



## College of Arts & Sciences Managers' Meeting

Wednesday, November 8, 2023

10:30 a.m. – 11:30 a.m.

[Zoom Recording](#)

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

**HR Announcements:** Ashante Diallo, Associate Dean, Human Resources

### LSI CORRECTIONS

LSIs are still being worked on for those that have transferred to the university. If someone transferred to your team with no break in service, they should be eligible for LSI. Please submit a help ticket if there are issues with LSIs. There are several incorrect salaries that are being fixed. We will notify anyone affected by this directly. We ran into issues with LSIs while updating job codes for fellows and scholars and are working to remedy this. An email should be going out this week apologizing for this error and informing recipients that they will receive their LSI with retroactive pay in the month of November. Please contact Ashante or Roseanda with any questions on this.

There are a few folks with retention related corrections who have been notified that these issues have been resolved.

Retroactive pay should be offered to those who have left the university recently, we are just unsure exactly how this will be handled. Currently those affected are being directed to [payroll@unc.edu](mailto:payroll@unc.edu). Please include full name, PID, and date they left the university in the communication.

There was an issue where some chairs received the 4% raise on their stipend incorrectly. We are working to correct this issue and will be in touch with those affected.

### PERSONAL OBSERVANCE DAY

Please make sure you and your staff are utilizing your 8 hours of personal observance time by December 31, 2023. The hours do not roll over and last year several employees missed out on using this time. This may be a good opportunity to remind your staff about the upcoming university close day on December 29<sup>th</sup>.

## RASR UPDATES

A new field is being added to RASR in response to some growing pains we are experiencing with fixed term positions. Updates made to the RASR forms should help with common questions we are getting from central HR. The added field is the salary range you plan to hire at for a new position. This isn't a required field since it won't be needed for every position. This information will help to get these positions approved much quicker. A RASR refresh meeting is being planned to catch people up on the changes. We are hoping to hold this meeting sometime in January. More details will be shared as they become available.

## OFFICE OF FACULTY AFFAIRS WEBSITE UPDATE

The Academic Personnel office has been renamed to the Office of Faculty Affairs and has updated their website to reflect the changes. This has caused multiple links on the CASBO website to break. We are in the process of having these corrected. If you find any broken links, please contact Joy or Jordan with screenshots of the link location if possible.

With the updates, some items have been moved around. Faculty policies are now found on the Office of Faculty Affairs website and things like salary increases are found on the EHRA website. If you have trouble finding something, please reach out for assistance.

## NEW I-9 TRAINING

There is new training available for those that work with I-9s. Those affected should receive an email notifying them of the training. Please make sure you complete this brief training as soon as possible.

## NEW BUSINESS MANAGER TRAINER

Cathleen "Coop" Roberts-Cooper has joined the Business Operations as Business Manager Trainer. She is working on getting acclimated to the new position and will be joining us for next month's Manager's Meeting. A formal announcement is forthcoming introducing Coop to the College. Everyone is very excited about what she brings to the table, and we are looking forward to what's to come.

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

We are very excited to announce that our Budget Analyst Lindsay Gangl has returned from leave. Please start reaching out to Lindsay again for your needs.

## LSI BUDGETS

LSI budgets have been pushed out and you should see this on ConnectCarolina. Reporting is going to lag behind a bit for this due to some issues that we are working to correct. We are working on transitioning from the old position tracking system to a new one that is currently in development. Reports should function much better in the new system. We will notify you via Teams once the new system is deployed.

## CHAIRS AND MANAGERS MEETING

The most recent Chair and Manager's meeting that took place contained a lot of important information that folks may want to look over. An email was sent from Anne Belote on 10/30 containing notes and presentation material from the meeting. Some of the items discussed were proposed promotional increases and buy out rates that will take effect on July 1<sup>st</sup>, 2024.

## BUDGET

The Dean's Office is currently working on turning in our submission for the campus budget process. We don't know that a lot of new money will be coming into the college, but we are doing our best to get extra resources. Joe and Elizabeth may be reaching out to you as we work to wrap up this process.

## NEW REPORTS AND DATA

There is a new report available in the finance menu under Tarheel reports providing information on graduate student pay, and how many semesters they have been paid. This report is meant to be informational, but it is something the Deans are looking at. This report should provide beneficial information to consider when appointing students.

New data has been made available on [collegedata.unc.edu](http://collegedata.unc.edu) under faculty information to all chairs and managers. The reports at the top are not new, but there are several new options at the bottom of the list. If you have questions on this, Elizabeth and the Budget Analysts can provide assistance. While this process is not something we were heavily involved in, we can direct your questions as needed. This will also be discussed in this month's AMAC meeting, so AMAC reps will have background on it.

## MONEY MARKET RETURNS

Some of you may have noticed that we did not receive any returns last year. We spoke a few years ago about plans to sweep returns up and use them to fund various Dean's Office events. The plan for FY 23 was to use this year's returns for funding, but campus ended up using everything we got back.

**Research Administration Updates:** Andrea Walens, Director of Research Administration

## LUNCH & LEARN

The Research Administration team is holding its first Lunch & Learn event on November 14<sup>th</sup> from 11:00am to 12:30pm in the Dey Hall Toy Lounge. The event will detail the grants process at UNC. We are hoping folks from across the college will attend and share their experiences. The registration link can be found [here](#).

## NEW CONTRACTS & GRANTS COORDINATOR

We are very excited to have Shamir Bobo joining the team as a Contracts and Grants Coordinator. Shamir comes to us from the Biology department here at UNC.

## AI UPDATES

An email has gone out detailing the recently released Microsoft Bing AI chat tool. Please keep in mind that when using AI for things such as grants or research publications, you must reference the use of AI.

## **Slate Requests:** Joy Montemorano, Executive Assistant

An email was sent on November 8<sup>th</sup> detailing some changes made when requesting Slate. The changes are only to spreadsheet submitted requests. There are no changes to submission for one individual using the student administration access form. If you submit a spreadsheet request for multiple users, it must include everyone in your application center that should have access. Only those listed on the spreadsheet will be granted access. All others will be removed from the system. You can email Slate support [here](#) asking for a list of users on your application center if needed.

## **Questions**

**(Audience):** What do we do if an error is found on collegedata.unc.edu graduate student report such as missing grant money?

**Elizabeth:** This is payroll data for graduate students so no grant money should be missing unless we are missing a record. Please contact myself or your Budget Analyst and we will be happy to troubleshoot.

**(Audience):** Are there any updates coming to show information on the types of grants we are getting funding from in the graduate student report?

**(Elizabeth):** We have a lot of data available for this, please write down things that would be useful to see and we can work to integrate it into the reports.

## **End of meeting**