



College of Arts & Sciences Managers' Meeting Minutes

Wednesday, July 13, 2022

10:30 a.m. – 12:00 p.m.

[Zoom Recording](#)

1. **Welcome:** Elizabeth Bakanic, Associate Dean for Finance & Budget Management
2. **Introduction** – College of Arts and Sciences **Dean Jim White**

Jim discussed how he is a very strong advocate for a Liberal Arts education, and for a college that values all of its members. He will be ensuring everyone who is a part of the Faculty, Staff, and Students are treated fairly and equally. Jim is also a Climate Scientist, and has found this has helped him in his role as a Dean when it comes to speaking in public about hard topics.
3. **Federal Work Study Program** - Guest Speaker Meg Maccherone, Assistant Director, Employment Programs, Office of Scholarships and Student Aid

Meg was able to show how the [Work-Study Programs](#) website has the resources consolidated all in one site, easy to access now.

If you are a **new** supervisor, you can navigate [here](#).
If you are a **current** supervisor, you can navigate [here](#).
Here are quick links to various resources:

[JobX for posting listings](#)

[Regulatory Training link](#)

[On Campus Calendar](#)

[On Campus Resources](#)

Students gain access **Friday, July 15, 2022** and tend to start applying as soon as it is opened, so be sure to get positions up soon. The hiring process is through JobX, and then you have to do a separate hire action in ConnectCarolina and RASR. In JobX, you get an automated message with the information autopopulated, and it requests you cc the appropriate HR representative. Additionally, if you were in a previous department with a position listed, and you have moved departments, as long as you have the same email and ONYEN you should be able to copy and paste the position description over to the new listing.

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

ANNOUNCEMENT: INSTRUCTIONAL WORKLOAD IS HAPPENING RIGHT NOW

2 ½ weeks left now of the instructional workload- please try to get this information in as we are trying to finish this before the beginning of the school year. Next year's instructional workload may be moved to Spring from Summer to make it easier to navigate, and to look at it with instructional budget, and see necessary information earlier. There will still be opportunities to update the system if the situation arises for material or instructional differences.

REMINDER: CHANGE TO HOW STARTUP AND RETENTION FUNDS ARE COLLECTED AND DISBURSED

Finance will be working with departments to make sure that the department portion all flows into one bucket, along and intermingled, with the Dean's Office Funds, creating one single chartfield. This way faculty can spend from it, simplify tracking, and track that obligations have been met. Your budget analysts will be reaching out to you to see where the funds might need to come from, and how you want to transfer- all at once, parse it out over 3 years, or whatever period would make sense. Ultimately, this will be a shift in how we have operated in the past, but it will make accounting cleaner, as well as help faculty show specific amounts of funds they have where.

ANNOUNCEMENT: PLEASE DO NOT MAKE ANY SUDDEN CHANGES TO YOUR SEAT ASSIGNMENTS AT THIS TIME

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

ANNOUNCEMENT: INTRODUCTIONS

L.E. has accepted a new role as Department Manager in Classics.
Latasha Mingo has accepted a role as Associate Chair for Finance & Administration in Computer Science.

ANNOUNCEMENT: REQUESTS IN RASR

Process your own complex actions in RASR, like retiring or separating staff and faculty in RASR- otherwise, we will not know.

9 month faculty is paid over the course of 12 months but they only work 9 months, so make sure they are resigning within their 9 months- they have to either retire 12/1 or 7/1. They can't stay on for an extra month to keep getting benefits, etc. If they need to stick around because they have a grant or summer salary, they need to come out of their full time faculty role and the

department would need to hire them in a different role, so contact your HR consultant.

Emeritus status is going to happen automatically now for certain faculty positions. If someone previously left their role and would have gained Emeritus status now, contact Ashante and let her know.

ANNOUNCEMENT: RETENTION AND PROMOTION ACTIONS

We are working through the list, so if you have a retention or promotion action you are waiting on, hold tight.

ANNOUNCEMENT: FACULTY SALARY INCREASES

Some departments were made aware that we did some internal equity salary increases. It's a short list, but they are being worked through. The goal is to reach out to Department Chairs, who then will reach out to the employee to let them know they got an increase in their salary effective 6/30. If you have a concern about a particular faculty member because you're working on a grant submission or budget, let Ashante know.

ANNOUNCEMENT: NC SALARY INCREASES

According to the last HR Council call, the governor signing in the new NC Budget would result in an additional 1% on top of the 2 ½% in salary increases for all state employees- including UNC employees- but we do not know the implementation timeline.

REMINDER: EXTERNAL PROFESSIONAL ACTIVITIES FOR PAY (EPAP)

There was a notice that came out regarding all EHRA faculty and non-faculty members that are .5 and above. If you take on a second job for work, even if it's outside of work hours, you have to initiate a request for approval at least 10 days in advance to be reviewed by chairs- and if it's for charity by the Senior Associate Dean- to be sure there is no conflict of interest.

There are also [policies](#) on SHRA employees.

ANNOUNCEMENT: POSITION CONVERSIONS

Finance position conversions are being worked on. They are in the process of offering eligible employees the option of converting. UNC is implementing in May or June of 2023, so by this Fall we will hear more about positions that are eligible. They will hold workshops for more information, it is optional and voluntary, and you will only be offered this conversion process once. They are saying it's about 500 people who are affected campus wide.

ANNOUNCEMENT: BLUEPRINT FOR ENGAGED SUPERVISION TRAINING (BEST)

There is a tentative date for [BEST Training](#) being offered. August 31st and September 7th are the tentative dates for training via ZOOM.

ANNOUNCEMENT: ISSS & OFFICE ENGAGEMENT

With some issues regarding Foreign National documentation, verifying work status, and paying properly, Ashante is working to engage the necessary offices to figure out the proper solutions. Additionally, faculty will need to go into self service and change personal information at certain points, so a helpful website to send to a new hire would be [Milestones](#) to guarantee everything a new UNC employee needs is set up properly.

ANNOUNCEMENT: WORK LOCATION FORM COMING SOON

An email with a blank work location form will be coming soon, along with instructions of where to upload.

6. Campus Working Group Report Outs

7. Questions

8. AMAC Breakout Sessions: **Managers only please**

- a. Fine Arts and Humanities -
<https://unc.zoom.us/j/99178223257?pwd=U0FPWVVtd2tLc2ZDRE5sWFhHVjVBdz09>
- b. Natural Sciences -
<https://unc.zoom.us/j/93934958731?pwd=S2txY2RvYUdoMVBrNk1rK2Noa3NLdz09>
- c. Social Sciences/Global Programs -
<https://unc.zoom.us/j/94348263056?pwd=eFFGK0pMDDA1R0JyQnZrSkI2RjVlZz09>
- d. Undergrad Ed/Non-Academic -
<https://unc.zoom.us/j/98365051327?pwd=bWpua1VwWjJ0NWZyalFaWVhLRm8xZz09>