



College of Arts & Sciences Managers' Meeting

Wednesday, August 10, 2022

10:30 a.m. – 12:00 p.m.

[Zoom Recording](#)

Welcome: Joe Daley, Senior Director of Finance

Facilities Update: Powell Marshall, Director of Facility Shared Services

Facilities is in the final stages of confirming a new Facilities Coordinator, as well as updating a new facilities portion of the website for general information and contacts. For many facilities issues- such as elevators not working as they should, you should place a facilities request to fix the issue. In Mitchell, the last installation will occur either over fall break or the winter holiday.

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

REMINDER: Get Payout Reinvestment Decisions sent out

They are due by the end of the week. Make sure your budgeting choices are accurate; consider inflation, but make sure you are using all the money you are allotted. Temporary allocations will be out over the next few weeks. Reach out to your budget analyst if needed to get confirmation.

REMINDER: Chair Deadline Approval coming up

New chair approvals are due at the end of the week. An email was sent out, but remind your chairs to check. Kate Henz welcomed new people, and explained this report is in response to the athletic activity that happened 10 years ago. Make sure leadership assesses what courses faculty are teaching to make sure an event like that does not occur again. Also, reach out to Elizabeth or other members of her team if you have any questions about the new process- they are here to help.

ANNOUNCEMENT: Permanent Allocations sent out

Joe Daley reminds us that all permanent allocations have already been sent out. Salary adjustments should be available for your viewing.

HR Announcements: Ashante Diallo, Associate Dean, Human Resources

REMINDER: Make an appointment for your I-9s

We hope everyone saw the email regarding I-9 Open House hours. Hours are starting today, through August 26th. Appointments are encouraged, but you will be accommodated at any time you come. Please remind your department to complete Section I before you come. Reach out to your HRBP if you need to make an appointment.

ANNOUNCEMENT: Bonuses and bi-weekly paychecks

People have been asking about EHRA bonuses, but they are still waiting on guidance from HR. Bi-weekly paycheck receivers will be receiving their checks soon.

REMINDER: Getting student payrolls out

If we support you on student actions, please get them out as soon as possible. If you need help, contact Ashante.

IMPORTANT: New hiring process change

A new federal law was implemented called the Fair Chance to Compete for Jobs Act. Because of this, processes will change. An offer must now first be extended to a potential employee prior to requesting a background check.

IMPORTANT: Get your J-1s in as soon as you can

Joy Montemorano introduced the difficulties that ISSS is facing in being understaffed and processing J-1s. Please get them in as early as you can so Trinh can begin the 90 day processing period.

ANNOUNCEMENT: Job Ads & Hiring

Ashante reminds us that there is now a separate email address that Carl and herself are going to utilize to streamline ads and search plans for departments in their search for filling open positions. You will receive feedback within 2 business days.

HR is looking to create a single page overview of the steps required in hiring new chairs (especially).

Joe notes that the Deans office offers financial support along this process. Kate urges everyone to use the offer letter templates on the website rather than older versions that do not include the new job terms and conditions. Ashante adds that posting salary ranges on recruitment forms for prospective applicants is discouraged.