



College of Arts & Sciences Managers' Meeting

Wednesday, February 14, 2024

10:00 a.m. – 11:00 a.m.

Toy Lounge

Welcome: Elizabeth Bakanic, Associate Dean of Finance

Finance Updates: Elizabeth Bakanic

DROPBOX REIMBURSEMENT

There will be no reimbursement for software such as Dropbox, or any software that serves a similar function as Dropbox. This is for everyone in each department, not just the managers. This policy has been in place for about a year and a half. There is not a written policy due to it being considered commonsense. We have asked that this be put in writing, but Campus has not indicated that they would be willing to do so. Anyone that still wants to use Dropbox will have to purchase it with their own personal funds and not with any University funds, i.e. start-up, professorship, grants, etc. In the event that Dropbox is required for research collaboration, the Dropbox fee should be listed as part of an attachment. Please be very explicit when detailing the Dropbox fee on the reimbursement to avoid delays. We will ask AMAC to put together a list of what is missing from OneDrive that makes it inadequate to software such as Dropbox. Do not use GoogleDocs for any grant or HR related information as it is not secure nor HIPPA complaint. OneDrive is secure and HIPPA compliant. [Andrea Walens](#) has experience using the OneDrive for collaborations and is available help anyone with questions.

STAFF EVENTS & FOOD PURCHASES

Going forward Central Campus will be heavily scrutinizing things like staff events and food purchases. This seems to stem from a fear of unfavorable headlines if the media hears of unneeded spending happening on public campuses. It is unclear if this will include faculty search dinners or similar expenses. They are also currently holding up a sizable number of reimbursements for events such as these. We are expected to use our reasonable senses to determine what is appropriate, but have not been given any written guidelines. Other schools at UNC are looking into developing their own guidelines for this, but the College does not feel it is appropriate to do so at this time due to the vagueness of what they consider acceptable. All of this is not to say to stop spending, just to keep this in mind as you plan events going forward. Let your Budget Analyst know if you feel that any outstanding reimbursements are being held

unjustly. This will be filtered up and if necessary, we will have the Dean and provost weigh in. Events involving students are not as big of an issue and should be fine to continue on.

INSTRUCTIONAL WORKLOAD

IWL is currently wrapping up and we know everyone has been busy working with their Budget Analyst to get issues corrected. We are hoping the last few departments will be able to complete their review soon so the data can be entered later this week. This will allow us to work on getting allocations ready on the temporary teaching side of things.

There has been some confusion on how roles are assigned amongst College units in ConnectCarolina. Our team is currently developing guidance for this with help from the Registrar's office and Undergraduate Education which will be posted on the Registrar's website by the end of the week. This guidance will be for the entire University, not just the College. If you have any questions, please reach out to someone on the finance team. [Genevieve Cecil](#) has been a tremendous help in developing this and is also a great resource if you have questions.

(Audience): Proxy has been removed from the new system and I use proxy frequently. Was this intentionally removed?

(Elizabeth): Proxy should very rarely be used and staff such as student services managers or any position similar should not be listed as a proxy. If you are running into issues where you feel a proxy would be necessary, please email [Charu Gunachandran](#) in our office explaining what you are trying to achieve, and we can work to meet those needs.

EXPENSE & TRAVEL REQUESTS

The SAD's should be making decisions on these by the end of the week. We will then begin emailing decisions out to departments. Some of you may receive a hold which will be explained in the email. The hold could be something as simple as needing to check with Powell on ADA compliance before approving and should not be taken as a no. If you do not receive a response this should be taken as a no.

NEW FINANCE REPORTS

We have a number of new finance reports coming out. We ran into a data source issue when we initially released the Instructional Budget report for student teaching, but this has been fixed. If you are still experiencing issues, please let us know. There are talks ongoing about increasing grad student minimums, but nothing has been decided yet. If these are approved, we will recalculate the data to reflect this. As you access the report you will notice that every department's data is visible. This was done intentionally. We also have the salary funding dashboard returning with some improvements. Previously we had two separate dashboards for faculty and staff but have now combined them. The dashboard will break down what funds are being used in a salary in detail and will also show if our allocations align. Currently our salary data only updates once a month at the end of the month. This is caused by data access challenges, but we are working to get updates more frequently.

Human Resources Updates: Ashante Diallo

SUPERVISOR ASSIGNMENTS

Please confirm that everyone has the correct supervisor assigned to them in ConnectCarolina. If you notice that a supervisor is assigned incorrectly and does not have the ability to update, contact your HR Business Partner to have this corrected. We are also still working to make sure everyone has goals assigned.

PERFORMANCE MANAGEMENT

Goals

We are down from one hundred ninety-two people without goals to thirty-four. Thank you to everyone that has helped make this possible. If you know folks in your unit without goals, reach out to them and ask if they have been receiving emails about this. Employees should receive an email to complete their self-assessment on Friday and managers will be able to do appraisals starting April 1st.

Preparing for performance management season

Watch for an email on an upcoming webinar series to help you prepare for effective performance management conversations:

- **Completing Your Self-Assessment in Carolina Talent.** March sessions with resources and support for all performance-eligible employees.
- **Appraisal Process for Managers.** April sessions with tools to help managers complete the appraisal process with confidence.

Watch for an email with more information on the webinars and how to register. A link is also in the works for additional performance management resources. This will include guides, tips & tricks, and a search bar for the site.

OHR office hours

The Office of Human Resources will host their annual drop-in office hours to answer any questions you may have on processes, policies or for one-on-one support. They will be held March 19th to April 30th, on Tuesdays from 10:00 - 11:00am via Zoom or in-person at AOB or Thursdays from 2:00 – 3:00pm via Zoom. Watch for an email later this month with links and more information.

SHRA SALARY RANGES

We have received the new SHRA salary ranges, and they will soon be made available on the [CASBO website](#). We will send out an announcement once these are available. The ranges did not move quite as much as we were hoping, but still managed to go up around seven percent. Those that were previously at the maximum should now have some room for an increase. As a reminder for any remaining SHRA exempt positions, when you go to replace these positions, they must be converted to non-faculty since we can no longer create new SHRA exempt positions. We still have not received new ABF or non-faculty ranges, but will announce when these come out. The latest expected timeline for these is late summer to

early fall and will also come with another chance to convert. With these new ranges EHRA non-faculty employees will be moved to exempt professional staff or EPS. We are expecting to receive an email detailing this change and will share it with everyone.

END DATE REPORTS

We have been seeing very few overpayments and want to thank everyone for working to make that happen. Now is a great time to begin looking at end dates and discussing potential faculty votes with your chair. Any appointment one year or longer for fixed term will require a faculty vote. Faculty typically go on vacation in May so make sure to plan ahead for this. As a reminder, Chairs can appoint for one year or less without a faculty vote if needed.

Please make sure you are submitting termination actions for those who plan to end phased retirement. This is not something that is done automatically and if missed can lead to overpayments. We have the most fixed term appointments on campus, so we see a lot of these.

(Audience): Can you go over new hire deadlines?

(Ashante): We still have a bit of time to hire an assistant professor without tenure. These don't require as many levels of approval. If you are hiring tenured faculty, you only have 2-3 weeks to complete this and will most likely not have enough time. Please reach out to [Janet Farrell](#) or [Teresa Wilkinson](#) if you need assistance with this.

Remind faculty members that they should not be doing work while they are on leave. We have had several overloads recently where a faculty member performed work on leave, so we want to make sure everyone is aware of this policy. Faculty that earn a 9-month salary are still eligible for summer salary, even if their pay is spread over twelve months.

(Audience): We have a previous faculty member who has been gone for several years but is still receiving CSA. What can be done to fix this?

(Ashante): There is a definite issue with this that we are looking into. EOC is saying it is an HR issue, but when we check the system, everything appears to be correct. We will bring this up again and work on a solution. Please send [Roseanda](#) or [myself](#) an email if you hear of someone still receiving these notifications incorrectly.

END OF MEETING