



College of Arts & Sciences Managers' Meeting

Wednesday, May 12, 2021

10:30 a.m. – 12:00 p.m.

[Recording](#)

[May is Mental Health Awareness Month Resources](#)

Welcome – Julia Lisuzzo, Sr. Director of Accounting Services

Dean Rhodes

May is Mental Health Awareness month, so managers and everyone else are encouraged to take some time for themselves for all of the hard work this past year. Thank you to all for a successful academic year, the hard work on a daily basis does not go unnoticed and it is very much appreciated.

University Events is still seeking volunteers for the Sunday graduation ceremonies – it is a great way to take part in a moving event. Should anyone want to experience it, but will be unable to make it, all of the ceremonies will be live streamed with all of the details on the [commencement](#) site. The key speakers will be Dr. Fauci and Dr. Kissmekia Corbett.

Plans for summer session starting next week are gearing up and the plans for a return to campus in July are also being discussed by Deans, Provost and Chancellor. We understand that staff member and employees will be impacted by these decisions, especially surrounding public school operations, childcare, public transportation and parking – all of these will be kept on eye on as the implementation teams and committees work on a return to campus. There are many issues to consider and the Associate Deans are working with a great team to figure out the best way for everyone.

In budget news, the College and other campus units are undergoing mandatory reductions to address the structural deficit of \$100 million. The Dean is continuing to meet with the leadership team to discuss protecting and promoting the core mission of teaching and research. There will be some combining of positions and not filling vacant positions, while ensuring that the staff are not bearing the brunt of the reductions. Some of the Dean's office initiatives are being scaled back, small low growth or low enrollment programs are being reviewed, and operating expenses are being monitored. There is good news – \$45 million

have been granted from Congress, in addition to the earlier \$43 million from COVID Relief Funding. The State of North Carolina is expecting a 15% increase in revenue, which is good for our State appropriation outlook. The University is hoping for the possibility of an ARP, annual raise process, this coming year. Governor Cooper has also included salary increases for State employees in the proposed State Budget. The alumni donors have also been giving generously to the Campaign for Carolina.

The Provost, Robert Blouin, has announced that he will step down at the end of the year, 2021. A search committee will be announced soon by the Chancellor and recommendations for members of the search committee are going out.

All staff who have been vaccinated are encouraged to self-report on the Carolina Together [site](#). It is important that campus leadership and the entire university be aware of what percentage of those on campus are vaccinated. It is also looking like UNC will not require proof of vaccination – this determination can only be made by a North Carolina public health Commission. UNC will continue enforcing masks and physical distancing and testing will be continued in the fall, although the process will not look the same as in the spring.

Julia Lisuzzo – Expect an email from Julia this week (May 12th) with more information on T&E cards and a call for suggestions on a limit on the T&E cards that were requested for June. Concur is open for profiles only for faculty and staff, students should still book their travel through CABS. The concur travel booking tool and the concur expense module will not open until later in June 2021.

Kate Henz – Dean Rhodes mentioned the HEERF funding and some of this money has been approved by Senior Associate Dean Colloredo-Mansfeld for a few departments to be used for Carolina Away. This fund is being used as a grant and Marie Fholer is reaching out to departments to get information to build out the budget. Carolina Away was addressing the issue with students reaching the US and having trouble with getting visas and arriving safely, so the fall semester will provide them with some options in course taking in a remote way. For fees, if a department is paying for a TA on state budget, the department is not responsible for the fees.

Suzanne Canipe – Facilities Planning and Design SPOTS overview

This will be an overview of the SPOTS and the data points that are collected, the floor plans and how this can be utilized by departments and some of the reports available. To reach the SPOTS page, navigate to spots.unc.edu and log in with your Onyen and password. The site will show the data for the respective department.

The survey tool will be used to update the department's information. The data collected will be on the room type – what type of room it is and what is the capacity, in addition to what kind of work is being done there. A new addition to the tool is the occupancy, where data will be collected to determine who sits in

the office. The university is trying to capture this key data, populating all the offices. The university is also working to collect data on whether a department has sponsored federal research – which faculty is in the space, which grant(s) is being used to pay and what other people, possibly unpaid, are working on something in a that room.

Floor plans will be used to view all the basic data collected from the previous survey tool. Coordinators can select a building and floor and view the rooms and see which sections are for their department or building services. This provides a good source to view how the spaces on campus are being used. This data will have to be updated every three months. Using the tools tab, the occupants can be viewed for each room. All of this can be printed if needed.

Reports allow coordinators to view the data in different forms that can be exported to Excel. There are lots of categories to choose from and filter.

For new users, or people who want to refresh, SPOTS offers a link on the welcome page to a [User Manual and SPOTS training video](#). All of the information and data inputted through SPOTS is used to submit reports to the State annually and is compared to other universities throughout the state. Some of the data can also be used to assist with planning for funding and renovations and the data on occupancy is used to identify areas where the space is vacant or not being utilized.

For new coordinators, there will be communication going out for trainings through videos, as well as the option to sit down in a Zoom call with Suzanne Canipe to discuss any questions or challenges that someone might have.

Kate Henz - This data is essential to solve space issues as well as determine funding through the systems office and influences how resources are allocated.

Finance Updates – Elizabeth Bakanic, Associate Dean, Finance & Budget Management

A reminder that we are getting closer to some fiscal year and closing deadlines, with one of those being at the end of this month (May 2021) –clearing out any trust or special fund deficits. The Budget Analysts will be reaching out next week to talk to departments about clearing out some of the cash deficits.

Spending restrictions are still in place as per the issued College expenditure guidelines. These reflect the campus rules and at this time, there is no indication from central campus that this will change.

There is an effort to turn MCUs around more quickly, but some will be caught in the net as they work to prevent unnecessary spending. Work with your respective BA to get it all together before sending to Julia for approval.

Roseanda Hall – Planning session and committees are being put together to address events and disseminate guidance on events and mask wearing guidance.

Kate Henz - State guidelines are still in place, so review those and adhere to the information on the Carolina Together website.

HR Updates – Ashante Diallo, Associate Dean, Human Resources

REMINDER: SHRA Performance Reviews & Plans

- 2020-2021 SHRA Performance Reviews & Employee Competency Appraisals (ECA) are due in Carolina Talent Performance by 5/14/2021.
- 2021-2022 SHRA Performance Goals are due in Carolina Talent Performance by 5/31/2021
- Highly encourage all employees, particularly supervisors have one development goal related to increasing knowledge in and promotion of diversity, equity and inclusion in the workplace.

REMINDER: May is Mental Health Awareness Month – Please see the attached email regarding events and programs to ensure that faculty, staff and students have the tools needed to stay healthy, both mentally and physically.

REMINDER: I-9 Verification Open House – The HR staff will continue to host contactless I-9 Verification sessions each month in order to visually inspect work authorization documents that new employees have uploaded in LawLogix. The next session is on **Friday, May 21, 2021 from 9:00 a.m. – 1:00 p.m.** Please share this information with any new employees that you have been unable to meet with.

REMINDER: Summer School – Please communicate to your assigned HR Business Partners if a summer school class is cancelled or if changes to the instructor of record is needed. This is to ensure that all instructor of records have the access to university systems and avoid any unnecessary work.

RASR

New Faculty Admin Section - We have a new section under RASR named Faculty Admin. This will be the section for all related information that is typically sent to Janet and Teresa. As new forms are developed, we will communicate to the managers via email.

New Tenure Clock Extension Form - A new Tenure Clock Extension Request form has been created. Please use this form to submit a request for tenure clock extension on behalf of an untenured faculty member in your department. **Request must include a [Tenure Clock Extension Form](#) signed by the faculty member and the department chair.**

The form will be reviewed by the Faculty Specialists (Janet and Teresa) and submitted to the applicable Senior Associate Dean for review and approval. Approved applications will be submitted on behalf of the faculty

member to the Academic Personnel Office (APO). After submission, the department manager and department chair will be notified of the status by the Faculty Specialists. If approved, a Job Change ePar will be submitted in ConnectCarolina to extend the faculty member's scheduled rank end date before closing out the request.

More information about the Tenure Clock Extension process can be found on the [Extension of Tenure Clock \(Probationary Term Appointment\)](#) section on the [Academic Personnel website](#):

UPDATE: Phased Retirement – I am still waiting to receive the final list of faculty who submitted an application for the Phased Retirement Program and returned a signed release form to the Academic Personnel Office. Once the final list is received, a new 3-year appointment letter will be sent to the faculty with copies to the Department Chair and Department Manager. All related ePars will be submitted by the HR Consultants effective 7/1/2021.

Next Meeting:
Wednesday, June 9, 2021
10:30 a.m. – 12:00 p.m.
Via Zoom