



College of Arts & Sciences Managers' Meeting

Wednesday, January 11, 2023

10:30 a.m. – 12:00 p.m.

[Zoom Recording](#)

Welcome: Roseanda Hall, Senior Director of HR Shared Services

Guest Speaker: Powell Marshall, Director of Facilities Shared Services

Furniture, flooring, and equipment purchases and university guidelines

View January 4, 2023 [email here on CASBO website](#). A summary of highlights from [University Design Guidelines](#).

[Presentation](#)

The following is a list of UNC approved vendors. These companies are aware of UNC purchasing guidelines

- Storr Office Environments
- Triangle Office Equipment
- Creative Business Interiors
- Alfred Williams & Company
- PMC Commercial Interiors

Powell will soon put together a comprehensive furniture pricing guide.

Q&A

For faculty who are new, what does the process look like for ordering/purchasing furniture or paint choices?

Try to make the decisions regarding furniture as soon as you can (i.e., when you know the new faculty member is coming aboard). There is about a 5 week lead time from vendors for furniture. Paint can be done rather quickly, so that's not as high of a priority to get the choice in as quickly.

Faculty do use their start-up funds for furniture, so feel free to work with Powell to source the highest quality, but most affordable furniture. Individual departments would be responsible for purchases exceeding start-up funds.

What is the average cost of chairs from these Vendors?

The average cost is \$300 to \$600 per chair, but a good chair is worth the investment. Chairs that come with warranties can be serviced as needed.

How do you find warranties on chairs previously purchased?

Send Powell the serial number and the manufacturer of the chair.

What is the timeline for sink & water fountain repairs and replacements?

Most of the water fountains have been repaired. If you know of one that has not, let Powell know. Maintenance may be taking a little longer to get to repairing or replacing the sinks. Their focus is first on water fountains as the sinks in breakrooms are a larger project.

To refill water coolers, submit a ticket with facilities, and let Powell know if they do not respond in a timely manner.

Property Insurance

The college does have all-risk property insurance, so damages to property from issues such as flooding, fire, vandalism, and theft, are usually covered.

EMES recently has to replace equipment and the insurance adjuster was helpful with the process. EMES had to pay the cost up front which was then reimbursed by the insurance once the equipment arrived.

If something big/ catastrophic does happen, first think about property insurance coverage to help.

[FAQ on insurance](#)**Upcoming Projects**

Now is the time to be in discussion with Powell upcoming projects, as year-end funds will expire in May.

Used vs. New

If you are looking to save money and purchase used furniture, Powell does not recommend purchasing used chairs due to the warranties on chairs being so useful.

For other unanswered facilities questions, please contact [Powell Marshall](#) at mpmarshal@email.unc.edu

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

REMINDER: EHRA Bonuses needing PAAT Corrections

An email was recently sent out regarding EHRA Bonuses that need PAAT corrections. Instructions, a list of those affected in your department, and amounts needing to be PAAT-ed back to the correct trust funding source were included. Please do this before the end of the month.

REMINDER: NSF Survey is being turned in at the end of the week

The final version of the NSF survey is being turned in at the end of the week. There is still data that needs clarification. If you have been contacted by Lindsay Gangl or Kim Hatfield regarding clarifying information and you have not responded, please do so as soon as possible.

This survey is important as it is used to assess research productivity of your department compared to departments across the country; inaccurate data can impact downstream reporting and information about your department.

REMINDER: Concur Policy Changes

There have been two Concur policy change emails that came out this week: one on [Airfaire Policy](#) and one on [Hotel Updates](#). Make sure these changes have been communicated to those affected in your department so they are up to date with current policy.

ANNOUNCEMENT: Instructional Workload

Instructional workload is coming up in February for this academic year, Fall 2022 and Spring 2023. The timelines are being shifted so that in the future Instructional Workload will be done for each semester live during the semester.

Changing to this timeline will allow you to make your corrections in ConnectCarolina which will automatically feed into the Instructional Workload system. These changes will be live the next day. ConnectCarolina is the system of record, and so more detail will be housed in the system of record going forward.

One example of change is TA assignments and details will be housed in ConnectCarolina and flow over into the Instructional Workload system, rather than being added to the Instructional Workload later and not being reflected in Connect Carolina.

There will be training and materials on any changes that happen to the Instructional Workload system, so keep an eye out for those training invites. The goal is to make the system more intuitive in the future. So even as the process will occur more often, it will be easier in the long run as there is less work to do each time.

Update: Training will be held on Wednesday, February 1st, from 10-11am in Toy Lounge (Dey Hall) and Zoom.

HR Announcements: Ashante Diallo, Associate Dean, Human Resources

REMINDER: i9 Open Houses occur 2 times a week

We have 2 i9 Verification Open Houses twice per week. The schedule can be found on the CASBO webpage on the [Events Tab](#).

There was some confusion about who should be initiating the i9 process. Those who have the ability to start an i9 have the training and access to LawLogix to do so. Typically, if you have a new employee that's going to new employee orientation, the Central HR Office will do those. A lot of faculty members do not attend new employee orientation, and we will most likely have those faculty members come to our office to verify and are in communication with them.

If you are a department that does your own i9s, you can continue to do this.

If we are normally who does your i9, then we will assume that we will continue to do so. If you are then going to do an i9 for someone, communication is key to let us know that you are processing that i9.

If you normally process your own i9s in house, and for some reason you can't process i9s one day, you need to let us know if you plan on using the Business Operations HR Team during the open house events. We staff our i9 events based upon who we know to be coming.

ANNOUNCEMENT: Business Operations HR Team Changes

Chris Genwright joined our team as an HR Consultant in October of 2022 and is supporting Fine Arts & Humanities.

Angela DuPree has left Business Operations and the University after many years for a new role in Reno, Nevada.

HR Consultant, Adrienne Jeffries, who left the team in June of 2022, is coming back January 16th.

ANNOUNCEMENT: Faculty Recruitment Transition

[Realignment of Academic Personnel Functions- Presentation](#)

The Central Office has communicated that faculty recruitment has transitioned fully to employment. The same office that was approving recruitments for SHRA and EHRA Non-Faculty is now approving the recruitment for EHRA Faculty as well. This means that anything that is in PeopleAdmin has been transitioned over.

The Academic Personnel Office has been transitioning as well. The Provost Office has created an Office of Faculty Affairs led by Lachonya Thompson.

Some of the faculty related activities have transitioned to the EHRA-HR unit- this is both EHRA Non-Faculty and Faculty.

This means that if you create an overload request, salary increase, whether it is Faculty or Non-Faculty, it is all going to the same office rather than 2 separate directions. This will help speed up processes and make them more efficient going forward.

REMINDER: Overloads and external activity approvals need to be submitted prior to accepting and starting work

Before accepting external work, faculty should understand what the maximum allowable compensation under the overload policy is for them. They need to start the process of getting the activity approved *before* they start the activity.

The EPAP form should be in a Word Document when you do submit it- don't turn it into a PDF.

Here is information about the [EPAP policy for 2022-2023](#).

Lachonya Williams is looking into see if there is a more efficient way to restructure the process.

REMINDER: [Employment of Related Persons Policy](#)

If you are hiring someone and they check the box that they are related to someone in the unit, they need to fill out the related [certificate](#) and submit that certificate with the hiring proposal.

REMINDER: UNC Wellness

The [Total WellBeing Expo 2023](#) is on Wednesday, March 15 from 11am to 2pm in Fetzer Hall. There will be health and wellness vendors, fitness classes, cooking demonstrations, wellness checks, and giveaways.

More information on wellness webinars and other mindfulness activities to help your wellness journey can be found on the [Total WellBeing website](#).

REMINDER: Dual and Additional Employment Email Coming Soon

Other forms of employment include Additional Employment, Dual Employment, Secondary Employment, Independent Contractors and Unpaid Volunteers, Interns & Visiting Scholars.

[Other Forms of Employment](#) Webpage

IMPORTANT: EHRA-Conversion Eligible Business Officers

If your position was eligible, you should have received an email regarding your eligibility. If you know you are eligible (Business Officers with 30% or more of your job is accounting, finance, or budget) and you did not receive the email, contact Ashante or Roseanda.

As the process continues, you will get more information regarding salary and what it would look like more specifically for each conversion.

The Dean has agreed to include longevity pay, which means if someone received \$1,000 longevity pay today, then they would receive that extra \$1,000 in your salary.

There is no guarantee that the System Office will allow the maximum EHRA salaries to change to match the SHRA salaries, but they are working on this possibility now.

[ABF Conversion Information](#)

REMINDER: Pay attention to Auto-termination

Please be mindful of positions scheduled for auto-terminations that are not actually going to terminate, but instead will be reappointed. If you are unsure on a position that is scheduled to auto-termination, you should put it on a short work break. This will be easier to go back and change vs. an auto-termination.

ANNOUNCEMENT: J-1 Portal & Access Issues (Joy Montemorano)

After ISSS Portal training is complete, some users are not receiving notification that access has been granted. Access will in most cases be granted within 48 hours regardless of receiving an email from ISSS. Joy recommends waiting 48 hours and then attempt to log into the portal. If at that time you still do not have access, email Joy or the main ISSS email.

The only people who should have access to the portal are the Department Managers, Department Chairs (if they want access), and those few departments who have a specific person that processes J-1s. Faculty, PIs and other staff will not be granted access.

ANNOUNCEMENT: Access by Position (Joy Montemorano)

Plans to develop default access by position is in conversation but not yet in process.

There are, however, updates to many of the access forms, including easier ways to navigate required trainings have been implemented.

REMINDER: EPAR Approvals Process

The HR Team is looking for EPARs that are sitting different places on a daily basis, but particularly when it's close to payroll lockout. Because of this transition, there's a lot of new approvers on the back end, but the HR team knows who to contact to nudge and to get things pushed through. There are multiple steps in a process, where one action has to go through before the other, so if you have an issue, send it to Ashante, Roseanda, Stephanie, or Chris, and it will go on their to-do list.