



**College of Arts & Sciences Managers' Meeting**  
**Wednesday, November 9, 2022**  
**10:30 a.m. – 12:00 p.m.**  
**[Zoom Recording](#)**

**Welcome:** Joe Daley, Senior Director of Finance

**Campus Life Experience**

**Guest Speakers:** Bobby Kunstman, Director of Student Life and Leadership, and Seamus Bestwick, Student Life Specialist.

As remote learning was ramping up, students were looking to [Heel Life](#) as a hub of connection. The way students and staff are continuing to engage with Heel Life has bridged the gap between calendaring, attendance, tracking data, and more.

Department pages can be set up to be visible, or invisible- and only be seen via the events they create.

Creating an event is simple. The info needed:

- Event title
- Event theme
- Description
- Co-host
- Date/ Time/ Location
- Event Visibility
  - Public- no ONYEN authenticity required
  - Students & staff at UNC- ONYEN authenticated
  - Organization based- ONYEN Authenticated
  - Invite based- ONYEN authenticated

**[CLE Calendar- events page](#)**

**Attendance**

- URLs and QR codes generated as you create the CLE event.
- Hit “Manage Event” and both the URL and the QR code for tracking attendance will be there.
  - Attendance URL codes are easy to copy and paste.
  - QR code can be “viewed.”
    - You can have the QR code on a TV when the students are coming in, or printed on a piece of paper labelled “check-in”
  - You could also go old school and have a piece of paper to sign in on.

Movies are a valid CLE, if there is a space for learning.

Example: An educational documentary would work, but a Marvel movie would not.

CLEs can be open to community members as well as students, but be sure you can track the students who are in that space for attendance purposes.

Any additional questions can be directed to [CLE@unc.edu](mailto:CLE@unc.edu).

## **Emergency Preparedness and Resourcing**

**Guest Speakers:** Sergeant James David and EHS Justin Miller

Justin Miller works with Emergency Preparedness, and Sergeant David works with the Campus Police Department. They have both worked with Fire Safety over the last few years to put together resources for Campus Safety.

[Campus Safety Website](#)

[Training and Resources](#)

- There is an online [Emergency Preparedness 101](#) training on Carolina Talent.
  - Kate encouraged managers to assign this training to employees due to the importance of safety in the workplace.
- There is a training called [Being Carolina Ready in the Office](#) where Sergeant David, Justin, and Fire Safety will come to your building to help prepare you.
- The [Emergency Action Plan](#) is also developed to protect campus building occupants and visitors in the case of a potential or actual emergency.
  - Sergeant David also runs a training that builds off “Being Carolina Ready” and provides more information on barricading, evacuation, and looking at what it looks like if you had to counter an actual threat.
- Wendy Pender and Joy Montemorano from the Dean’s Office testified to how educational and effective this training was.
- [Carolina Ready Safety App](#)
  - Friend Walk- share your location with a family member or friend
  - WorkAlone- automatically checks in on you while you are working or studying alone and triggers a call to your emergency contact if you fail to check in at the allotted time
  - Mobile BlueLight- when you activate this feature, it acts like the other BlueLights on campus. If needed, it can simultaneously place an emergency call to UNC 911 dispatch and share your location with the UNC 911 dispatcher.
  - Report a tip
  - Tips and guidelines for safety
- [Informational Flyer- 2022](#)

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Justin Miller | [Justin.miller@unc.edu](mailto:Justin.miller@unc.edu) | 984-484-9871

## **Campus Police Updates**

**Guest Speaker:** Chief Brian James

Chief James has been in law enforcement for over 28 years and retired from his role as Chief in Greensboro. He sees the issues and challenges in building relationships with a population that tends to turnover 25% every year. 40,000 to 50,000 people come through campus each week, which means this is a large number of people in a dense area.

The police department currently has around 45 officers, but are authorized for 61, so they supplement the vacancies with overtime. The UNC Police Department also works very closely with the Chapel Hill Police Department and the Orange County Sheriff's Office on a regular basis.

Each officer is assigned to a particular part of campus, like the Friday Center, and monitor what is happening in and around campus.

They have also installed a security camera in The Pit and made it a more easily monitored area, as it is highly trafficked, but previously had little coverage.

If you would like to report something that is not an emergency, you can call the non-emergency number: (919)-962-8100.

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

**ANNOUNCEMENT: Salary retention funding now coming 100% from Dean's Office**

Given the uncertainty of ARP funding, and system support that the Dean's Office is receiving, this new funding will be a better way to operate.

The Williamson White rule is a new rule that will create a new line for the department if the department chooses not to retain a faculty member and that faculty member leaves.

This will encourage retentions for faculty members departments genuinely want to retain.

**ANNOUNCEMENT: Email Communications to Managers will be posted on the CASBO website going forward**

[Email communications](#) will be posted here going forward.

**ANNOUNCEMENT: Bonus Process for EHRA Employees**

This is a one-time, limited raise, and will be able to provide a little bit of funding from the college. The worksheets should be returned by close of business Monday. It is meant to be on merit, so they will frown at, for example, \$200 across the board. It is for EHRA, faculty and non-faculty.

“Departments may consider non-base salary one-time bonuses for EHRA employees as part of the ARP process for fiscal year 2022-23. Bonuses should be based on the overall performance rating assigned during the 2021-2022 performance cycle. As such, eligible EHRA employees may be considered for a one-time bonus opportunity not to exceed 5% of their June 30, 2022 base salary. This bonus opportunity is not supported by additional central funds and must be funded by existing campus unit funding sources.

The bonus opportunity is calculated against the June 30 base salary within the above noted limit and will not change recurring base salary. These non-base salary one-time

bonuses for EHRA employees are subject to retirement contributions to either the Teachers' and State Employee's Retirement System or the UNC Optional Retirement Program.

The purpose of the bonus program is to recognize meritorious performance and to maximize the retention of high-performing talent. There is no automatic employee entitlement to this bonus opportunity, and it is granted at the discretion of management. Employees who receive an LMAR increase may also be considered for a bonus under this provision." [-Non-Base Salary One-Time Bonus Opportunity for EHRA Employees](#)

**ANNOUNCEMENT: Labor Market Adjustment Reserve**

The State of North Carolina has provided resources to all 16 public universities to raise salaries for SHRA and EHRA non-faculty who are below 90% of the market rate. They only have resources for state funds, and none for non-state funds. Many of our SHRA Employees are already above 90% of market rate. There will be a Zoom targeted to the departments who may have these employees or resources, but as there are few that will qualify for this, there may not be much that comes out of this.

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

**ANNOUNCEMENT: J1 Process Changed**

Departments will now submit J1 visiting scholar requests directly to [ISSS via the portal](#). You will no longer need to submit them via email to the Dean's Office. Previously submitted requests which are already in progress will continue to be processed via the old system and will not be visible from your portal dashboard. A short [video training](#) is required before Portal access will be granted.

[Here is the email communication](#) with more information.

**REMINDER: Use your COVID Booster Leave and Personal Observance Leave**

Use your [COVID-19 Booster Inventive](#) leave by March 31, 2023.

Use your [Personal Observance Leave](#) by the end of this calendar year (December 31, 2022).

**ANNOUNCEMENT: RASR Touchpoint Session**

This session held on November 11<sup>th</sup> is [posted on the website](#).

**REMINDER: December 30<sup>th</sup> is an optional workday/ University Closed Day**

Remind your employees for December 30<sup>th</sup> they need to use a personal day or get approval to work.

*"In order to provide additional flexibility for employees, Friday, Dec. 30, 2022, and Friday, Dec. 29, 2023, will be optional work days for employees as opposed to University Closed days, where they would be required to use leave.*

*UNC employees who wish to work on these days must coordinate with and receive prior approval from their supervisor to do so. For those who receive approval to work, please*

*note that campus services will in general be operating at normal holiday closure levels.”*

*For more info, visit <https://hr.unc.edu/benefits/leave-holidays/>.*