

## In attendance:

Bautch, Victoria	Matera, Gregory	Marie Fholer
Buckley, Lauren	Matthysse, Ann	Hínár György Polczer
Burch, Christina	Mitchell, Charles	Sumit Dhole (grad student)
Coble, Jennifer	Peifer, Mark	
Copenhaver, Gregory	Pukkila, Patricia	
DeSaix, Jean	Reed, Jason	
Duncan, Mara	Reice, Seth	
Duronio, Robert	Rogers, Steve	
Gensel, Patricia	Searles, Lillie	
Harris, Albert	Sekelsky, Jeff	
Hedrick, Tyson	Slep, Kevin	
Hogan, Kelley	Sockman, Keith	
Jones, Alan	Stegenga, Barbara	
Kieber, Joseph	Umbanhower, James	
Kier, William	Vision, Todd	
Kingsolver, Joel	Wiley, Haven	
Lohmann, Cathy		
Lohmann, Kenneth		

## I- Announcements

- a. Departmental Retreat is 11 am Friday.
  - i. Thank you to faculty supporting the lunch out of trust funds; Jeff Dangl, Mark Peifer, Kerry Bloom, Alan Jones, Alan Feduccia, Joel Kingsolver, Ted Salmon, David Pfennig
  - ii. Thank you to grad students for organizing the retreat
  - iii. Not too late to submit poster
- b. Faculty Search
  - i. Joint with Lineberger Comprehensive Cancer Center
  - ii. Entitled Quantitative Biology—Cancer was removed from search title to maximize applicant pool
  - iii. Committee; Jeff Dangl and Jason Lieb (co-chairs), Bob Duronio, Corbin Jones, Wei Wang (Computer Science), Karen Mohlke (Genetics)
  - iv. Paperwork is in Dean's office and EOP waiting for approval

## II- Server Upgrade-Todd Vision

- a. Slides of the presentation and other material have been forwarded to faculty.
- b. Using a leasing option we are able to expand our capacity from 11 to 24 terabytes spread out over several years.
- c. With the new system each faculty member will get 250GB w/o additional costs. This is the same amount currently allotted to each faculty.
- d. Faculty can buy additional space
  - i. Faculty who have already paid for more space on the old system get a reduced rate (\$1.30/ GB)
  - ii. Faculty who want to expand will pay \$2.35/ GB available in 50 GB increments

- iii. To facilitate decision making, current usage is available (e-mailed)
  - iv. Future expansions are possible at a depreciated cost rate
  - v. Faculty can buy on an IOU
  - vi. In order to reduce costs to the department, faculty members who anticipate needing additional space in the future are encouraged to purchase this year.
  - e. For faculty members with archival data storage needs, BioArk may not be the most cost effective method. Please talk to Hinar about cheaper archival options.
  - f. This is part of a long term strategy to predict costs and set aside funds for future needs. Assurances were given that this strategy will not result in funds being returned to the State. We may be able to earn interest on the funds.
- III- Administrative Issues-Marie Fholer
- a. International Scholars
    - i. With E-verify, the new homeland security system, and budget cuts in the international office, visa processing is a lengthy procedure.
      - 1. H1-B: please allow 6 months
      - 2. J1: please allow 4 months
      - 3. Transfers are quicker but should be initiated early
  - b. TIM system issues with field-work
    - i. The new Time Information Management System (TIM) requires either online or Tele-time time stamps for hourly workers. This is difficult for field work in remote areas.
      - 1. If you perform field work and have access to internet, have workers time stamp on the internet
      - 2. If you perform field work and have access to a phone, have Marie set up a tele-time system for your group
      - 3. Marie will research options if you perform field work and do not have access to a phone or internet.
  - c. FedEx billing issues
    - i. Currently there are many shipments that cannot be assigned to a lab and the department is absorbing these costs
    - ii. FedEx does not provide copies of the waybill
      - 1. The only way accounting can access shipping information is if they receive the top sheet of the waybill label with your lab's information.
      - 2. You must make sure that the top copy of the way bill is given directly to Julia
      - 3. If you use FedEx.com to prepare labels, print a receipt and place in the appropriate accountant's box (see below).
  - d. Communicating Funding source for Graduate students
    - i. Currently, Kenyetta sends an e-mail to faculty asking about graduate student support for the upcoming year
      - 1. Discussion indicated that the system is working ok
      - 2. Suggestions for improvements are to have a cross checked list.
        - a. If a faculty member fails to respond to the first e-mail, repeated requests for funding information from the non-responding faculty will be made.
        - b. Suggestion was made that if a faculty member is unable to respond due to illness or international travel, the previous year's funding source should be used as a default.

- e. Holiday Schedule for the Administrative offices
    - i. Initial plan was to close the office on Dec 21-Jan2, however due to weekend exams the office will remain open in some capacity during the week of Dec 21.
    - ii. All offices plan to remain fully functional until Dec 21 at the *earliest*.
  - f. Departmental P-Card-can be obtained from Amy Butcher
  - g. Accounting/Reimbursements
    - i. The following routing is now in effect
      - 1. Randy Campbell-All invoices and reimbursements for Grants
      - 2. Paula Lloyd-All invoices and reimbursements for State funds and Trust accounts
    - ii. Reimbursement timing
      - 1. All reimbursements should be returned within 2 weeks and no-later than one month
      - 2. Please inform Marie of reimbursements that take more than 2 weeks.
  - h. Human Resources Facilitator
    - i. Betsy is a temporary employee and would like to return to her retirement
    - ii. The position should be advertised in the next week or so and will be upgraded over the previous position.
  - i. Benefits Open Enrollment
    - i. Open enrollment started earlier this month
    - ii. Materials receipt is behind schedule, however online system should be running now
    - iii. A free accidental death and dismemberment policy is available via NC Flex, please log into the system and elect to get this expanded benefit. You must elect to get this free expanded benefit.
    - iv. Changes to Health insurance options of note
      - 1. Starting this summer smokers are not eligible for the 20/80 plan
      - 2. Starting next summer BMI>40 are not eligible for the 20/80 plan
      - 3. There are law-suits challenging the legality of these changes
- IV- Undergraduate Research Resources-Pat Pukkila
- a. A hand out was provided for posting
  - b. Graduate Research Consultant Program is underutilized
    - i. Graduate students or Postdocs can be paid \$750 for mentoring undergraduates in a class-room setting
    - ii. 30 hour commitment
    - iii. GRC meets with students during class time to help with planning, carrying out or communicating their research or project.
    - iv. The following faculty have participated in the program and might be willing to discuss their approach with other faculty: Jennifer Coble, Greg Copenhaver, Jean DeSaix, Bob Duronio, Joel Kingsolver, Sarah Liljegren, Mark Peifer, Jeff Sekelsky, Maria Servedio, Peter White.
  - c. Money available for graduate students mentoring undergraduates
    - i. Each graduate student can get paid for mentoring an undergraduate one time at UNC (\$500/semester for a maximum of two semesters.)
    - ii. Applications are considered three times a year