiencing maternity leave abscense and covid abscense within our team. Please give us enough time to respond to any questions.

1. **COVID-19 Update –** Dr. Amir H. Barzin, DO, MS, Assistant Professor in the Department of Family Medicine

I am sure that you have read that the most dominant strain in the United States is the Omicron Variant. The omicron variant has two things that kind of happens with it. One is that it tends to be more contagious or it spreads a little bit faster. That will normally be a problem in the world of Delta. We noticed that with the Delta variant that we saw more cases and then there was also more severe cases. However, what we have noticed with omicron is that even though there is a higher contagion spread with this variant, the severity of disease is lower. It’s hard to point that out in press releases or discussion points because communications across the country is increasing. The propotion of how many people are testing positive for Omicron which is about four times as many people that tested positive for the delta variant. We are not seeing a four times increase in hospitalization. If you are hospitalized for omicron it tends to be less severe and less icu patients but more general floor patients. We follow other trajectory as South Africa and the UK. The AP release a statement that we will hit a fast peak drop and it should happen in the next week.

Two things that we are doing on campus is promoting vaccination and boosting. Prevention for omicron and severe diseases will be helpful to get individuals to get vaccinated. The second thing is requiring masks on campus. The CDC guidelines does not suggest that everyone wear the N95 mask. They are asking everyone to wear a well fitting mask. The disposable mask are around campus. There are about 20 locations on campus if you go to maps.unc.edu and your unit can get them through the CP supply. We do have masking indoors at all times. We have continued our asymptomatic testing program but for us to facilitate a certain amount of people being in testing at one time so that we don’t overrunt the lab and system, it will be by reservation only. You can make a reservation at hallpass.unc.edu. Our positivity rate on campus was at 12%

1. **HR Announcements:** Ashante Diallo, Associate Dean for Human Resources

We have received a lot of questions regarding the Legislative Salary increases. The retroactive 2.5% from July 1st until December 31st, there’s nothing needed on your part. Everything will be done centrally and it’s based on salary. There are some minimum requirements so there are people that may not be eligible. If you was on the June 30th payroll and the current payroll, you will be eligible for the salary increase. For SHRA employees, you will receive that increase on your second January check and EHRA will receive it at the end of the month. Even if you are at the maximum of your salary band, you will still receive the 2.5% increase. You should receive your retroactive lump sum in your paycheck and your new salary in your paycheck. If you are on a any leave, they will do all adjustments.

As you know the EHRA employees are not a part of the mandate so this is new for us as well. There are increases that will be allowed however if your department has their own funding is the main question. For SHRA, it will not be the same. EHRA will be merit bases, an SHRA will be equity or labor market. The pre-pandemic salary guidelines will determine if there are other opportunities for increases outside of this process. This process is very targeted so there will be fewer people that benefit from this discretionary amount. When you receive the spreadsheets on January 18th, the finance department will digest the spreadsheets and then will give all information to you. Until we receive the new forms, you do not need to complete the EA form or pre approval. They will be generating a new form and a new target process for new positions. However, all the other college pre approvals are still in place this is only for the essential HR action forms.

The phase retirement application deadline has been extended. The deadline is January 14th so if you have any faculty that have any questions regarding phase retirement send them my way. We have to get these applications in review in order to meet the API January 20th deadline.

We have a new process for employment verifications. Everyone will receive an email from me on the new process. It’s been a huge topic on HR console about vacancies. It’s a labor shortage nationwide so the applicant pools are very limited for anyone recruiting right now. When you see these vacancies come available please share them with people that you believe would be qualified for the positon.

We are still having I-9 Verification open houses so check the CAS website for those dates. If you have any candidates that need to have their forms verified please send them to our Rosemary Street location.

We will be setting dates for our Manager Boot Camp. We have had some new managers come onboard and individuals that need a refresher so we will set a date towards the end of February or beginning of March.

1. **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.