



College of Arts & Sciences Managers' Meeting

Wednesday, July 12, 2023

10:30 a.m. – 11:30 p.m.

[Zoom Recording](#)

Welcome: Elizabeth Bakanic, Associate Dean, Finance and Budget Management

Finance Announcements: Elizabeth Bakanic

Budgets are en route and you will see them soon. Please note there are changes. You will still see the overall funds, but without as much detail in the breakdown.

Meetings are planned for all accounting staff with the College, effective **August 11**. Please encourage staff to attend so they can receive specialized training.

Budget analysts are undertaking State Deficit reconciliation. Please work with them to ensure we keep the balances in line.

Changes are underway to how the State Fringe Pool works. The allocated correct benefits amount will go to the College and we will run the State Fringe Pool. You will need to get the full amount with benefits. Please avoid double allocation. We will see how this works and try to ensure it runs seamlessly. Please note the Journal will look different.

The annual payout for reinvestment process will be announced soon. Hopefully, this will be rolled out by the end of July.

HR Announcements: Ashante Diallo, Associate Dean, Human Resources

There are eight outstanding new hires (permanent faculty) still pending approval with the Central Office. In the meantime, please share the Welcome Carolina email with new hires, so they can begin considering their benefit selections. Also, include the link to the HR website and encourage them to contact Vincent Berry (HR) if they have questions about their benefits.

Ashante is meeting with faculty hirers with a view to improving the overall process.

Reminder: On July 3 an email from HR was sent to all staff and faculty regarding “EPAP and a reminder for Additional Employment, Dual Employment, and Secondary Employment and Supplemental Pay Policies”. Please remind staff and faculty to read the email.

It was noted that honorariums must be reported, partly to avoid any conflict of interest.

Executive Order 278 was recently introduced and will effect SHRA recruitment. Full instructions have not yet been issued. The Executive Order states that applicants can use real world experience in place of a required degree for many State jobs. The “preferred requirements” cannot exceed the “required education or experience”. Details will be issued shortly to hiring managers detailing what is allowed in the “preferred requirements” and “minimum requirements”. Hopefully this will improve the applicant pool for SHRA.

- [Recruitment and Posting of Vacancies Policy](#)
- [Executive Order 278 FAQs](#)

Reminder: Please note that any I-9 preparers who did not complete their mandatory training in June will receive an email reminder. Anyone who has not completed the training will lose his/her access.

Vacant Positions

It was noted that faculty positions and secondary faculty administration should use the same position number. If you have a DGS or DUS and you’ve created a secondary appointment, please use the same position number for the new DGS.

Effective **August 1** we will be reviewing quarterly vacancy reports. Vacant positions are automatically deleted after a certain period of time. It is important that you contact Ashante Diallo and provide a brief justification for keeping a position vacant.

Performance Reviews

Reminder: Please ensure any outstanding Performance Reviews are completed immediately.

Degree Verifications

Please follow-up with faculty to ensure we have the degree verification. It is vital that we have transcripts and verifications, especially for accreditations.

Welcome to our two new HR Consultants Marquetta Reid and Toby Hedgepeth.

Faculty retention offers are still outstanding, but should be resolved by the end of August, with retroactive action to July 1.

Student Actions: Business Operations HR Team

[Student Flow Charts](#)

[Student Tips and Tricks](#)

Brittany Keesee and Wendy Pender shared SHRA/EHRA Student Tips & Tricks. Please refer to the slide version for more information.

(Wendy) Do we add a comment on the EPARs this year about why the dates are not being followed?

(Joe) Yes, please provide details to explain, which will assist the accountants on the Finance team, who review all student actions.

(Elizabeth) Two months ago we sent a communication regarding how to calculate FTE for students. Consider the typical requirements of the job over a standard 40-hour week and try to be as accurate as possible.

(Brittany) We've made a slight change to the RASR request. When inputting multiple student actions there is now a spreadsheet template which offers two examples for inputting the actions.

IB Model Allocations: Elizabeth Bakanic

[Instructional Budget Review Presentation](#)

Questions

(Business Managers) Can the Instructional Budget Review slides be incorporated into a concise training document that can be utilized by business managers to disseminate information to staff, particularly faculty and department chairs.

(Kate Henz) I've spoken to Senior Associate Deans regarding department feedback so that we can make adjustments. We need to be very creative about our use of instructional capacity before we consider cancelling classes.

(Elizabeth) As regards collapsing sections, it would be valuable to bring in DGS and DUS to provide a different perspective to this conversation.

(Kate Henz) Try to be entrepreneurial. We need to make sure that if students want your courses, you have a way to give them the courses they want. We will continue to advocate with our campus leadership on how this Instructional Budget Model works, and that everyone is participating towards the teaching mission.

(Elizabeth) I will add an extra slide into the existing Instructional Budget Review version that will cover calculating student credit hours.