



College of Arts & Sciences Manager's Meeting

Wednesday, October 9, 2019

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

Welcome: Terry Rhodes, Interim Dean, College of Arts & Sciences

HR Updates, Ashante Diallo, Associate Dean for Human Resources

Staff Announcements

We are pleased to announce the following employees have joined the Dean's Office:

- [Julia Lisuzzo](#), Senior Director of Accounting Services
- [Rhea Deroian](#), Contracts and Grants Manager

HR Lunch & Learns

This month's Lunch & Learn will be held on Wednesday, October 21st and will be on "J-1 Process". More information on this session will be sent soon but is on our College website.

As with all of our lunch and learns, these sessions are not exclusively for managers, so feel free to bring appropriate staff from your department who may be new supervisors or those in need of a refresher! If you have suggestions about future Lunch and Learn topics, please submit your suggestions to [Karl Pfister](#) or [Adrienne Jefferies](#).

REMINDER: January 1, 2020 Faculty Hires

Due to the holidays and winter break, the last date we can complete I-9s before we close on Monday, December 23rd. Faculty and other EHRA employees with a 1/1/20 start date must have Section 1 of an I-9 done on or before the first of January. Our office will not reopen until 1/2, thus making any Section 1's completed that day late. Failure to have January 1st faculty I-9s done on/before we close for winter break will cause compliance issues and new faculty may not have access on the 1st day of classes.

REMINDER: Salary increase freeze

The State Budget for FY 2019-2020 remains pending, meaning this temporary freeze will remain in effect until further notice. To help navigate during this time, a list of [frequently asked questions](#) has been developed by the UNC System Office to provide more detailed information on the temporary freeze based on the many questions received from constituent institutions.

Please note that to create new positions or hire into vacant positions, the position's funding:

- Must be provided for in the institution's current operating budget; and
- Must not be impacted by either a proposed budget addition or cut in the unadopted State Budget for Fiscal Years 2019-2021.

If you have questions, please direct them to your assigned HR Consultant.

REMINDER: University Closure in December

Please remember that all employees must use personal time for the 12/27/ and 12/29 due to the annual university closure. Only vacation, bonus and comp time can be used.

REMINDER: Benefits Open Enrollment Starts November 2nd

Remember to log in to ConnectCarolina between November 2 and November 19 to make your benefits selections.

REMINDER: Exit Interview Program Now Includes Online Option for Questionnaires

The Office of Human Resources Employee & Management Relations team is pleased to announce the rollout of the new [Exit Interview Program](#). The program – which covers all full-time and part-time permanent employees – includes a new Exit Interview Questionnaire, which can be filled out by a departing employee in three ways: online, on paper, or in person.

REMINDER: Employee Appreciation Day

[Employee Appreciation Day on Friday, October 18th](#). – UNC staff and faculty are encouraged to attend.

Finance/Budget Updates, Kate Henz, Senior Associate Dean, Operations & Strategy

- Instructional workload will be kicking off in the coming weeks.
 - Directions will be sent and the BAs will have a help session and a lunch and lunch once the system is opened.
- Permanent State budget adjustments have been loaded in ConnectCarolina.
- Please review University endowments (7 sources) owned by your department and process reinvestment journal entries.

If you have questions, please direct them to your assigned BA.

College Data Portal – [Collegedata.unc.edu](https://collegedata.unc.edu)

- The College data portal is intended to provide leadership across the College with visualizations and analyses that can help them in strategic decision-making. This site also serves as a single entry point to other resources that members of the College community will find helpful in their teaching and research. To view the College data portal, please visit <https://collegedata.unc.edu/>
- A lunch and learn session will be scheduled in the coming weeks.

Next Manager's Meeting: Wednesday, November 13th from 10:30 a.m. – 12:00 p.m.