



College of Arts & Sciences Managers' Meeting

Wednesday, August 9, 2023

10:30 a.m. – 11:30 a.m.

[Zoom Recording](#)

Welcome: Ashante Diallo, Associate Dean for Human Resources

Colleagues were thanked for attending this meeting in person and via Zoom. Introduction of Andrea Walens who joined CASBO in April 2023.

Research Administration Updates: Andrea Walens, Director of Research Administration

Andrea presented slides in relation to the CAS Research Administration, detailing how the team will provide comprehensive research support with both pre and post award.

[CAS Research Administration – New Faculty Orientation](#)

Three new research support staff have been hired (Tori Royster, Ashleigh Jackson, and Angelica Weaver-Ford) in addition to the current member of the research team, Rhea Deroian.

Details were shared online, showing how research information is accessed via RASR.

The research team can assist students with their applications, and we encourage everyone from all fields to utilize this new service. Please include us in existing department workshops, training sessions, and research meetings. It is very important that Faculty are made aware of this new research service.

CAS Updates: Joe Daley, Senior Director of Finance

The new AMAC representatives were announced. For Natural Sciences: Laura Yurco and Rekha Balasubramanyam. For Fine Arts & Humanities, the representatives are Maura Murphy and Tracey Cave. Michelle Blackwell is the representative in Undergraduate Education. Erin Pelletier and Diana Devereaux are returning representatives for Social Sciences and Global Programs respectively. L. E. Alexander will be staying on for an additional year as Chair of the Mentoring Subcommittee.*

Beginning in September, the monthly manager meetings will be held quarterly, in-person only in Toy Lounge. The meetings held in between each quarter will be via Zoom only, with no in-person option.

Michelle Blackwell is expanding the scope of managing appointments for all Triple-I course TAs and includes Data Literacy TAs. Please liaise with Michelle regarding any students involved.

REMINDER: Please ensure that your TAs are in ConnectCarolina.

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

The system for splitting F&A returns results in up to 15.6% belonging to the department and the Principal Investigators (PI), who need to ensure they receive their full share.

Lindsay Gangl (Budget Analyst) is going on leave. Her departments will be split amongst the team, and an email will be sent shortly confirming the details.

REINVESTMENT PROCESS

REMINDER: The reinvestment process is underway and departments need to take action.

F&A ALLOCATION

The F&A allocation will be pushed out shortly and departments will be contacted soon.

STATE DEFICITS

REMINDER: Today is the deadline for replying to the email regarding State Deficits from last year. Please ensure you have responded.

HR Announcements: Ashante Diallo

Ashante discussed the recent email regarding the temporary pause in salary actions. It is hoped the pause will be resolved soon and that pre-emptive retention increases can be approved shortly.

POSITION AUTHORIZATIONS

The position authorization process will be completed in due course. Emails will be sent detailing the planned workshops.

I-9 DOCUMENTS REVIEW

Effective August 1st, UNC authorized the option of a live video call for documents inspection. Departments can now use this alternative review process. In-person verification must remain available for those who prefer it and departments who handle their own students must have an I-9 preparer available to meet with them. For departments who are serviced by Business Operations, in-person review will continue until August 24th. The CASBO Events calendar has been updated to reflect the I-9 session hours available.

PERFORMANCE REVIEWS

REMINDER: There are still some outstanding performance reviews. These need to be completed ASAP or it might cause potential issues down the line with regards to raises and/or bonuses.

LEAVE REQUESTS

REMINDER: All leave requests must be requested via ConnectCarolina. Employees must use ConnectCarolina whenever possible. If there is an issue please reach out to your HR contact.

The University will no longer be using intermittent temps. All current intermittent temps will be converted to regular temps. HR will email those effected.

WRAP UP

(Joe Daley) Welcome to Olivia Hopkins, the new Business Officer for Women's and Gender Studies, Linguistics, and Sexuality Studies. Olivia was previously the Student Services Coordinator for the Department of Communication.

The Business Training Manager position has been approved and is currently being advertised.

(Kate Henz) Many courses are full to capacity, but student numbers require that we find extra space in classrooms. At this stage it is very difficult to find instructors, so we must find extra space to accommodate the demand.

Effective August 15, Kate will devote 25% of her time to assisting the Office of the Provost.

(Ashante Diallo) We encourage staff to apply for the vacant CAS positions in Computer Science and Mathematics.

(Audience) Various support requests from the new Schools (Data Science & Society and Civic Life & Leadership) are causing concern and confusion.

(Kate Henz) This is a faculty-driven endeavor. Once the first Faculty groups are identified they will hire the department manager. Please note the new Faculty will create the policy for both Schools, and they will decide how best to progress and move forward.

End of meeting.