

HR Community of Practice Meeting Highlights

February 1, 2023

Learning and Development Opportunities

CUPA-HR Oregon Chapter, [Leading with Authenticity](#), Thursday, February 16, 12 pm – 1 pm

Lane County HR Association, [How to Communicate Effectively in the Workplace](#), Tuesday, February 21, 7:30 am - 9 am

[Using LinkedIn Learning for Employee Training and Development](#), Tuesday, February 21, 2 pm - 3:30 pm

[Grievances, Discipline and Unions Supervisor Essentials](#), Wednesday, February 22, 10 am – 12 pm

[Eldercare Discussion Group Meeting](#), Wednesday, February 22, 2 pm – 3 pm

[Thriving in a World Turned Upside Down](#), Thursday, February 23, 12 pm – 1 pm

This interactive session explores how we prepare ourselves for the constant flux of life and how to navigate when the road ahead seems unclear. The session will look at the characteristics of our current circumstances, how we build resilience, what opportunities are now available, and how we can do more than just survive.

[HR Orientation for New HR Partners](#), Monday, February 27, 10 am – 11:30 am

Welcome New HR Partners:

Heather Morrell, Office & HR Specialist, College of Design

Hailey Eckerdt, Interim HR Operations Specialist, University Human Resources

Open university HR positions

Please help us promote our open HR positions by sharing this link with your professional networks:

- View the current list of available HR positions at <https://hr.uoregon.edu/hr-jobs-uo>.

Meeting Agenda

- Academic Impressions Online Learning
Sierra Dawson, Associate Vice Provost for Faculty Leadership & Development
Yianna Kappas, Account Manager, Academic Impressions
- CHRO remarks
Mark Schmelz, Vice President, and Chief Human Resources Officer
- New DuckID Claiming Process
Catherine Bonomini-Smith, Sr. Associate Director, HR Operations
- Updated Sabbatical Eligibility Report & Career Faculty Review Tracking
Catherine Bonomini-Smith, Sr. Associate Director, HR Operations

Academic Impressions Online Learning

Sierra Dawson, Associate Vice Provost for Faculty Leadership & Development

Yianna Kappas, Account Manager, Academic Impressions

- Academic Impressions is a premier provider of leadership, personal development and skill-based training for faculty and staff.
- The Office of the Provost has secured a 3-0year enterprise membership for all faculty, staff, and students.
- <http://www.academicimpressions.com/uoregon/>

- Academic Impressions contacts include:
 - Sierra Dawson, Associate Vice Provost for Faculty and Leadership Development, Office of the Provost
 - Tiffany Lundy, Associate Director, learning and development, University Human Resources
 - Yianna Kappas, Academic Impressions, Account representative
- Communications about this new resource will be distributed in the coming weeks
- This new resource complements our current L&D resources specifically for higher education professionals
- The learning topics are needs-driven and based on research with practitioners in the field.
- The learning areas include: Academic Affairs, Student Affairs, Enrollment Management, DEI, Leadership Development, Advancement and Alumni Affairs and Title IX.
 - We are known for our premier content in Academic Affairs, DEI and Leadership Development.
- Membership includes free resources, different learning formats, customized integration of Academic Impressions for campus programs, Discounts on Bootcamps and In-person conferences.
- The university's account manager is available for any questions and contact information is on your dashboard.
- Yianna Kappas, Account Manager – contact yianna@academicimpressions.com
- For more information about getting started, including video instructions and suggested trainings, please visit:
 - <http://www.academicimpressions.com/member-resource-hub/>

CHRO remarks

Mark Schmelz, Vice President and Chief Human Resources Officer

- Areas of Focus
 - Transactional HR processes - we continue to build HR competency training to support HR transactional needs
 - Strategic HR – we continue to develop ways to increase engagement and strategic conversations
 - Relationships – we continue to connect with our HR Community of Practice to strengthen relationships between units and UHR
- HR Community Ethos
 - Yes, if scenarios
 - Provide the why to support decision making
 - Assume positive intent
- HR Environment
 - HR professionals handle a lot of organizational, employee and manager stress
 - HR Community of Practice resolves stress and challenges into action to move units forward
 - Stabilization of COVID-19 has not brought relief
 - Large volume of actions
 - Many of these actions are critical to our people intensive enterprise
 - Unquantifiable volume of employee angst and interpersonal dynamics of workforce processing
 - Read the [CUPA-HR article The Great Pivot from Resilience to Adaptability](#). You will need to login to your CUPA-HR account to access the article.
- Transactional Actions
 - Trainings launched in Talent Acquisition and other HR areas
 - [New Unit Roster Review Audit Process](#) launched in partnership with Payroll
 - Classification and Compensation launched an internal work pilot program to focus on actions related to job postings to identify timeline efficiencies

- Upcoming Transactional Opportunities
 - Classification and Compensation collection tool refinement project
 - Stipend approval delegation pilot
 - Additional training from Employee and Labor Relations, HR Operations and Classification and Compensation including OEPA
- Strategic Actions
 - Introduced a suite of employee engagement resources
 - Launched Care.com membership for faculty, staff, and GEs
 - Partnering with units to implement creative paths to assist with filling positions
 - Upcoming Strategic Opportunities
 - GTFF and UOPA Bargaining
 - Continued emphasis on employee engagement
- Relationship Building Actions
 - Launched HRCP Leadership group with HR Associate Directors to refine goals and support subgroups.
 - Increasing identification of opportunities for discussion and problem solving with both the unit and UHR perspectives at the same time.
 - Continued momentum on talent “buddy” model
 - Upcoming Relationship Opportunities
 - Further refinement and definition of HR goals for the HR Leadership group with subgroups based on particular work environments
 - Increased communication about HR external to the HR community
- Combined Examples -Transactional, Strategic, Relationship work
 - Counseling Center, Academic Advisers, Research Administration pay adjustments
 - Process included:
 - Mutual definition of problem
 - Group discussion with clear role definition and actions coming out of meetings
 - Collaboration and reliance on collective strengths
 - Unified voice
 - Efficiency and timeliness of process impacted by collaborative approach
- New University HR Positions
 - Classification and Compensation
 - Two new analyst positions
 - Two permanent specialist positions (filled by interims made ongoing)
 - Talent Acquisition Classification Compensation DEI position
 - HR Community of Practice Unit
 - One Director
 - Two Staff Positions
 - Paid Leave Position to support paid leave Oregon
 - HR Ops interim to permanent
- Looking Forward We Will:
 - Continue to focus on competency building and leveraging strengths as a collective HR team
 - Continue to focus on demonstrating human resources impact in strategic and transactional spaces
 - Continue to focus on connection in human resources community – our strength is in collective approach vs. silos
 - Continue to support and help to manage stress that comes with HR’s role

- HR work is our collective work

New DuckID Claiming Process

Catherine Bonomini-Smith, Sr. Associate Director, HR Operations

- New DuckID Claiming Process
 - **Why is this changing?**
 - Information Services is moving from the current Duck ID Account Management software to a new product as part of the new identity management (IDM) transition.
 - **When is this happening?**
 - February 22, 2023
 - [duckid.uoregon.edu](#) will be **unavailable** during transition
 - IMPORTANT: new hires will not be able to claim a DuckID during this time
 - **How to Claim a Duck ID Account Links**
 - This process is managed by Information Services! New employees and students should be sent to these service portal webpages:
 - [New Employees](#)
 - [New Students](#)
 - **What is changing?**
 - No more PAC for DUCKID Claiming: Use 95 number and email address they used to apply to UO
 - PAC still needed for Duckweb, but no longer tied to DUCKID Claiming!
 - Email address can be updated by employees and new hires by logging in to Duckweb and updating or adding a “recovery email” on their Employee Profile
 - **What else is changing?**
 - The first-time users log in, they must choose new answers to security questions
 - New user interface is much more compatible with mobile devices
 - Users will be notified via SMS and email if their UO account has been compromised. The messages include details on how to proceed.
 - Owners of non-person accounts can directly manage those accounts, including resetting passwords and transferring ownership.
 - Access rules will be updated to provide better, more consistent, and timely on-boarding for new employees
 - The revised rules will be published by February 22. You can find them on the Service Portal!
 - **What is NOT changing**
 - The website [duckid.uoregon.edu](#) will continue to be where everyone manages their Duck ID
 - Current passwords will be retained during the transition period
 - Passwords will continue to expire every 6 months
 - PWADUCK can still be used to reserve a DUCKID. Note that the IDM team will be converting historically owned DUCKIDs into reserved usernames
 - Additional knowledge base articles are under development and will be available in February
 - Help is available for anyone who needs assistance at [Duck ID Accounts](#)
- Updated Sabbatical Eligibility Report
 - The updated sabbatical eligibility report is now available in Cognos
 - An email will be sent to unit and HR leadership in the schools and colleges to provide background and instructions on what the report does and doesn’t mean. Guidance will be updated on the HR Operations website soon
 - The report is based on the updated sabbatical eligibility outlined in the UA CBA.

- A few details regarding leaves of absences and how they impact eligibility are under discussion and more information will be provided once decisions are finalized
 - HR is reviewing eligibility and sending submitted applications to Office of the Provost for review and approval starting this week.
- Career Faculty review tracking
 - Thanks to everyone who helped verify career faculty review records in the fall. Special thanks to Anna Duncan & Alicia de Gonzalez, in CAS, and Spencer Johnson on my team
 - Units can now begin tracking career faculty reviews in Banner
 - The process is similar to the Faculty Review Banner update process with a few modifications - see the updated guide for details
 - HR Operations will send an email to leadership in the schools and colleges outlining the updated process. If you are responsible for entering TTF review data, you should check to see if you believe you should also be doing the career review data
 - See the [User Guide](#) for more information on Career Faculty review tracking

The next HR Community of Practice meeting is Wednesday, March 1, 2023.