



## College of Arts & Sciences Managers' Meeting

Wednesday, April 12<sup>th</sup>, 2023

10:30 a.m. – 12:00 p.m.

[Zoom Recording](#)

**Welcome:** Ashante Diallo, Associate Dean, Human Resources

### CAS Manager Mentorship Program

**Guest Speaker:** Shayna Hill, Business Officer, Exercise & Sports Science

The AMAC mentoring subcommittee is establishing a mentorship program for department managers within the College of Arts and Sciences.

July 19- Kickoff luncheon

At the Carolina Club with an exercise facilitated by David Rogers from Campus Rec.

\*Open to all Business Managers, including those who have not decided to join as a mentor/mentee yet\*

### AMAC Mentoring Subcommittee

- L.E. Alexander
- Denise Carter
- Diana Devereaux
- Shayna Hill
- Jennifer Parker
- Cinnamon Weaver

[Link to sign up as a mentor or mentee](#)

### Building Emergency Action Plans

**Guest Speaker:** Powell Marshall, Director of Facilities Shared Services

EHS and Public Safety has asked Facilities to work with Department Managers to create a Building Emergency Action Plan (BEAP) for each building. This will help keep all of us safe and help inform our employees and students of emergency evacuation routes and equipment, including areas of refuge, location of fire extinguishers, and more information that would be needed in an emergency.

You will receive an email with a BEAP form and more information for each building your department has a presence in. If you do not receive an email in the next few days, please contact Felicity Gancedo. These forms are **due by May 19, 2023**.

An extra copy of the [fillable BEAP form can be found here](#).

If you work in a building that hosts CAS units and Provost units, Powell and Felicity can help with getting your committee in contact with the Provost Office's counterparts.

**Announcement: Housekeeping Staffing changes in FedEx**

Housekeeping had a reduction in staffing, so be mindful of these changes if there seems to be slow responses or changes in the amount of work completed.

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

**Announcement: May 5<sup>th</sup> is Faculty Position Request deadline, as well as the deadline for adding activities to Stewardship Funds in the [College Annual Report](#) system.**

**Announcement: Year-end deadlines are coming**

A reminder that end-of-year lockouts and other deadlines begin in May. The Dean's Office will distribute College and campus deadlines via email on 4/14.

**Reminder: IB Allocations**

Everyone should be getting, or should already have received, an email from your Budget Analyst with the department's IB allocation. If you have any questions, reach out to your Budget Analyst. There will be a walkthrough of how the IB process works coming soon.

**Reminder: Award in Management Ceremony**

April 24<sup>th</sup> from 2pm to 4pm

The Blue Zone at Kenan Stadium

5<sup>th</sup> Floor, Upper Club

[RSVP using this link by April 17th](#)

**Stewardship Process:** Joanna Cardwell, Director of Donor Relations and Compliance

[Presentation](#)

**March 21<sup>st</sup>:** CAR opened.

**April 8<sup>th</sup>:** Initial deadline to add faculty and student recipients.

**April 12<sup>th</sup>:** System opens to faculty.

**May 5<sup>th</sup>:** Initial deadline to add activities to funds.

**July 11<sup>th</sup>:** Aim to have any outstanding fund information added from May/June (if reporting on the full fiscal year)

Reporting funds:

- Add individual faculty and student to each fund using the “Add Recipient” button.
- Provide as many details about the usage as you can.
- Specify a reason if there are unused funds (ex. Travel restrictions)
- Include a note in “Steward Comment to A&S Ftdn” if the fund will be awarded after the reporting deadline.
- “Add steward comment to recipient” helps faculty members and students become aware of the source of their funding.
- “Add steward comment to Foundation” is a way to provide the Foundation additional information about the recipient or award to put reports together.

**HR Announcements:** Ashante Diallo

**Announcement: Manager Meeting Schedule Change**

The Business Operations Leadership Team (BOLT) have discussed the structure of the Manager’s Meetings, and found that a few changes may be helpful in facilitating conversation. The BOLT team would like to hear managers’ thoughts on these suggested changes.

**2<sup>nd</sup> Wednesday:** Monthly Manager meetings may shift to a hybrid format starting in June, allowing for both an in-person option at Toy Lounge and a Zoom option.

**4<sup>th</sup> Wednesday:** Check-in meetings will be split by division, where the first 30 minutes of this meeting will include Human Resource Consultants and Budget Analysts, and the second 30 minutes will be AMAC focused.

**Announcement: Hickerson House Open House on May 22<sup>nd</sup>**

The Business Operations Team will host an open house the afternoon of May 22<sup>nd</sup> to see our new office location, Hickerson House. All department managers are invited to come tour the house, relax, and enjoy time together.

**Reminder: April 25<sup>th</sup> I-9 Preparer Information Session**

All I-9 preparers in the College should have received a calendar invite to a review session being held via Zoom on April 25<sup>th</sup>. If you know of an I-9 preparer who did not, please forward the invite to them.

**Reminder: Summer School Hires**

Please have your summer school hires into our office as soon as you can to make sure everyone has access to their courses. If you have any questions, please contact your [assigned HRBP](#).

Payroll is all monthly this year, there is no summer school payroll.

**Announcement: ABF Conversion Pay bands will be updated**

The University has announced an update to pay ranges is coming. Because of this, another conversion period will be offered. Dates for pay range updates and the next conversion period have not yet been announced.

Those eligible can still convert this year. That decision must be made by the 16<sup>th</sup> of April, and it would become effective May 8<sup>th</sup>.

**Reminder: Performance Review 2022-2023**

(Roseanda) Everyone should be deep in performance management season. The goals from last year are really important to remember to rate for this year. Remember, for this year's review, you will need between 3 to 5 goals. If you have less than 3, look at adding a goal for this cycle. If you have more than 5, look at how you could combine goals or if the goals you have chosen are necessary. If you miss the April 30<sup>th</sup> deadline, you should still submit the review.

April 30<sup>th</sup>: submit annual reviews.

May 1<sup>st</sup> to May 20<sup>th</sup>: HR checkpoint to check for less than 3 goals, more than 5 goals, if the reviews are complete, etc.

May 21<sup>st</sup> to June 3<sup>rd</sup>: Managers sign annual performance reviews.

If you are having any trouble with the tool, the Office of Human Resources with the office of Organizational Professional development, will be [hosting office hours](#) throughout the month of April. These office hours will be held on Tuesdays from 10am to 11am and on Wednesdays from 3pm to 4pm.

**Reminder: Temporary Employee Cycle Change**

(Roseanda) Temporary work cycles are changing as follows:

Temporary employees currently hired or hired before June 1, 2023: Temporary employees can be scheduled for 12 months, and after 12 months, they will take a 31-day break.

Temporary employees hired or rehired on or after June 1, 2023: Temporary employees will be on an 11-month cycle, and after 11 months, they will take a 31-day break.

**UNC Campus Group Working Group Report Outs**

***Chancellor's Staff Advisory Committee***

No report

***Employee Forum***

No report

***UNC Staff Assembly***

The Full Body of the UNC System Staff Assembly met on April 3<sup>rd</sup> and 4<sup>th</sup> in the UNC System Office in Raleigh. [The attached HR updates](#) were presented by the System Office HR Team.