



College of Arts & Sciences Managers' Meeting

Wednesday, June 14, 2023

10:30 a.m. – 11:30 a.m.

[Zoom Recording](#)

Welcome: Joe Daley, Senior Director of Finance

DEI Program Update

Karla Slocum, Senior Associate Dean, Diversity, Equity, and Inclusion

Introducing New DEI Program Manager, Liv (Olivia) Mohammed

Liv joins the College of Arts and Sciences from Duke where she was the Coordinator for DEI and managed Student Services in the School of Medicine.

Waiting on Decision in Admissions Case

We are waiting on the decision in this case, and communication will likely come from the Chancellor's office or the Provost's office when the decision is made. We may not hear something about the case right away as they will need time to interpret what the decision might mean.

Diversity Liaison Communication

Diversity Liaison communication was distributed to Department Chairs regarding Diversity Liaison stipends.

There is a new diversity liaison job duty description ([attached here](#)) that you can attach to your RASR action.

There is a list of which diversity liaisons are rolling over to next year, who are the new diversity liaisons, and the chairs do have the stipend compensation information.

(Kate) The stipend amount was determined by department size and complexity, and the tiers are \$5,000, \$4,000, \$3,000, and \$2,000.

The ability to ensure both equity and flexibility is difficult, as justification for the roles and the pay rate is necessary, but so is the ability to provide chairs flexibility in making decisions.

Best Practices for Faculty Searches Workshop

This workshop will be held again this year. It will not be identical to what has been held before, as there will be updates to make sure it is compliant with the compelled speech policy, and a few other updates. It will be especially important to attend if you are doing faculty searches this year, but is required for all.

Finance Announcements: Joe Daley

REMINDER: Journal Entry Deadline- June 16th

The college has a Journal Entry Deadline of June 16th, as the college needs time to close the college's overall budget. After June 16th, all Journal Entries will route to the Dean's Office. Some Journal Entries that do not touch state funds may be approved, but it is not guaranteed. It is best to have your activities in and approved by June 16th.

Budget transfers can still be put through.

REMINDER: June 19th is Lockout

Monday, June 19th is lockout, so if you have any summer salary payments to be submitted, turn them in by June 14th so the Dean's Office has a few days to get the payments in.

(Ashante) OSR does not like to approve actions by the central deadline, so if you have any grants or summer salary or anything submitted past this date, they will not move these actions beyond the central deadline.

ANNOUNCEMENT: June PAAT Deadline is June 23rd

Next Friday, June 23rd, is the June PAAT deadline, so if you need to correct any June payroll, please do it by June 23rd.

ANNOUNCEMENT: Budget change in ConnectCarolina

The ability to access permanent budgets in ConnectCarolina has been turned off, so please have patience with the Budget Team as they work to reload the budgets in ConnectCarolina for the new year.

REMINDER: Please spend your E&T Fees if you have any

HR Announcements: Ashante Diallo, Associate Dean, Human Resources

REMINDER: 2023-2024 Performance Management

If you are unable to make an edit to something you believe you should be able to edit, please submit a help ticket. Remember each employee should have 3 to 5 goals.

To submit a help ticket, visit the [Carolina Talent Service Portal](#).

REMINDER: 7/1 Workload

The CAS HR team is heading into the 7/1 busy season. Please do not be worried if you see an action sitting for a few days. The team is prioritizing based on type of action and effective date.

Instead of having a rainbow form for each Level 1 Budget action, we are submitting a master spreadsheet. Do take note, however, in the Provost's letter regarding salary, the salary listed in the bottom of the letter does not reflect the salary increase that is being submitted.

REMINDER: Faculty Retentions

For many of those who signed a faculty retention offer, we are waiting to hear about a Legislative Salary Increase (LSI) where the increase will happen across the board.

Most of the letters, if not all the letters, will explain that that this includes the LSI. Then the difference between the LSI and the retention increase will be submitted as a salary increase.

(Kate) We do not want to go through the process of needing faculty to repay because salary later changes. Instead, we will process the retention, deduct the LSI, and then everything will be updated correctly. Many faculty will not be able to see this retention until August, but they will receive retroactive pay.