

College of Arts & Sciences Managers' Meeting

Wednesday, June 12, 2024

10:30 a.m. – 11:30 a.m.

[Zoom](#)

Welcome: Ashante Diallo, Associate Dean for Human Resources

We are very excited to welcome the following new department managers onboard:

- Melanie Beam joined the AAAD department on May 13th. Melanie was previously a program manager with the Kenan Flagler Business School at UNC.
- L.E. Alexander transferred to the department of Economics on May 27th. L.E was previously the department manager for Classics.
- Sophia Brown joined the Global Studies department on June 3rd. Sophia previously studied Global Studies as a grad student at UNC.
- Katy Galbraith is the new Business Services Coordinator for the Arts and Sciences Foundation. Katy began transitioning to her new role in April and was previously an Administrative Support Associate for Foundation.

Finance Announcements: Elizabeth Bakanic, Associate Dean, Finance and Budget Management

Joe Daley will be leaving the College of Arts and Sciences on June 28th. Joe has accepted the role of Associate Dean for Finance and Admin with the School of Data Science and Society. We wish Joe the best in his new role.

Fiscal Year-end Deadlines

There are many year-end deadlines happening this week. We have an excel sheet available on the [CASBO finance web page](#) that tracks these deadlines. We ask that you please adhere to these dates and get everything submitted on time. Inform your budget analyst of any issues you run into as the deadlines cannot be moved back.

Graduate Stipend Increases

Stipend Increases were announced recently by the graduate school. There are still some details being worked out on how the funds will be dispersed to the schools. When this is finalized, these funds will be pushed out through the instructional budget model.

In the next few weeks, you will receive updated IB allocations from your budget analyst based on the new allocation numbers. A decision is being worked on for extra funds, but they will still go through the IB model.

Admin Stipends

Emails went out recently clarifying new admin stipends and tiers. This was initially announced in December but there was confusion surrounding the announcement. This new email hopes to clear up any confusion on tiers and what should be paid. Please discuss any concerns you have with your chair, as any changes will need approval from the SAD.

New Source Request Forms

CASBO's Senior Accountant, Sharon Cullipher has created 4 new forms to request source fund changes utilizing DocuSign. These new forms should help to streamline the process of modifying a source and make the process more user friendly. The following forms are available under the Trust Funds dropdown menu on the [Finance website](#):

- New Trust Source Request
- Source Deactivation Request
- Source Modification Request (No department ID change)
- Source Modification Request with ID change

If you have any questions, please contact [Sharon Cullipher](#).

Research Administration Updates: Andrea Walens, Director of Research Administration

Team Announcement

Our team has been restructured to include two contracts and grants managers who will oversee our contracts and grants coordinators. The two managers will be Ashleigh Jackson and Tori Royster. We felt this restructuring was necessary to meet the growing needs of the college.

Research Administration Updates

Budgeting Changes:

- The Research Data Management Core (RDMC) fee is no more but will be back in some form in the future.
- Postdoc salary will be increasing on January 1, 2025 from \$47,476 to \$58,656.
- [Course buyout rates](#) will change on July 1st. Please work with your CGC to make sure awards are accurate
- The [summer salary calculator](#) has been updated and will be a mandatory attachment for Summer Salary lump sum payments going forward.
- iLab has transitioned to CGM. Details can be found [here](#).

Central Updates:

- [New guidance](#) has been released on Federal Current and Pending (other) support and biosketch.
- Updates have been made to the [OSP Information sheet](#).
- [Save the date!](#) Upcoming 2024 Symposium for RA's will be held on September 25th and 26th.
- OSP RAFTs (forum and training sessions) will be held on July 23rd.
- Some federal sponsors have safe inclusive diversity plans that are required with submissions. These must be submitted through EOC at eoc@unc.edu. Further instructions on this can be found [here](#).

Training Grants:

If you are submitting a training grant, please reach out to [Ashleigh Jackson](#) on our team. These submissions can be tricky and require some institutional knowledge to complete. Ashleigh will help ensure that you are following proper budgeting, hiring, and other grants policies.

Upcoming Events

- The team is planning to hold 1-2 Lunch and Learns in the fall. Please let us know if you have any topic suggestions.
- In coordination with the arts and humanities grants studio, we will be holding a Grants 101 presentation for faculty.
- The Institute for Arts and Humanities will be doing some targeted call events throughout the year.
- ORD will be holding workshops throughout the year that we will keep folks up to date on.
- We will be updating our available [RD services](#) and adding some new services by the end of the summer.

Andrea's presentation can be found [here](#).

If you have any questions, please email us at CASResearchAdmin@unc.edu

Facilities Updates: Powell Marshall, Director of Facilities Shared Services

SPOTS Updates

Facilities is trying to get ahead of the university's space request's by ensuring that all data is up to date in SPOTS. We are trying to nail down what each space is used for, and the number of occupants utilizing the space.

Facilities Coordinators will be reaching out to schedule a walk thru of your buildings. We will be as brief as possible and can break up the visit if needed to accommodate your busy schedules.

Restructuring

With a third facilities coordinator joining us on July 1st, there will be restructuring of departmental assignments among the coordinators. We will be reaching out to set up introductory meetings with your new facilities coordinators in the coming weeks.

Human Resources Updates: Ashante Diallo

Appraisals and Competency Assessments

If you have not completed performance appraisals, please get these completed as soon as possible. You will need to submit a help ticket to complete these but there is still time to complete them.

Competency assessments for SHRA employees also need to be completed as soon as possible.

Employee Goals

Discussions should be taking place regarding employee goals for the upcoming year. Once finalized, a development plan should be uploaded to Carolina Talent. Please note that employee goals can be added to or edited throughout the year.

I-9 Refresher Course

A refresher course will be held on June 25th from 10:00 – 11:30am. Registration for the session is done via Carolina Talent. If you have any issues getting registered, please contact OHR [here](#)

Employee Appreciation Day Contest

In preparation for October's Employee Appreciation Day event, OHR is hosting a t shirt design contest. The design must reflect what it means to be a Carolina employee or the spirit of employee appreciation. Submissions are due Friday, July 12th. More information on the contest can be found [here](#).

Personal Observance Leave

A reminder to use your 8 hours of personal observance leave for this year. Folks are encouraged to make use of this leave time how they see fit. Please keep in mind that personal observance leave does not roll over to the following year.

ePAR Updates

Updates will be coming to the position ePAR in the middle of July. There will be some down time from July 8th to July 11th while the updates are being implemented. Please plan to complete any critical tasks before the system goes down on July 8th to avoid delays.

Upcoming LSI

LSIs will be taking place on July 1st and will be based off of your salary as of June 30th. The increase will be paid retroactively if there is a delay in implementation. We will share more information on this as we receive it.

New Operational Excellence Project

Operational Excellence is kicking off a new project called “Faculty Hiring”. The goal of the project is to improve the experience of working in higher education. Ashante will be representing the college on the committee. This will be a lengthy project and Ashante plans to attend AMAC meetings to incorporate the group’s feedback into the project. If you feel that you have a wealth of experiences both good and bad dealing with faculty hiring, please [email Ashante](#). The committee may reach out to you in the future to discuss your experiences with faculty hiring.

Diversity Liaisons

We are still waiting for decisions from the systems office council regarding changes with diversity liaisons. Continue to work as normal and we will be in contact about changes as we receive them from the systems office. If you feel unsure about an appointment decision, have your department chair reach out to [Karla Slocum](#).

[June WorkWell Monthly Newsletter](#)

END OF MEETING