Arts & Sciences Managers’ Meeting Minutes
March 8, 2017

Speakers

Andy Lang
Director, OASIS

Del Helton
Associate Director for Donor Services, Arts and Sciences Foundation

Lachonya Williams
Associate Dean for Human Resources

Whitney Baker
Senior Budget Analyst

Laura Yurco
Assistant Dean for Finance

Office 365 Overview – Andy Lang

- The entire University will be transitioning to Office 365 for email service.
- This service will provide 50GB of storage, more than is currently available.
- The College will be migrating on the following dates: April 3, April 10, and April 17
- ITS will do a copy of the inboxes a week before the scheduled migration. On the night of migration, ITS will copy emails received since the first back-up as well as any that are received during the migration.
- Users should stay off email during the transition and Outlook web access will not work during the migration. After the migration web access can be accessed via http://heelmail.unc.edu.
- ITS/OASIS will be sending out information on configuration for desktop applications and mobile devices.
- Help Desk will be able to help with migration problems and anticipating users with issues and are prepared accordingly.
- Please see enclosure regarding more information about the migration to Office 365.

Stewardship Overview – Del Helton

Please see enclosure regarding the stewardship process, as well as tips for good endowment stewardship.

Finance Announcements

Contract & Grant Training Updates:

- Thank you to those who given feedback to Whitney regarding Contract and Grant topics that would be most helpful.
- We hope to have our first reference document going out in early April with an anticipated first wave of training soon after.
- The training being developed will be easy to reference, including for PIs and will go on the website as a special section (separate from the Did You
F&A Requests: Thank you for everyone working so diligently to complete the F&A requests and getting those in on-time. We will be contacting a handful of departments to meet and delve deeper into the details of these reports.

New Employee Detail for Payroll-Related Allocations: Regarding Memo to Managers listserv 3/1/17 titled “New Employee Detail for Payroll-Related Allocations” starting March 1, 2017, reports will start showing individual transactions for each employee for these fees and charges (core data fees, campus transit fees, composite benefits, severance wage transactions). These fees are self-adjusting for PAAT transactions. The process debits the fee expense to the new PAAT chartfield string and credits the corrected chartfield string. Therefore, you no longer need to make correcting entries for these charges as part of a PAAT transaction or a Campus Journal entry!

Graduate Student Health Insurance Program (GSHIP): Regarding message sent to Managers listserv 2/23/17 titled “Graduate Student Health Insurance Program (GSHIP) Premium Administration” Effective immediately, department users may now update GSHIP chartfields before journals are created for the month (25th) and will stay for the rest of the term.

Subscribing to Business Managers listserv: We encourage everyone to sign-up for the University Business Managers Listserv. Those who would like to subscribe to the business managers listserv can do so by following the instructions at http://finance.unc.edu/files/2016/09/joinbusinessmgr.pdf.

HR Announcements

Background Checks:
The background check unit announced some changes to the background check guidelines, effective April 3rd:
- The validity period for the background check will be six months.
- Checks will only go back seven years per location, instead of to the age of 18.

More communication will be coming soon. Noreen Montgomery and members of the background check unit will be presenting at the May manager’s meeting.

Viewing and Updating Federal and State Income Tax
Effective April 3, SHRA employees will no longer complete paper Federal and State Income Tax withholding forms (W-4 and NC-4 forms) during New Employee Orientation. New employees will be directed to complete their tax forms using the online forms available for viewing and updating on the Self Service menu on the ConnectCarolina home page. Self Service within ConnectCarolina will allow employees to almost instantaneously update their Forms W-4 and NC-4 and receive an email confirming any changes. Paper forms will still be accepted.

Exceptions are only for the following employee types, who must complete appropriate paper forms. These can be downloaded and printed at: http://finance.unc.edu/departments/strategic-sourcing-payment/payroll/
- individuals filing for North Carolina tax exemptions (those using form NC-4 EZ)
- employees who reside and work in a state other than North Carolina
- nonresident aliens

**New WorkWell Monthly HR Digest**
Everyone should have received the new monthly digital newsletter called *WorkWell*. Each month, OHR will provide UNC employees (faculty and staff) updates related to professional development opportunities, benefits, upcoming events and other need-to-know information.

**Retroactive Reports to HR Officers**
Beginning this month, campus HR Officers will be provided a list of actions that were submitted using retroactive dates that may or may not have resulted in overpayments. This report is designed to assist schools with identifying units and/or individuals that may need additional training. Should a particular unit and/or individual continue to submit retroactive dated actions, it could result in future access restrictions. While it is understood that sometimes these are out of your control, these reports are meant to minimize the volume of these types of actions.

What will help minimize retroactive dated actions is to run your end date reports or respond to your HR Specialist when they send out the end date reports. Keep in mind that if you need faculty votes on appointments, you will need to plan ahead to accommodate your faculty meetings.

**ULEAD:**
Please spread the news that applications for ULEAD 2017 are now being accepted. You are welcome to share the attached description of this year’s program. Detailed information and the application form are on the UNC Human Resources website: [http://hr.unc.edu/training-talent-development/specialized-programs-and-resources/ulead/](http://hr.unc.edu/training-talent-development/specialized-programs-and-resources/ulead/)

Applications will be accepted through March 21. Everyone is welcome to contact me at will_frey@unc.edu or 919-962-9685 with any questions.

**EHRA EMPLOYEES:**
**July 1st New Hires:**
For tenure-track hires, effective 7/1/17, please communicate with Janet and Teresa, if we haven’t yet received the dossier in our office to make sure that there is time to accomplish the appropriate routing.

**Transcript Collection**
We are about 75% through the process of collecting faculty transcripts to comply with SACSCOC requirement. As you are aware, there were some individuals whose institutions do not participate in the two clearinghouses that were provided to us by the Academic Personnel Office. You should have already been notified by Jocelyn Brooks or Dianca Sutton of who those individuals are. Please continue to work with your faculty to obtain their official transcript. Should you have questions please reach out to Dianca Sutton or Ashante Diallo
Updated Standard Order Tables
The Academic Personnel Office (APO) has updated the standard order tables for all fixed term faculty appointments. The primary update includes the collection and submission of an official transcript as part of the standard order for initial appointments. The standard order table for tenured and tenure track faculty is underway, however it will include the same requirement. Please keep this new mandate in mind as you begin to engage new employees.

Change for Postdoc Trainees/Research Associates
Departments are no longer required to send salary increase requests for Postdoc Trainees (Job Code 800175) or Postdoc Research Associates (Job Code 800176) to the Office of Human Resources when the two following conditions are met:

1) The proposed salary increase is based on labor market or occurs at time of reappointment and
2) the proposed salary does not exceed the established stipend amount for the employee’s career level. This change applies to all postdocs regardless of fund source.

Departments will still need to send the completed rainbow form to your assigned Human Resources Consultant in the Dean’s Office for review and approval. However, no additional approvals from OHR are needed, as long as the above criteria are met.

SHRA EMPLOYEES:
Performance Management Process
Any day now, we are expecting to receive communication from OHR-Employee & Management Relations on the process for ending the 2016-17 performance cycle (March 31st) and beginning the 2017-18 cycle (April 1st). Ratings for the current cycle will be due in ConnectCarolina no later than April 30th and can only be submitted by the employee’s supervisor. OHR will provide hands on training to all supervisors as it relates to submitting your employee’s ratings, as well as completing performance goals for the new performance cycle.

The toolkit for performance management can be found here: http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/performance-management/performance-management-toolkit/
Welcome to Office 365

Need Help?

All of your new Office 365 applications can be found at the Service Desk.

- [Office 365 Applications](https://help.unc.edu/office365applications)
- [Helpdesk](https://help.unc.edu/helpdesk)
- [IT Support](https://help.unc.edu/itsupport)

If the issue persists, contact the IT Service Desk.

2-3 minutes and then try again:
- Please restart your computer(s) or device(s), wait before a new member joins from your office.
- If you experience issues with your mail client the day after the initial migration, support team members will stop by your desk on.

Support team members will stop by your desk on.

Where should I start?

For Mail and Calendars:

Your Office 365 email and calendar are now accessible.

For email and calendars, your first destination to access:

- [Mail](https://mail.unc.edu)
- [Calendar](https://calendar.unc.edu)
Stewardship Reporting: What you need to know in 2017

The Arts and Sciences Foundation
March 8, 2017
Stewardship and Donor Relations

What We Do

- Stewardship letters
  - Nearly 1,000 recipients in 15-16
- Acknowledgements
- Tributes
- Dean’s acknowledgements

- Gift agreements
- Proposals
- Solicitations
- Fundraising materials
- News stories
- Feature stories
Bernard Boyd

Why donors give – remembering others

- Came to UNC in 1950 and taught until his death in 1975.
- Saw his work as a call to interest his listeners in the message of Biblical history and to initiate them in the mystery of scholarship.
- Family, friends and colleagues came together to establish three funds in his memory.
- The funds benefit the department of religious studies.
Matthew Neely Jackson

Why donors give – remembering others

- His parents established the fund in memory of their son, who died unexpectedly of natural causes due to asthma in 2014 at the age of 28.
- Was a walk-on on the UNC football team.
- 2008 UNC graduate with a degree in chemistry.
- His parents wanted his love of science, his desire to find a cure for cancer and to research outer space to live on.
- Fund helps those financially unable to do summer research in the department of chemistry.
The Annual Cycle of Stewarded Funds
Each summer, you receive two communications from the Arts and Sciences Foundation:

- Notice of distribution of expendable funds to your department
- Endowment distribution report—you **must take action to reinvest payouts to principal**

**TIPS:**
*Reinvest unused payouts*—the fund will grow faster and produce larger distributions in the future.
*Remind chairs and award committees about available funds for the coming year.*
• Expendable funds should be available for spending in August.
• Endowment distributions should be available by early September.

**TIPS:**
- *Spend as much of the annual payout as possible.*
- *If you can’t use a fund because the purpose is too restrictive, let us know!*
Your help is essential in communicating with the donor!

Important Deadlines:

- **Friday, March 24**: enter recipients in Annual Report (very important for faculty!)
- **Friday, May 12**: enter activities in Annual Report

**TIPS:**
- Provide details about usage - the more the better!
- For unused funds, **specify a reason**.
- For funds to be awarded after the deadlines, include a note indicating when awards will be made.
• By **June 30**, add recipients and activities that took place after the initial deadlines.

• Ensure that usage information is complete for all funds.

Stewardship letters begin going out in May and continue throughout the year.

**TIPS**

➢ *Set a calendar reminder to go back and add incomplete information.*

➢ *Our reporting cycle is July 1-June 30, although some departments adhere to Annual Report’s May 1- April 30 cycle. **Consistency is key!***
<table>
<thead>
<tr>
<th>Fund:</th>
<th>Daum -- The Jack W. Daum Fund For Sociology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Type:</td>
<td>Dept. Support-Discretionary</td>
</tr>
<tr>
<td>PS Source:</td>
<td>C0405</td>
</tr>
<tr>
<td>Purpose:</td>
<td>For unrestricted support including, but not limited to, course materials reproduction, faculty research or professional travel, and departmental staff activities which benefit departmental operations.</td>
</tr>
<tr>
<td>Department:</td>
<td>Sociology</td>
</tr>
<tr>
<td>PS Program Code:</td>
<td>10000</td>
</tr>
<tr>
<td>Contacts:</td>
<td>Kenneth Andrews, Sara Cockerham</td>
</tr>
<tr>
<td>Status:</td>
<td>complete</td>
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**Steward Comment:**

The Daum Fund continues to have a major impact in the Sociology Department. We use these funds to support workshops of faculty and graduate students that meet to discuss work in progress. The Culture and Politics workshop completed its tenth year and had dozens of students present there research over the period. We are grateful for this important contribution that adds to the intellectual vibrancy of the Department.
Jack W. Daum Fund for Sociology

Annual Report (continued)

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Andrews, Kenneth (Dr.) - 710870780</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Info</td>
<td>Email: <a href="mailto:kta1@email.unc.edu">kta1@email.unc.edu</a> Phone: (919) 843-5104</td>
</tr>
<tr>
<td>Award Amount</td>
<td>2,321</td>
</tr>
<tr>
<td>Hometown</td>
<td></td>
</tr>
<tr>
<td>Class Year</td>
<td></td>
</tr>
<tr>
<td>Major / Second Major / Minor</td>
<td></td>
</tr>
</tbody>
</table>

**Recipient Response**

1. I focus on the ways that citizens organize to promote social change. I have studied community organizing by civil rights activists and the work of local environmental groups. Specifically, I look at the way groups develop leaders and the kinds of impacts that social movements have on politics and society.

2. The Daum Fund has provided sustained support for building faculty-student workshops in the Department of Sociology. I co-lead the Culture and Politics group which has been active for the past ten years. Faculty and students read and provide feedback on each others work-in-progress, and the workshop has helped dozens of students develop and publish their research.

3. Is response public? No

*(updated on May 4, 2016, 12:00 AM)*

**Steward Comment to Recipient**

Andy,

Please take a moment to comment on the Daum funds that were used for the Culture and Politics workshop. Also, we paid for Prof Armstrong's travel and hotel expenses with this account. **How did our students benefit from these events?**

Thanks
Sandy
### Jack W. Daum Fund for Sociology

**Annual Report (continued)**

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Perrin, Andrew (Dr.) - 708653210</th>
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<tbody>
<tr>
<td>Contact Info</td>
<td>Email: <a href="mailto:andrew_perrin@unc.edu">andrew_perrin@unc.edu</a> Phone: (919) 962-6876</td>
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<tr>
<td>Award Amount</td>
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<td>Hometown</td>
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<tr>
<td>Class Year</td>
<td></td>
</tr>
<tr>
<td>Major / Second Major / Minor</td>
<td></td>
</tr>
</tbody>
</table>

**Recipient Response**

1. The Daum Fund provided indispensable help to the Cultural & Political Sociology Workshop. The Workshop supports cutting-edge research by faculty and students in every area of cultural and political sociology, and has become a core teaching tool of our department. The funds provide necessary support for both internal and outside speakers. This year in particular, they were used to support the visit of Dr. Elizabeth Armstrong from Princeton, who spoke on her current work in culture and health.

2. This funding helped train many graduate students and provide collaborative support for faculty and students.

3. Is response public? Yes

*(updated on Apr 7, 2016, 12:00 AM)*

**Steward Comment to Recipient**

Andy,

Please take a moment to comment on the funds we used from the Daum account. Many workshops were held and also Prof. Armstrong's visit was charged to this trust fund. How did our students benefit from these events?

Thanks
Sandy
Jack W. Daum Fund for Sociology
Stewardship Report

January 17, 2017

Dear Howard and Patty,

In recognition of the generous gifts that sustain the College of Arts and Sciences, it is my pleasure to share this update on the Jack W. Daum Fund for Sociology for the 2015-2016 year. We are grateful for the philanthropic support that allows the College to ensure a legacy of excellence in teaching, research, and service.

As in previous years, the Jack W. Daum Fund for Sociology supported the department of sociology's Culture and Politics Workshop, an interdisciplinary group of faculty and students that meets regularly to discuss work in progress.

"The Daum Fund continues to have a major impact in the department of sociology," said department chair Kenneth Andrews. "The Culture and Politics Workshop completed its 10th year and has had dozens of students present their research over the period. Faculty and students read and provide feedback on each other's works in progress, and the workshop has helped dozens of students develop and publish their research. We are grateful for this important contribution that adds to the intellectual vitality of the department."

Andrew's Pontin, a professor of sociology, said, "The Culture and Politics Workshop supports cutting-edge research by faculty and students in every area of cultural and political sociology, and has become a core teaching tool of our department. The Daum Fund provides necessary support for both internal and outside speakers. This past year in particular, the funds were used to support the visit of Dr. Elizabeth Armstrong, an associate professor of sociology and public affairs at Princeton University, who spoke on her current work in culture and health. This funding helped us many graduate students and provided collaborative support for faculty and students."

We have enclosed our annual report for the Jack W. Daum Fund for Sociology for the fiscal year that ended June 30, 2016. The UNC Investment Fund posted a 3.0 percent annual return, its first positive fiscal year return since 2009. Over the longer term, the Fund ranks in the top quartile of the Cambridge Universe, a group of peer colleges and universities with similar endowments, with three-, five-, and ten-year annualized returns of 7.4 percent and 7.2 percent, and a 10-year annualized return of 6.5 percent. For fiscal year 2016, the Chapel Hill Investment Fund's Board of Directors approved a distribution of 5.2 percent, maintaining a constant-growth approach based on the rate of inflation. The enclosed 2016 Annual Endowment Report provides more details of the Investment Fund's performance.

Sincerely,

Robert J. Parker
Senior Associate Dean and Executive Director

cc: Kevin M. Guskiewicz, Dean
Kenneth Andrews, Chair, Department of Sociology
Endowment Reports

Stewardship Report (continued)

Jack W. Daum Fund for Sociology
College of Arts & Sciences
Annual Endowment Investment Report as of 6/30/2016

Book Value $27,385.86

$27,385.86 is the beginning fund value.

Beginning Market Value $35,321.20

Ending Market Value $30,577.84

FY2015 Income Distribution $1,725.91

This fund is held in The University of North Carolina at Chapel Hill Foundation.

This report is prepared by the UNC Management Company, Inc.

ANNUAL ENDOWMENT REPORT
For Fiscal Year Ending June 30, 2016

This fund is held in The University of North Carolina at Chapel Hill Foundation. The Endowment and asset management is provided by the UNC Management Company, Inc.
Dear Howard and Penny,

In recognition of the generous gifts that sustain the College of Arts and Sciences, it is my pleasure to share this update on the Jack W. Daum Fund for Sociology for the 2015-2016 year. We are grateful for the philanthropic support that allows the College to ensure a legacy of excellence in teaching, research and service.

As in previous years, the Jack W. Daum Fund for Sociology supported the department of sociology’s Culture and Politics Workshop, an interdisciplinary group of faculty and students that meets regularly to discuss works in progress.

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Andrew Perrin, a professor of sociology, said, “The Culture and Politics Workshop supports cutting-edge research by faculty and students in every area of cultural and political sociology, and has become a core teaching tool of our department. The Daum Fund provides necessary support for both internal and outside speakers. This past year in particular, the funds were used to support the visit of Dr. Elizabeth Armstrong, an associate professor of sociology and public affairs at Princeton University, who spoke on her current work in culture and health. This funding helped train many graduate students and provided collaborative support for faculty and students.”
1. Spend the payout.

Departments must spend the payout if available. That’s why donors make gifts—to be used!

It is important to use gifts because it helps us:

- Maintain and respect the donor’s trust.
- Report usage to donors.
- Ask for additional gifts (if previous gifts haven’t been used, the donor will not want to make more gifts)

Please recommend to your chairs that you spend the payout adhering closely to the gift agreement (see below):

2. Spend it according to language in the gift agreement.

We work with the dean’s office, the senior associate deans and department chairs to craft a gift agreement that the donor likes and that can benefit the department. If there’s a good reason the fund cannot be used (maybe the gift agreement language is too restrictive), tell us. Gift agreements can be difficult, if not impossible, to amend. Please ask us anyway.

3. Tell us how the fund was used in the stewardship section of Annual Report.

Your help is essential in communicating with the donor. The Annual Report process gives you the opportunity to provide us with the information we need to report on fund usage. We cannot do this without you!

What happens if you didn’t use a fund? Please do NOT simply report the following:

- “No qualified recipients were identified during this period.”
- “Not awarded this year.”

Are there plans to name a recipient next year? Is income being reinvested (this will be reflected in the endowment report the donor will receive)? Is the fund still in the fundraising stage? The more information you can provide, the better. We need to be able to provide clear information to the donor about why the fund was not used.

What to report:

List recipients individually using the “Add Recipient” tool. If a recipient is not in the database, provide as much information as possible, including full name and contact information.

When applicable, include details about what the recipient was awarded funding for in the “Steward Comment to Recipient” or “Steward Comment to A&S Ftdn.” Travel to a conference? Research for a specific project?
Include any details that may help us. Many times faculty receive funding from multiple sources for multiple projects, and they do not always know which funds supported them. Details make the difference.

Use the “Add Activity” tool for events or miscellaneous expenses not tied to an individual. Provide relevant details: Who, What, When, Where and Why. Link to event webpages or articles when appropriate.

*Filling out the “Steward Comment to Recipient” section plays an important role in increasing response rates from recipients. The email template sent to recipients includes the phrase “Your departmental contact has included the following message for you:” If you leave the field blank when you input information, the email will look incomplete. If you fill it out with a personal message, the recipient is much more likely to respond.

Below is a great example. The manager customized the message to the recipient—the tone and content of the message help the recipient understand what is being requested:

Steward Comment to Recipient: Dear Miller, as this year’s recipient of the Guthrie Fellowship, would you please provide a few sentences to the UNC Arts & Sciences Foundation about your research interests, your career goals, and any academic endeavors that this fellowship may have assisted you with? Thanks!

The “Steward Comment to A&S Ftdn” can also be a valuable tool for providing information, especially when providing additional details about the usage. Here’s an example of steward comments to both the recipient and Foundation that give us a wealth of information:

Steward Comment to Recipient: Honors Carolina is proud to sponsor your Froelich Fellowship. We ask that you please take a moment and complete the Recipient Response section for this report. This is a great opportunity to describe your involvement with Honors Carolina and any support your Froelich Fellowship has provided this academic year (your summer 2015 NCI CURE program participation), and to thank the donors who make this support possible.

Steward Comment to A&S Ftdn: Brandon used $1,500 of his Froelich Fellowship during the summer of 2015 to participate in the National Cancer Institute’s CURE Program (Continuing Umbrella of Research Experience), a summer research program located at the Lurie Cancer Center of Northwestern University in Chicago, IL. Twelve students are accepted each year to pair with a Cancer Center faculty to work full-time on a nationally funded laboratory research project for eight weeks. Brandon was assigned to Dr. John Crispino and his research in myeloid leukemia.

This level of detail gives us a lot to work with, and prevents the need for extensive follow-up if we do not get a response from the student and are unable to contact them later.
4. Reinvest unused income.

It’s generally OK to keep two years of payout in the department account, but resist keeping more than that. When you reinvest unused income, the endowment grows faster and produces more income over time. When payout sits in the spendable account, it earns little—especially at current rates—in a money market account.

Your department chair may say, “Let’s keep it safely in our spendable account where we know we’ll have it when we need it.” By not reinvesting, you run the risk of losing any substantial market gains. Endowments will be invested for decades and will benefit faculty and students long after we’re gone, so good stewardship—including reinvesting unused income—is critical at every stage.

Over the last 10 years, the UNC Endowment earned a 10-year annualized return of 6.5 percent. Funds that were invested in the endowment benefited from this!

*The best strategy is simply to spend as much of the annual payout as possible.*

Acknowledging gifts made to your department

As of July 2016, departments are now able to pull their own monthly or weekly acknowledgements. If you need access to the Acknowledgement Letters Report, please contact Ashlee Bursch at ashlee.bursch@unc.edu or (919) 843-9853.

~

If you have any questions, please contact us at the Arts and Sciences Foundation:

- Del Helton, del.helton@unc.edu, 919-962-8216
- Joanna Cardwell, joanna.cardwell@unc.edu, 919-962-8342
- Mary Moorefield, mary.moorefield@unc.edu, 919-962-3753
- Erin Kelley, erin.kelley@unc.edu, 919-962-6123