



College of Arts & Sciences Managers' Meeting

Wednesday, June 8, 2022

10:30 a.m. – 12:00 p.m.

Zoom

[Recording](#)

Welcome - Roseanda Hall, Senior Director of HR Shared Services

Dean Terry Rhodes- Check In

Thank you to all of the team for all of the hard work you do every day, with new curriculum, working hard on technical aspects, and preparing for new leadership, Jim White. Terry mentioned her last work days before retirement will be spent on a work trip to the Galapagos Islands, and encouraged others to have fun vacations planned over the summer as well.

Guest Speaker- Genevieve Cecil, Student Services Specialist, Undergraduate Curricula

[Undergraduate Curricula Website](#)

The Student Service Specialist role was created to help departments in the College of Arts and Sciences who don't have a specialist in a critical time, and it is not tied to a specific unit, but rather on request. It can assist departments with short term scheduling and registering needs. Genevieve can be reached via email at cas-ssm@unc.edu. The hope is to ease workload when there are unexpected staffing absences or changes and there is a deadline to meet, however, this position is not meant to be long term support for gaps in coverage. Genevieve can also help train and guide new student services managers, so provide them with Genevieve's contact information.

Introductions- Roseanda Hall, Senior Director of HR Shared Services
Felicity Gancedo, Admin Support Specialist, Business Operations
Dee Dee White, Business Officer, Public Policy
Debra Powers, Business Officer, Department of Women's and Gender Studies

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

REMINDER: Higher Action in RASR for Background Checks

If you have anybody you selected for background checks and they are back, don't forget to put the higher action in RASR for the next step.

REMINDER: Get overloads approved in advance

For overloads, please be sure to get those approved in advance before the work starts as it is tough to do anything retro, and there has to be a letter of exception and get a letter from the Dean if there was anything retro.

IMPORTANT: July 1 Secondary Appointments have a June 10th Deadline

July 1st Secondary appointments have a June 10th deadline, so get those in by June 8th or 9th. If they are late, Roseanda has been told they are going to be stringent with the deadline, and they will have to be pushed back to an August 1st appointment date with the same stipend.

ANNOUNCEMENT: BEST Training for New Managers

[BEST training dates](#) in Carolina Talent for new managers or managers who have not done the training yet. Roseanda has already asked for college dates specifically for the college and they have said they will schedule some time just for the college in August, have dates for August, but still go ahead and register on Carolina Talent if you would like to do the training. It is primarily for managers who manage SHRA employees, general benefits to expect, type of employees, EEOC compliance policies, and it is a mix of computer based training and in person training.

REMINDER: Submit your Performance Appraisals and do 2022-2023 Performance Plan

Reach out to Roseanda or your HR consultant for any questions.

Finance Announcements - Elizabeth Bakanic, Associate Dean for Finance & Budget Management

IMPORTANT: Deadlines coming up

One deadling today, a couple Friday, next Wednesday, and they are hard deadlines, so if things don't come in, they will have to wait a few weeks and be into the next year.

IMPORTANT: Be Descriptive in Voucher Descriptions

Please put thought into the description and why, as much more scrutiny is going into the descriptions. This includes food and electronics, as it becomes even more important for these purchases or big purchases. If there is a scholarly purpose put it in the description. If there is a vague or nonexistant reason for the purchase, it will be questioned.

REMINDER: IB Meetings

Elizabeth has been having IB meetings across the departments that have instructional budget allocations, and those seem to be going well for many of those meetings. If you have not met with Elizabeth yet, those meetings are still being scheduled and as we're getting some new managers you'll see those pop up on your calendar again over the next few weeks. If you have follow up questions from those, just reminder to reach out to your budget analyst and they can help you out.

ANNOUNCEMENT: Instructional Workload for Past Fiscal Year in July

Instead of doing this in November or December, we are going to try to roll this system out in July, and will give further announcements as this is solidified.

ANNOUNCEMENT: Restructuring

Joe Daley is now the Senior Director of Finance. We will not be refilling the Senior Director of Accounting, and the Accounting Techs will now report to Budget Analysts to make it a more clean reporting system.

Report- Kate Henz, Senior Associate Dean for Operations and Strategy

Kate discussed how it is summer and both teams in CASBO are working hard to get end of the year activities done, HR is working hard in the onboarding process, and Finance is working hard for end of the year reports. There were about 65 hires, and there were at least 2 or 3 women of color and distinguished professors hired. Through all of this hard work, Kate reminded everyone that the work will always be there, and it is important to put your mental health and physical health first, and to take time for yourself.