

HR Community of Practice Meeting Highlights

June 7, 2023

Learning and Development Opportunities

[Succeed at Work: Diversity in the Workplace](#), Thursday, June 15, 10:00 a.m. – 11:00 a.m.

[Academic Impressions Five Paths to Leadership Self-Assessment](#)

[Academic Impressions Five Paths to Leadership Self-Assessment Debrief Session](#)

[Lane County HR Association meeting](#), Tuesday, June 20, 7:30 a.m. – 9:00 a.m.

[BOLI Virtual Training Offerings](#), Monday, June 26 – Friday, June 30

[Crucial Conversations for Accountability](#), July 10, 12, 14, 18 and 20, 10:00 a.m. – 11:30 a.m.

[Crucial Conversations for Mastering Dialogue](#), In-person course, July 19 and 20, 9 a.m. – 4:30 p.m.

[HR Orientation for New HR Partners](#), Tuesday, July 18, 10:00 a.m. – 11:30 a.m.

Remote Training:

[HR Community of Practice: Training and Resources](#)

[SHRM Mental Health Virtual Retreat Webcast](#)

[CUPA-HR Washington Update on Demand Webinar](#)

[June Learning Challenge: Creating a Safe & Inclusive Environments at Work](#)

Welcome New HR Partners:

Jamie Price, HR Specialist, CBSO Team

Jen Rea, Associate Director, College of Arts and Sciences

Naomi Avalos Gonzalez, Admin. Suite Support Specialist, Law School

Megan Flanigan, Diversity, Equity & Inclusion Analyst, Talent Acquisition, Classification, and Compensation

Wendy Fuller, HR Operations Coordinator, HR Operations

Jules Jones, Intr. Academic Personnel Mgr., Dean's Office College of Arts and Sciences

Meeting Agenda

- Legislative updates
Jenna Adams-Kalloch, Senior Director, State Affairs
- Institutional Hiring Plan 23/24
Maeve Anderson, Associate Director, Talent Acquisition
- Required Workplace Notices & Posters
Jen Mirabile, Assistant Director, HR Programs and Services
- HR Operations updates
Catherine Bonomini-Smith, Sr. Assoc. Director, HR Operations
- University HR Staffing updates

Legislative updates

Jenna Adams-Kalloch, Senior Director, State Affairs

- UO Government and Community Relations
 - Advocates for more funding for UO through Public University Support Fund, increased financial aid, support for UO programs
 - Our office collaborates with the Governor's Office, the Bureau of Labor and Industries, and the Higher Education Coordinating Commission
 - 2023 Legislative Session began January 17 and will wrap up by June 25; this session is negotiating for the 2023-25 budget
 - University of Oregon Lobby Day -April 2023
 - Legislators heard from students about the need for operating funds and financial aid support including the tribal grants program
- Legislative Landscape
 - New leadership and many new legislators are beginning new terms - 43 new legislators
 - Many UO alum are working in state offices including Tina Kotek, Governor, Attorney General Ellen Rosenblum, Christina Stephenson, BOLI Commissioner, two state senators and ten state representatives
- State Funding
 - In 1990 the state budget paid 61.8% of university operation; in 2021 the state budget paid 26.1%
 - Oregon is 45th in the nation for state funding of public universities per full-time equivalent student
 - Oregon allocates \$5,580 in funding per student and the national average is \$8,859 per student
 - Public universities funding from the state amounts to 5.2% of the state budget
 - Projected personnel costs for 2023-25 account for 78.9% of the university's operating budget; for all seven Oregon public universities this amounts to about \$2 billion each year
 - In 2021, 65.3% of tuition fees paid university operations
 - Total public university enrollments have been decreasing since 2019
- Oregon Public Universities Legislative Agenda
 - Support students with wraparound services and increased financial aid
 - Sustain funding for tribal student grants
 - Address student food and housing insecurity
 - Improve student learning environments
- Additional UO Priorities
 - Capital Construction Extension for Friendly Hall
 - Law School -DV Clinic and Dispute Resolution Center
 - Agora Journalism Center
- Senate Walk Out – Denying Quorum
 - Fate of hundreds of policy bills uncertain due to stalled legislative session including many bills relevant to this group such as:
 - [HB 2611](#) that would add dental and vision coverage to the health care benefits for part-time faculty
 - [HB 2740](#), that would align the calculation for part-time faculty hours of employment with the universities' methodology for calculating part-time faculty hours of employment
 - Timing for allocations of Public University Support Fund and some financial aid programs depends on passage of Higher Education Coordinating Commission agency bill

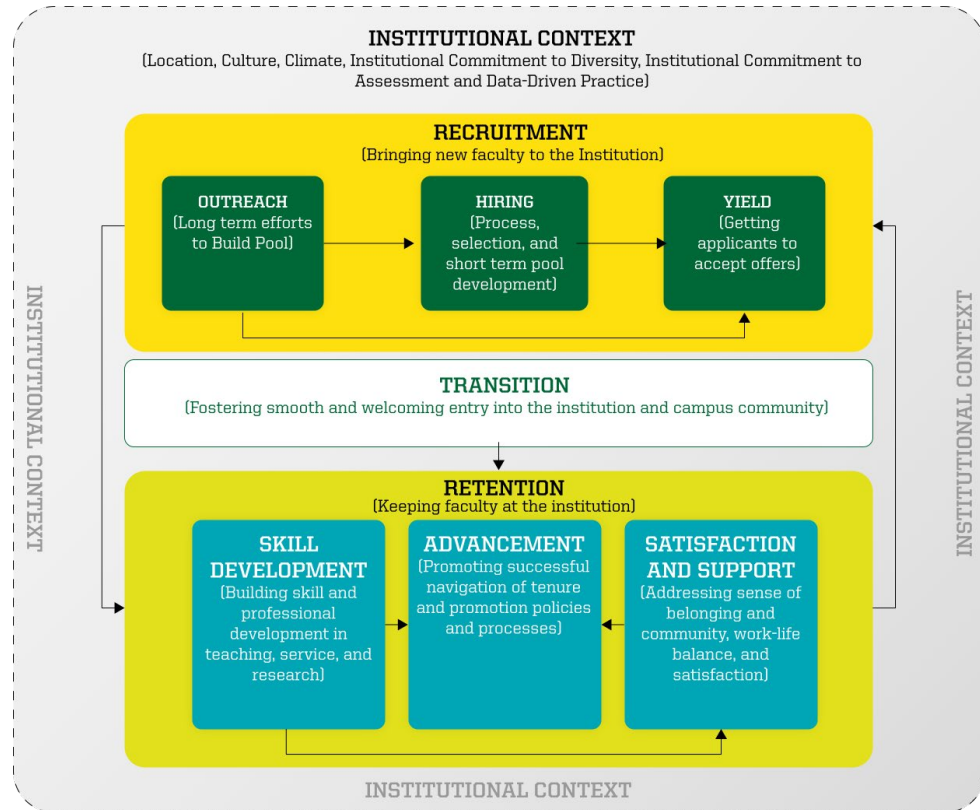
- Joint Ways and Means Education Subcommittee approved the HECC agency budget, **House Bill 5025**,
 - PUSF increase by \$28M to total just over \$1B
 - OOG increase by \$100M for a total of \$308.4M
 - Tribal Student Grant continuation of \$24.2M to allow current recipients to continue receiving full grants.
- The budget also includes \$25M for fiscal sustainability at the Technical and Regional Universities (OIT, WOU, SOU, EOU) and PSU
- \$6.8M in unspent Strong Start funds are continued and Sports Lottery is continued at a full 1% appropriation which is \$18.3M
 - Must pass both chambers

Institutional Hiring Plan 23/24

Maeve Anderson, Associate Director, Talent Acquisition

- What is the IHP?
 - The Institutional Hiring Plan (IHP) guides tenure-track faculty hiring at the University of Oregon. The plan provides a holistic focus on the university's most strategic and important goals, within a comprehensive vision of the university's research and teaching mission
 - Based on campus priorities, with input from faculty, the plan continues the university's efforts to hire tenure-track faculty who will enhance the UO's scholarly profile and academic excellence, and who will share our commitment to student success
 - It is important because the IHP
 - Aligns hiring goals with priorities
 - Allows for strategic hiring – e.g., cluster hires
 - Allows the university to focus training and resources
- Faculty Recruitment and Student Success
 - The university is continuously enrolling larger incoming classes with varying degrees of skills, cultural backgrounds, intercultural competencies, support systems and different degrees of access to resources
 - To ensure student success it is critical the UO creates a supportive and diverse learning environment
 - A major component to creating such an environment is the hiring and retention of diverse faculty
- IHP Timeline
 - Fall – February – Schools and Colleges internal process
 - February – Deans submit proposals to Office of the Provost
 - Feb-Mar – Provost reviews and meets with Deans
 - March - Feedback from IHP Advisory Council
 - April - IHP Finalized
 - May – Aug – Launch of IHP approved searches
 - Sep – June – Units Conduct IHP searches

- The Institutional Model for Increasing Faculty Diversity (Griffin, K.A. 2020)



- Office of the Provost Efforts and Collaborations
 - Recruitment
 - Active Recruitment Team
 - Search Advocate Program
 - Target of Opportunity Hires
 - Inclusive Excellence Fund
 - Transition
 - Dual Career Support
 - Cohort Communities
 - Retention
 - Leadership Academy
 - Mentorship Programs
 - Academic Impressions Professional Development
 - Provost Teaching Academy
 - Summer Teaching Institute
 - Provost Fellows
 - Faculty Awards

- Active Recruitment Teams
 - Office of the Provost
 - Troy Elias, Sierra Dawson, Katie Krieger, and Jenny Talusan
 - Human Resources
 - Maeve Anderson, Sara Bowman, Megan Flanigan, Jenna Schuttpelz
 - Division of Equity and Inclusion
 - Charlotte Moats-Gallagher
- Updates and Reminders for 2023-24 Recruitment
 - Search Committee-oriented Active Recruitment training and resources are available on the faculty community canvas site
 - HR Recruitment Consultants are assigned to each search. They will review the search plan and requisition and can consult or connect units to the Active Recruitment Team
 - Units may request applicant demographics from their Recruitment Consultant or by emailing talent@uoregon.edu (demographic reports will not be sent automatically)
 - TTF candidates are *required* to submit statements of Contributions to Equity and Inclusion
 - If your search committee would like to work with a search advocate, please reach out to Charlotte Moats-Gallagher
- MyTrack Will Be the Recruitment Platform Used for Faculty Hiring
 - Consistent Experience – One brand identity, one platform representing UO
 - Successful candidates navigate MyTrack for other UO processes
 - Candidates do not have to navigate two systems at end of process
 - Provides reduced waiting time from contingent to formal offer
 - Reports and Data – Majority of IHP searches collect applications via MyTrack
 - On-demand reports with demographic data informs diversity and recruitment efforts
 - HR access to information on veteran's preference and other compliance matters
 - Reduced administrative burden when transitions take place

Required Workplace Notices & Posters

Jen Mirabile, Assistant Director, HR Programs and Services

- Oregon employers are required by several state and federal agencies to post a variety of workplace posters and notices. Typically, these posters are updated on July 1
 - UO Required Workplace Notices and Posters webpage
 - <https://hr.uoregon.edu/required-workplace-notices-and-posters>
 - Bureau of Labor and Industries (BOLI) webpage
 - <https://www.oregon.gov/boli/employers/pages/required-worksite-postings.aspx>
- What HR Partners Need to Know
 - These notices must be posted in a clearly visible place where employees can regularly see them (i.e., break room, regularly used meeting room, workplace entryway).
 - Employers with more than one work location are generally required to display these posters at each worksite.
 - HR Partners work with the units they support to ensure that all posters are up to date.
 - Departments with hybrid workforces must **post hard copies of notices** at their facilities and **provide notices electronically for fully remote employees**. Emailing information and the link to the [UO Required Workplace Posters](#) is acceptable.

- List of Required Workplace Notices and Posters
 - Workplace Accommodations Notice
 - Oregon Equal Pay Act
 - Oregon Paid Leave
 - Oregon Sick Leave
 - Breaks & Overtime
 - Oregon Family Leave Act (OFLA)
 - Federal Family and Medical Leave (FMLA)
 - State Minimum Wage
 - Federal Minimum Wage
 - Domestic Violence, Harassment, Sexual Assault or Stalking
 - Job Safety and Health (OSHA)
 - Know Your Rights: Workplace Discrimination is Illegal
 - The Uniformed Services Employment and Reemployment Rights Act

- Most recent poster additions and updates
 - Oregon Paid Leave –NEW as of January 1, 2023
 - Breaks & Overtime Poster - please add this to your workplace notices
 - Oregon State Minimum Wage - Effective July 1, 2023

HR Operations updates

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

- Employee Separation Request Form (ESR) in DuckDocs
 - ESR Background
 - Part of our continuous look at our processes and forms, and we developed this form with this focus on streamlining and making it more efficient for everyone
 - Safeguards are built in to avoid coding errors and simplify the workflow
 - User Testing Feedback in progress and several HR Community of Practice members are participating in this testing being led by Information Services
 - Training information and more information about the launch will be communicated soon
- Roster audit and update report
 - Please review your rosters and ensure the changes you have made are correct
 - If you see that your changes did not upload to the system, please reach out to HR Ops
- Summer appointments, July renewals, and other pay changes happening in July
 - Minimum wage update -Payroll Office will update employees to the new rate
 - New pay scale for postdoc scholars – NIH updates
 - New salary floors for faculty
 - Pro tem and visiting research faculty are at 100% of the salary floors, while instructional pro tem faculty will still be at 90% of the posted floors . <https://hr.uoregon.edu/ua-bargaining-agreement#salary> (Section 5)
- Questions about any of the above items, please reach out to HR Operations at HROps@uoregon.edu

University Human Resources Staffing updates

- Welcome to the following new members of University Human Resources:
 - Tracy Lilley, Oregon Paid Leave Coordinator, Benefits Office:
 - Megan Flanigan, DEI Analyst, Talent Acquisition and Classification and Compensation
 - Jhlyen Lorenz, Intr. Recruitment Specialist, Talent Acquisition and Classification and Compensation
 - Wendy Fuller, HR Operations Coordinator, HR Operations

The next HR Community of Practice meeting is Wednesday, July 12, 2023.