



## College of Arts & Sciences Manager's Meeting

Wednesday, September 11<sup>th</sup>

10:30 a.m. – 12:00 p.m.

Toy Lounge, Dey Hall

**Welcome & Announcements:** Manish Kumar, Associate Dean for Finance and Budget Management

### Staff Announcements

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

- Julia Lisuzzo, Senior Director of Accounting Services effective Monday, September 16<sup>th</sup>.
- Lydia Peters, Lead Accounting Technician effective Monday, August 19<sup>th</sup>.
- Joe Daley is transitioning into the Senior Budget Analyst role in the Dean's Office. A search is underway for a replacement Budget Analyst position for the Natural Sciences Division.

**Finance/Budget Updates:** Manish Kumar, Associate Dean for Finance & Budget Management

### Instructional Budget and Reallocation

- Instructional Budget decisions were announced at the end of August.
- Reallocation journal entries were processed the week of September 2<sup>nd</sup>.

### Commitment Allocations

- All temporary commitment transfer (SAD strategic, start-up, other programs support) have been allocated to departments.

### Permanent fixed-term faculty pool

- As announced last month, the Dean's Office is working to create a salary pool for permanent fixed-term faculty. We will be sending more communication as we work on implantation efforts in the new few weeks.

**HR Updates:** Ashante Diallo, Associate Dean for Finance & Budget Management

HR Lunch and Learns – this month's Lunch and Learn will be held on Wednesday, September 23<sup>rd</sup> in 205 Howell Hall from 12 noon – 1:00 pm. This month's topic is "**Faculty Leaves**".

The October Lunch and Learn topic will be held on October 21<sup>st</sup> and will be on the "**J-1 Process**". More information on this session will be sent soon but it 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: Faculty Leaves**

Please remember that the completed and signed faculty leave notification form to submit all leaves in ConnectCarolina. When an external leave with pay is pending for funding purposes, we still need to initiate the leave action in the system and a PAAT can be initiated when the funding is straightened out. It is important that a robust explanation is provided for the purpose of the leave. “Research” or “Writing a book” cannot be used as an explanation. The form can be found [here](#), on the ARP website.

**Reminder: Salary increase freeze**

The State budget for FY 2019-2020 remains pending, meaning the temporary freeze will remain in 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 (see attached).

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

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

If you have any 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 12/30 and 12/31 due to the annual university closure. Only vacation, bonus and comp time can be used.

**Reminder: Employee Appreciation Day**

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

**Updates to the Chair’s Manual & CASBO Website**

An email will be sent by Ashante about the upcoming additions and revisions to the chair’s manual and/or on the CASBO website. The proposed changes are as follows:

- Retention Offer Process and Form
- Revised Offer Letter Templates
- Teaching Track Review Process
- Tenure Clock Extension Request Process and Form
- Start-up funding requests

**Faculty Reviews**

Please remember that if you are unable to meet the anticipated date or an exception is needed, please contact [Janet Farrell](#) and [Teresa Wilkinson](#) sooner rather than later. Janet and Teresa are available to meet 1:1 with new department managers who would like a refresher on the process. New managers will take priority, but this opportunity is also available for managers who would like a refresher on the process.

## Operational Excellence updates

- Hiring Early Impact –There are no meetings scheduled during this time. As of result of Operational Excellence, we have reduced the hiring turnaround from 72 days to 32 days. We kindly ask that you listen to the 20 minute revised search committee [training](#). The full Hiring Playbook can be found [here](#).
- Procurement Early Impact –An email with a list of charges will be sent to anyone who has been reimbursed more than 6 times within the last 12 months in your department.

## AMAC Updates

AMAC is currently looking for a social sciences representative for Shannon Eubank’s replacement. If you would like to serve, please contact your AMAC representative or Ashante. An email will be sent out for an action to serve within the social sciences department during the week of September 16<sup>th</sup>.

**Below is a list of just some of the initiatives that AMAC have either developed or is currently working on:**

- Resources for managing staff transitions
- Retention request forms
- Management feedback form (in process)
- Access to Sources and Fund Authorizations
- Sources and Stewardship Quick Reference Guide

**Next Manager’s Meeting: Wednesday, October 9<sup>th</sup> from 10:30 a.m. – 12:00 p.m.**