**ROMS Faculty Meeting**

**September 6, 2023**

**1. Welcome** from Ellen Welch. Introduction of new staff and faculty members.

**2. CAS Research Administration Team**- <https://casbo.unc.edu/research-administration/>

Ashley Meltzer, Director of Arts and Humanities Grants Studio. Reports directly to Dean Engelhardt

Andrea Walens, Director of Research Administration

CAS Research Administration Team:

- Services free of charge

- Provide pre-award and post-award support

- Provide holistic grant support and locate funding opportunities

- For general inquiries or questions, email [CASResearchAdmin@unc.edu](mailto:CASResearchAdmin@unc.edu)

Arts and Humanities Grants Studio (Ashley Meltzer’s team)

- Focus: grant operations management and creative engagement

- In A&H, they see that most faculty get burnt out after one grant. The Grant Studio wants to foster future grants

- Main services offered: tracking deadlines/budgets, providing feedback, identifying resources, helping document and promote work

- Office Hours in the Anne Queen Lounge every Thursday at 2:00 pm

- [grantstudio@unc.edu](mailto:grantstudio@unc.edu)

- Question: Where are the grants? The CAS Research Administration Team helps identify opportunities. They want to position research projects in a way that if a donor comes along, they can make a convincing pitch.

- One example of a current project her team is working on: Playmakers has two grants and is at capacity. The Grants Studio team is helping them manage their grants, document their work, and explore opportunities for larger grants in the future

**3. Debrief from August 28 shooting**

- There is active shooter training available from the Police Department, Alicia Rivero can provide this information with faculty

- Faculty would like to have a training in Dey Hall, perhaps with GSLL. There are concerns that we should wait until perhaps October for this. Ellen Welch expects that this training will be updated in the near future.

- Shavon Carey-Hicks (Dey Hall Emergency Coordinator) : there is a fire drill every year, but it is during the summer, so this does not reach faculty. There used to be CPR training, but she has not seen information about it in recent years. One external resource for CPR training is the Red Cross. There is discussion among staff members that active shooter training should be mandatory each year for students, staff, and faculty.

- All doors in Dey Hall are automatically locked and managed by the University, meaning that doors remained unlocked during the lockdown, which was concerning. Initially this was because students needed to enter buildings for safety.

- Other concerns shared: we cannot barricade doors in our classrooms with student desks; classroom/office windows that are painted/screwed shut prevent that means of possible escape; classrooms with glass walls are impossible to secure; individuals such as textbook representatives do not receive the Alert Carolina warnings

- Ellen Welch: lockdown procedures currently in place were designed for a lockdown period of 60 minutes or less. This is being updated to prepare for longer lockdown periods. If you were in a room on campus that would not lock, you did not know how to lock, could not draw shades, etc., contact Ellen and/or Shavon so they can send a list to Facilities.

- Tacia Kohl: We need to keep our graduate student instructors in mind, especially those who have just arrived to the US for the first time. These students need extra guidance.

- Shavon Carey-Hicks: there are posters titled “Carolina Ready”- if you do not have one in a classroom, contact Shavon. This provides some information about how to respond to various types of emergencies.

- Ellen Welch, action items: request an updated training sometime in October; if something needs to be fixed in your classroom or office, please reach out to Ellen and Shavon

**4. Administrative Reminders (Shavon Carey-Hicks)**

- Takeyelia Rivers (Accounting Technician), Lauren Lisinski (Graduate Student Services Manager), Sheena Melton (Undergraduate Student Services Specialist, classroom questions), Shavon Carey-Hicks (Department Manager, can answer almost everything)

- ROMS Intranet contains most administrative information. It is located at the bottom of the ROMS website on the right.

- The ROMS website was revamped in the spring.

- Please update profiles on the Intranet. Staff must update them manually, so please allow 1-2 weeks.

- ROMS letterhead and logos, Dey TV screen announcements are on the Intranet

- If you are bringing a speaker to campus, please let Shavon know ASAP. Paperwork should be completed before they come to campus.

**5. Travel (Shavon Carey-Hicks)**

- Information in Intranet under “Financial Matters”

- Funding available for faculty through the CAS

- Concur is the platform for overnight travel

- If you travel often, it is encouraged that you use a University Travel & Expense (T&E) Card

5.1: Concur Approval Workshop- Process overview

- Submit request prior to travel.

- You can book travel through Concur after being approved.

- Upon returning, you complete an expense report.

- Once the post-travel report is approved, you receive a reimbursement. The goal is reimbursement within 7 days, but in the past has been between 30-60 days.

Travel request:

- Include all anticipated purchases

- If using ROMS funds, it only goes to Takeyelia and Shavon. CAS funds goes through their office before going to ROMS.

- Collect and scan receipts on trip.

If you are doing a virtual conference, there is a form on the ROMS website to complete. If it is for overnight travel, you must go through Concur.

Any international travel to Level 1-2 countries can be approved by the Chair. The Dean must approve travel to Level 3-4 countries.

Airfare should be booked online via Concur Travel or through UNC’s Authorized Travel Agency, World Travel

- If you can find a domestic trip that is $25 cheaper than on Concur, you can book on your own. Must provide a price comparison.

- The same applies for international travel if there is a $100 price difference.

Third Party Lodging (such as AirBnB, rather than a hotel): There is a form to complete before travel.

5.2: Expense Report

- You create an expense report in Concur with all your expenses/receipts. This should be completed within 30 days of the last day of travel. You can submit multiple expense reports for each approved request.

- If you have a T&E card, you will submit your receipts. All expenses on a T&E card must be reconciled within 30 days of purchase (not within 30 days of travel).

- You must link your approved travel request to the expense report.

- Let Shavon and Takeyelia know if you are working on an expense report so they can provide allocation material.

- Once central office approval is processed, you will receive your reimbursement.

- Itemized receipts must be submitted for everything besides meals, which use a federal per diem based on travel location. If you select “yes” to the travel allowance, Concur will automatically calculate all of your meals.

- Step-by-step guidance is available on Concur

- There are quick reference guides at <https://finance.unc.edu>

Shavon’s PowerPoint will be updated to the Intranet under Financial Matters // Before you travel

**6. Closing Remarks (Ellen Welch)**

- Ellen emphasized the fact that faculty need to submit these Concur reports and that staff cannot do them for everyone.

- Department Party on Friday, September 8. Partners, spouses, kids are welcome.

- LJ Randolph (University of Wisconsin-Madison, President-Elect of ACTFL, UNC alumnus) will speak on September 27, 3:00-5:00 to discuss anti-racist and anti-colonial approaches to language teaching.