



College of Arts & Sciences Manager's Meeting Minutes

Wednesday, January 10, 2018

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

Budget Reduction Update – Jim Klingler

- 3 Reductions that we need to administer
 - \$3.1 M – Permanent State Funds Reduction – Implemented over 3 years (\$1.03M per year)
 - \$468K – ARP – Permanent State Funds. This is a 1 percent deficit not funded by Campus.
 - \$2.4M – Non-recurring Reduction for “OSR Remediation” – Implemented over 3 years (\$796K per year)
- Looking back 5 years, the Dean’s Office has absorbed all budget reductions
 - While this has helped departments to avoid budget cuts, it reduced the College’s ability to meet the needs of departments
 - The Dean’s Office no longer has sufficient reserves to continue absorbing reductions centrally.
- Implementation
 - Our goal is to implement these reductions to maximize as much planning time for departments:
 - We’ve already made budget commitment for Fall of 2018, we want to plan for Fall of 2019.
 - Year 1
 - Campus has already received the reductions.
 - We will absorb this year’s State Funds reduction at the Dean’s Office level by increasing swaps on Professorships for currently filled Professorships.

- We will be allocating the non-recurring OSR reduction (\$796) to departments this year, but we are devising an equitable distribution of this reduction soon.
 - Year 2
 - Dean’s Office will again attempt to absorb the State Funds reduction.
 - Allocate the non-recurring OSR Reduction to departments again.
 - Complete departmental reduction planning for FY 2019-20.
 - Year 3
 - Departments will absorb a permanent State Fund reduction.
 - Allocate the final non-recurring OSR Reduction to departments.
 - Dean’s Office will meet with chairs in the next 6 months to discuss.

Carolina Service Update – Jim Klingler

- The Provost has put a “pause” on the implementation of Phase 1.
- Provost Blouin supports the concept of Shared Services, but is concerned that too many decisions were being made for Phase 1 that would affect Phase 2.
- He wants a new design and implementation group that has greater participation from the Schools. They haven’t announced the new teams, but the College should be represented. We will want to bring departments into the discussions at the appropriate times.
- The campus is moving forward with the hiring of an AVC to lead the shared services effort.
- The campus is also proceeding with preparing office space for the Center that will serve Administrative Units.

General Finance Announcements – Jim Klingler

- Salary Projection Enhancements in CC
 - Job end date is no longer used to calculate salary projects for faculty, post-docs, and clinical fellows.

- Intended to resolve the problem of under-projecting salary costs, because the system assumed we eliminated personnel with the end-date of contract currently funding the position
- Related - The PI Dashboard will now display salary projections based on when the employee will be paid (check date) and not when the employee works (pay period). This is intended to make tracking projections for biweekly employees easier to understand.
- University Business Related Entertain
 - Campus is asking everyone to review Policy 1263, see the 12/5 Memo
 - We just want to make sure we using appropriate Fund/Source to cover these expenses
- Security Role Audit Time
 - Every 6 months
 - We'll be distributing your department's list of people with Security Roles. As usual, the turnaround will be fast, so I apologize up front.
 - Please review and inform us of changes that are needed.
 - This time, campus will distribute an Excel Doc. No more signing paper copies
 - Campus is trying to transition to a fully electronic system

HR Announcements – Lachonya Williams

HR Lunch & Learns

January Lunch & Learn will be held on **Monday, January 29th** in **205 Howell Hall** from **12 noon – 1:00pm**. This month's topic is "**Working with Affiliates**".

February's lunch and learn topic will be "**SHRA Performance Management.**" As always, we welcome suggestions for future lunch and learn meetings. Please continue to submit any ideas for future topics to your [AMAC representative](#).

REMINDER: Automatic Termination of EHRA Students

Beginning the 15th of this month (and every month), any EHRA Student with an Expected Job End Date in or before the current month will be terminated. This includes EHRA Students who are on Short Work Break. The termination effective date will be equal to the expected job end date for the impacted record. We will exclude

Fellow Trainees (Job Code 800171), as well as anyone with a Hire, Job Change, or Status Change action in progress, or that is in a Payroll lockout. If you find that this process has terminated someone in error, you will need to submit a request to the Business Systems Help Desk as soon as possible to have the termination reversed.

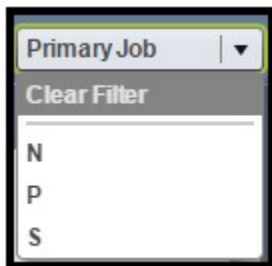
REMINDER: Backing out Auto-terms

Effective immediately, a lookback period of 30-days will be applied to tickets requesting an auto-term be backed out. Should the request to remove a termination fall outside the 30-day window, it will be evaluated on a case-by-case basis.

Monitoring expected job end dates and ensuring individuals have been reappointed or extended prior to their end date is crucial. However, in the event a student is terminated inadvertently, it is important to submit a HELP ticket as soon as possible to request the termination be removed.

REMINDER: Expected End Date Report

The Expected End Date Report in InfoPorte is defaulted to reflect Primary jobs only. In order to return both Primary and Secondary jobs, clear the Primary/Secondary job filter by selecting **Clear Filter** from the drop down options.



NEW: Dean's Level Signature on Faculty Leave Notification Forms

In November 2017, Academic Personnel Office (APO) notified us that they will no longer accept Faculty Leave Notification Forms without a signature from the Dean's office. For most leaves such as a RSA, Senior RSA, IAH, Parental, etc. you can continue to submit them to your HR Specialist and we will obtain the appropriate signature on your behalf. For any **personal and professional leaves**, you should work with your Chair & SAD to obtain the appropriate signature prior to submitting the request in IP (or in CC if you are in the Big 5).

NEW: EHRA Non-Faculty Appointment Letters

Effective 1/15/18, all contract/appointment letters for EHRA Non-Faculty hires will need to be signed by the new employee and attached to the hire action at the time

of initiation. Please keep this in mind when proposing a hire effective date to allow time for this new mandate. In the past, we had a 30 day grace period to upload the signed letter. Going forward, we will need to adhere to the guideline. To help expedite this requirement, going forward we will email letters instead of sending through campus mail.

SHRA Layoff Process Re-Interpretation:

[\(See handout\)](#)

UNC General Administration has communicated updated guidance on the SHRA Layoff/Reduction in Force (RIF) process. Significant impacts include:

1. Employees cannot be separated due to restructuring that is not the result of a loss in funding.
2. Layoff requests must be department-wide and no longer may define “one-person” work units when there is a loss of funding.
3. When there is a business need to restructure, the affected employees must be placed in order to avoid layoff.
4. OSHR is requiring the University to conduct a University-wide search to place the career status employee before a layoff request is submitted to OSHR.
5. Departments must submit a layoff request form to reduce FTE or reclassify a position down due to loss of funding for OSHR approval.
6. Employees who have reduced FTE or have been reclassified in lieu of layoff will have layoff priority.
7. Expect delays.

Representatives from OHR Employment will be at the January 29th lunch & learn meeting.

ConnectCarolina Access Issue:

[\(See attachment\)](#)

Kate Henz & Lachonya Williams met with Ann Lemmon, Linc Butler, and Vicki Bradley to discuss challenges with limited visibility into ConnectCarolina HR/Payroll data.

Volunteers are needed to respond to the following request for additional information:

1. Devise a list of who needs access (business managers, others?) and what information they need access to that they currently don't have access to.
2. Describe the process/workaround for getting to the information. How has this impacted their ability to do business?
3. Cite specific help tickets related to incorrect information being represented in Infoporte.

If you would like to assist with compiling this information, please contact your AMAC representative. Submissions are due by March (after the CC upgrade to 9.2). Kate Henz spoke of the importance of submitting a ticket with any errors or issues so the help desk can see where the problem areas are.

Classification & Compensation Study Update:

Data is being sent to departments today and tomorrow from your HR Consultant. Please respond with corrections by January 22nd. New pay ranges are being devised in consultation with OHR Class & Comp. Impacted departments can expect communication by March.