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
  o Recruitment
    ▪ Active Recruitment Team
    ▪ Search Advocate Program
    ▪ Target of Opportunity Hires
    ▪ Inclusive Excellence Fund
  o Transition
    ▪ Dual Career Support
    ▪ Cohort Communities
  o 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
  o Search Committee-oriented Active Recruitment training and resources are available on the faculty community canvas site
  o 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
  o Units may request applicant demographics from their Recruitment Consultant or by emailing talent@uoregon.edu (demographic reports will not be sent automatically)
  o TTF candidates are required to submit statements of Contributions to Equity and Inclusion
  o 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
  o 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
  o 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
  o 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
  o UO Required Workplace Notices and Posters webpage
    ▪ [https://hr.uoregon.edu/required-workplace-notices-and-posters](https://hr.uoregon.edu/required-workplace-notices-and-posters)
  o Bureau of Labor and Industries (BOLI) webpage

• What HR Partners Need to Know
  o 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).
  o Employers with more than one work location are generally required to display these posters at each worksite.
  o HR Partners work with the units they support to ensure that all posters are up to date.
  o 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](https://hr.uoregon.edu/required-workplace-notices-and-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](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](mailto: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.