



College of Arts & Sciences Managers' Meeting

Wednesday, September 13, 2023

10:30 a.m. – 11:30 a.m.

Welcome: Roseanda Hall, Senior Director of HR Shared Services

Introduction of new Department Managers Jonathan Woody, Department of History and Laurie Straube, Department of Mathematics.

Introduction of Robert “Jordan” Pulliam, Administrative Support Specialist for the Dean’s Office.

Research Administration Updates: Andrea Walens, Director of Research Administration

Andrea presented [slides](#) introducing the newly hired Contracts and Grants Coordinators: Ashleigh Jackson, and Tori Royster who join Rhea Deroian, a returning member of the team.

The department provides Research Development support to those who are applying for grants, preparing proposals, or are searching for funding.

Angelica Weaver-Ford was introduced as the new Grants Development Coordinator. Angelica will be providing communication, proposal development, and funding related support.

To request the services of the Research Administration team, an email can be sent to CASResearchAdmin@unc.edu or a ticket can be submitted on RASR. A Research Proposal ticketing form will be coming soon.

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

Analysts have begun work on contributions for startups and will be reaching out if they haven’t already done so.

INSTRUCTIONAL WORKLOAD

In about a week Instructional Workload will be switching to a semesterly basis within the semester that it is happening, specifically between census and the cut off for changes in early October. This will give everyone 3 to 4 weeks to process any changes. Updated documents will be provided for training on the changes. The new system should look familiar with the main change being that it will be for one semester and not two.

Updates are coming to what is considered standard versus non-standard course. Steps are being made to cover as many situations as possible, while also distinguishing ones that are different. Looking back at how this worked in the past, the goal of these changes is to make this an easier process.

The updated documents should be available next week. A lunch and learn may be planned to help users with the changes.

(Audience) Are we retaining the ability to change courses that are incorrectly classified?

(Elizabeth) Yes, you will be able to change a course from standard to non-standard.

Only one Primary Instructor can be assigned to a course at a time. Changes to Instructors need to be made through ConnectCarolina and the system will pick up the changes. If it's too far into the semester it will need to be an exception. Any changes made in ConnectCarolina will show in the system the following day. Exceptions won't be eliminated completely, but we are attempting to minimize them.

HR Announcements: Ashante Diallo, Associate Dean, Human Resources

COUNSELING SERVICES

Reminder that the EAP (Employee Assistance Program) are available to Faculty and Staff. They are an outside organization, and talking with them is free and confidential. EAP was on campus in the wake of the August 28th shooting providing support. Anyone who feels they need to speak to someone is encouraged to reach out to EAP for support. Their services are available to anyone under a UNC employee's roof, not just the employee themselves.

EAP can be contacted by phone at 877-314-5841 or online at www.guidanceresources.com with web ID TARHEELS.

[EAP presentation found here](#)

LUMP SUM PAYMENTS

An email has gone out to all who initiate and approve lump sum payments. There will be a new Lump Sum Payment ePAR going live on September 22nd. A webinar and training documents will be sent out for this new system.

OVERLOADS FOR TEACHING

Starting October 1st overloads will no longer need pre-approval from OHR, the form will still need to be completed in RASR. We hope to be able to eliminate the form in the future. For overloads that exceed the maximum, an exception will have to be made. Let HR know about overloads as much in advance as possible so they can get ahead of any potential issues.

FACULTY RECRUITMENT

A faculty recruitment checklist was sent out by Joy on Teams to CAS Managers. This checklist is focused on HR specifically and is not exhaustive to the entire recruitment process. Please email [Jordan](#) any suggestions or feedback on the checklist. We will try to incorporate any feedback on the checklist before it goes out to attendees of the Search Committee by this Friday.

There is a RASR form for reimbursement of recruitment activities. To be reimbursed, charge to your department's gift fund and submit a spreadsheet tracking the expenses with the RASR form. The finance team will review it and transfer the funds.

SHRA EXEMPT POSITIONS

After September 7th new SHRA exempt positions cannot be created. New positions that would be SHRA exempt will now be EHRA. There will be an opportunity coming for existing SHRA exempt positions to convert to EHRA. The option to add longevity to your base salary should be sticking around.

There are discussions happening within the Systems Office about the lack of equivalency in regards to degree requirements for SHRA exempt positions. Ashante plans to speak with Dean White about this to make sure he is aware.

STUDENT EMPLOYMENT

Reminder that students who fall below full-time status cannot maintain a full-time position and will have to take a 30-day break like a temp. Twice a year after census, you will need to make sure no hired students haven't fallen below full-time. This is a federal rule not a university decision.

OPEN ENROLLMENT

Open Enrollment begins October 9th and runs through October 27th. There will be no premium increases. Starting in January, new employees will have 60 days to enroll in both benefits and retirement.

FACULTY RETIRING OR RESIGNING

Faculty who plan to retire or resign that are 9 months need to end on January 1st or July 1st otherwise they are being overpaid due to prepayment.

A new PTR Deferral form is coming in RASR for those retiring or resigning. An email will be coming detailing the specifics of this.

Facilities Announcements: Powell Marshall, Director of Facilities Shared Services

An email went out requesting feedback on the emergency response to the tragedy that unfolded on August 28th. The email contains a link to a survey, which should only take a few minutes to complete.

Questions

(Audience) I'm hearing about different versions of the travel policy from faculty. Can you go over the new travel policy?

(Elizabeth) The current policy is posted online, please go by this version. Several of the levels have had their allocated amounts increased. This was budgeted based on the 30% of faculty that have been using the program. If this dramatically increases, we run the risk of depleting the available funding.

End of meeting