HR Community of Practice Meeting Highlights
April 5, 2023

Learning and Development Opportunities
[April Learning Challenge: Customer Service](#)
[Crucial Conversations for Mastering Dialogue](#), In Person -starting Thursday, April 13, 9:00 a.m. – 4:30 p.m.
[De-Escalation Training](#) (Safety & Risk Svcs.)Thursday, April 13, 10:30 a.m. – 12 p.m.
[Inclusive Supervision Practices –Enhancing Your Student Supervision Practice](#), Mon., April 17, 1 p.m. – 4:45 p.m.
[Lane County HR Assoc. -Anti-Harassment training](#), Tuesday, April 18, 7:30 a.m. – 9:00 a.m.
[HR Orientation for New HR Partners,](#) Thursday, May 4,10 a.m. – 11:30 a.m.

Upcoming Academic Impressions Workshops:
[Leading to Create Healthier Workplaces](#), Thursday, April 13, 9 a.m. – 10 a.m.
[Inclusive Retention Strategies for Underrepresented Faculty,](#) Wednesday, April 19, 10 a.m. – 12:30 p.m.
[Setting up the Supervisory Relationship: Understanding and Adapting Your Supervisory Style](#) -on demand training
[A Five Step Model for Supervision: Cultivating and Retaining Your Staff](#) -on demand training
[Identifying and Mitigating Imposter Syndrome](#) -on demand training
[Privilege & It's Role in Enhancing Equity](#), Wednesday, May 17, 1 p.m. – 2:30 p.m.

[Oregon CUPA-HR 2023 Spring Conference](#)
Join Oregon CUPA-HR for the Spring Conference & 15th Anniversary Celebration, May 4th at 5pm and all day on Friday, May 5, in Newport, Oregon.

Welcome New HR Partners:
Braydee Stockdale, Recruitment Specialist, PAST
Linsey Bjorklund, Recruitment Specialist, PAST
Serena Jaspera, Associate Director, PAST
Susan Meyers, Executive Support Specialist, English Department
Shane Cadden, Exec. Asst. & Operations Manager, SSEM

Meeting Agenda

- Cyber Security Practices
  Jose Dominguez, Interim Chief Information Security Officer, Information Services

- Employee Recognition
  Sandee Bybee, HR Engagement and Communications Manager

- Courtesy, Campus Associate and Emerit Renewal Process
  Jen Mirabile, Assistant Director, HR Programs & Services

- Take Our Children to Work Day event
  Jen Mirabile, Assistant Director, HR Programs & Services

Cyber Security Practices
Jose Dominguez, Interim Chief Information Security Officer, Information Services

- Information Security Plan Components
  - Vision - *A knowledgeable and capable UO community working together to safeguard our digital assets and capabilities to empower excellence in research and instruction in a resilient cyber environment.*
  - Mission - *To empower the UO community to leverage digital assets and capabilities, and defend our cyber environment through proactive measures*
    - Enable the community, operations, and facilities to support this mission and safeguard the value of our university.
- What We do?
  - Information Security Service & Operations
  - Information Security Risk & Compliance ISRC
  - IT Disaster Recovery -ITDR

- How We Do It?
  - Identify the assets at risk.
    - Asset inventory/CMDB and vulnerability scanning
  - Protect the assets by taking the necessary steps to safeguard.
    - Awareness and training
    - 2-Factor Authentication
    - Email Security
    - Network Firewall
    - Endpoint, Patching, Baselining
  - Detect problems by monitoring and logging.
  - Respond to personnel and processes.
  - Recover personnel and processes

- Data Analytics and Machine Learning
  - We are able to identify, protect, detect, respond and recover by utilizing our data analytics and machine learning processes.

- Basic Protections here at UO
  - DuckID Security -Best Practices
    - Use strong passwords, keep them secret, use multi-factor authentication and embrace one site, one password best practice.
    - When you lose control of your account you are vulnerable to hackers who can capture the following confidential information:
      - Messages, calendar, photos, call records, location (Privacy)
      - Facebook, Twitter, Tumbler, Macy's, Amazon, Spotify, Hulu (Retail Resale)
      - Bank accounts, email account, billing address, cyberheist lure, (Financial)
      - Commercial email, phishing/malware, Facebook, Twitter, email signature Spam (Spam)
      - Forwarded workdocs, work emails, FedEx, UPS, Pitney Bowes, Salesforce, ADP accounts (Employment)

- Email Security -Best Practices
  - Look before you click.
  - "Report Phish" button is available on your desktop to let IT know you suspect phishing/spam.
  - Do not trust attachments.
  - Check tone and context of email – watch for asking for payment, flattery, unusual word choices or spelling, sender address, things that sound too good to be true.
  - **One out of 10 PHISHING emails succeed**

- End Point Security -Best Practices
  - Use UO VPN to connect instead of unsecured Wi-Fi or networks.
  - Make sure data is stored in a secure authorized location and is encrypted
  - Use antivirus, McAfee, Window Defender
  - Use a managed UO computer for sensitive work

- **HR Partners – Support our "Be Cyber Aware" Campaign**
  - [Review UO Cybersecurity Basics webpage](#)
  - Incorporate Cybersecurity Awareness into your HR Onboarding practice.
  - UO Cybersecurity Awareness Training Program – available in MyTrack Learning module.
    - [Block 1 module](#)
    - [Block 2 module](#)
    - [Block 3 module](#)

Employee Recognition

Sandee Bybee, HR Engagement and Communications Manager

- AroundtheO – Award and Accolades
  - Communications has created a new program to celebrate achievements in research, scholarship, teaching, leadership, and service.
  - We want to encourage you to submit an accolade that exemplifies individual excellence and delivers on our institutional purpose so we can share this work with our UO community

- UO Sponsored Awards & Recognition Programs
  - Office of the Provost – Teaching and Scholarship
  - Office of the VP of Research and Innovation – Research Awards
  - University of Oregon Senate – Service Awards
  - Human Resources – Employee Awards
    - Outstanding Employee Award – this award honors officers of administration and classified employees who embody the mission of the university, produce quality work, and consistently display characteristics valued and appreciated by coworkers.
    - Anyone can nominate an OA or classified employee.
    - Nominations are due by Friday, April 28

- Employee Engagement and Recognition
  - Human Resources has created a website to help you think about your department's engagement and recognition in the following areas: Organization, Leadership, Supervisors, Teams, Peers
  - The website provides resources and ideas to help you show employees how their work supports the mission and goals of the office and the university as a whole.
  - We want to encourage you to think about ways to show employees they belong:
    - We/I see you.
    - You're work is important /You are needed
    - Your contributions are valuable/You are valuable.

- Employee Engagement and Recognition Resources
  - **AroundtheO - Awards & Accolades**
    https://around.uoregon.edu/content/awards-accolades
  - **Outstanding Employee Award**
    https://hr.uoregon.edu/outstanding-employee-awards
  - **Years of Service**
    https://hr.uoregon.edu/years-service-recognition
  - **Employee Engagement Guide**

    https://hr.uoregon.edu/employee-engagement-guide

Courtesy, Campus Associate and Emerit Renewal Process
Jen Mirabile, Assistant Director, HR Programs & Services

- Unpaid Appointments include:
  - Courtesy
    These appointments are granted to faculty, researchers, postdoctoral fellows, and others who are spending time on the UO campus, but who are not otherwise affiliated with the University. These affiliations are typically limited and renewed as needed.
  - Campus Associate
    These appointments are for people who are not employed by the University but belong to an affiliate organization or have a business relationship with a University Department. These affiliations should be time limited and renewed as needed.
  - Emerit/Emeritus
    Emerit are retired faculty who have been awarded emerit status based on their eligibility or granted emerit status by the Provost's Office.

- Why is it important to review Unpaid Appointments annually?
  - These appointments have access to UO building, computer systems, and property.
  - It is important to review for continued access or to terminate the appointment if the work has ended.

- May 2023 Courtesy, Campus Associate, and Emerit Review and Renewal Process
  - Departments with active courtesy appointments will receive their list of courtesy appointments via email with instructions.
  - A point person for shared service units will receive their division list of courtesy appointments for distribution.
  - Each list includes instructions for completing this review and renewal process along with a renewal template letter.

- Review your report for renewals and terminations. Best practice is to review and complete this process by June 30, 2023,.
- Reports are available throughout the year by running the Courtesy, Campus Associate, and Emerit Cognos report.
- HR will audit these lists this summer.

- A few tips about this process:
    - No action is required for courtesy appointments with no end date – do communicate with these faculty/researchers/affiliates their appointment has been renewed using the approved template.
    - Submit an Unpaid Appointment Form for those courtesy appointments with an end date. Many postdoctoral and research appointments must be renewed this way.
    - Terminate appointments using the Unpaid Appointment Termination Form

Take Our Children to Work Day event
Jen Mirabile, Assistant Director, HR Programs & Services

- Take Our Children to Work Day event:
    - Thursday, April 27, 2023, 8:30 a.m. – 3:00 p.m.
    - Children ages 9 through 13 are eligible to attend and must be accompanied by an adult at all times.
    - Please share the flyer with your unit's employees with children. The flyer is available on the HR Community of Practice highlights and resources webpage.
    - Supervisor approval is required to participate in this event.
    - Registration is required, along with completion of a Parent Permission and Liability Release Form.
    - Program includes a welcome session at 8:30 a.m. and open houses from 10 a.m. – 3:00 p.m.

The next HR Community of Practice meeting is Wednesday, May 3, 2023.