

Recap: Human Resources Liaisons Quarterly Meeting

February 4, 2011

Next meeting: Thursday, May 5, 2011 – 10:00a to 11:30a (Location TBD)

1. Meeting opened at 10:00am

- **Please share the information from this meeting with your departments.** Forward both meeting notes and handout packets, or refer to the HR Liaison's meeting web page at: http://www.du.edu/hr/liasons_notes.html

2. Director's Report – Amy King

- The **new Human Resources organizational model** is in place and we are filling key positions. See the handout packet for the organizational chart and more detail on the three main responsibility areas:
 - **Total Rewards** – Assoc. HR Director Lynnette Woodbury will start February 14.
 - **Employee Relations & Employee Services** – Assoc. HR Director Ken Pinnock will start March 7.
 - **Talent Management** – Assoc. HR Director Sharon Gabel is in place.

3. PeopleAdmin Update – Ashley Gross for Sean Lipsey

- The upgrade to the new version of our applicant tracking system is complete. The new system has extensive new functionality, and Sean conducted several training sessions in January to familiarize hiring managers with the new system. Details on the issues and solutions in place to date are in the updated handout packet. Training for units or individuals is available on request. Please contact Sean at Sean.Lipsey@du.edu, or at x14140 if you have any questions or would like to arrange for training.

4. I-9 Update – Ashley Gross

- Ashley reminds everyone that:
 - DU folks should only fill out Section 2 of the I-9 form. [Section 1 is to be completed ONLY by the employee or the form is invalid and will need to be redone.]
 - There should be **no white-out** on the form (the government considers them invalid with white-out), and
 - There's another, related, form that must be completed (the State of Colorado *Affirmation Statement*).

5. Benefits Update – Jane Bucher-McCoy

- **Planning for Annual Benefits Open Enrollment:** Planning has started for this year's annual benefits open enrollment, which will take place May 1 – 15, 2011. This year, we will again offer the Benefits Fair, which will take place on the Ritchie Center main concourse on Wednesday, May 4. Save the Date!

6. Organizational Effectiveness Update – Sharon Gabel

- **Orientation:** Sharon noted that we're in the hiring "mini-bump" and experiencing an increase in new employees at DU. Managers are asked to use the *Orientation Checklists* provided in the handout packet, and to direct new employees to the online component of *Orientation* and the *New Employee Guide* as

well as other resources provided on the HR website to ensure a good start for their new employees. Information is available online at: http://www.du.edu/hr/new_ee/orientation.html

- **New Online Course Learning Paths:** There are new, customized learning paths for Customer Service, Project Management, and New Managers in the Skillssoft online learning portal. Screenshots in the handout packet show how to access the more than 2,000 online courses that are free to all members of the DU community. The cross-walk from PEDS competencies to Skillssoft courses that relate to those competencies is also easily accessible from the Online Learning web page at: <http://www.du.edu/hr/training/online.html>
- **PEDS Goals and Development:** Sharon encouraged everyone to talk with their managers about performance expectations for the 2010-2011 year, and to confirm these in PEDS. She also encouraged people interested in discussing development options to contact her at sharon.gabel@du.edu or x13103.
- **Professional Development Resources:** New development sessions on the horizon include *Green Light Service Excellence* (March 9), *Effective Supervision with the Management Trinity Model* (March 30, May 18, and June 22), and an encore of *Management Fundamentals* (April 22, 27, and 29). More information is in the handout packet and within the training registration system: *webCentral – Employee tab – Training channel*.

7. Student Employment – Joslyn Robich

- **Student Employee of the Year:** Each year, this award is available to all student workers (not just those receiving Work-Study funding). Joslyn encouraged supervisors of student employees to nominate their student employees using the form on the Student Employment website (and located in the handout packet for this meeting).
- **Student Employee Performance Reviews:** Student Employment *requires* supervisors of student workers to conduct annual reviews, which are *due March 1*. Use the forms provided on the Student Employment website at: <http://www.du.edu/studentemployment/forms/1011%20Performance%20Review%20Form.pdf> . Experiencing a performance review of their accomplishments on the job, and areas for improvement, gives students valuable practice for the “real” world of work that they will be entering shortly. The Student Employee Performance Review Form is included in the handout packet as well. Joslyn can be reached at Joslyn. Robich@du.edu or x14166 in case of any questions.

8. Building DU’s Web Community – Kate Johnson

- **New Web Liaisons Group on DU Yammer:** Kate Johnson (University Communications) noted that renewed efforts to support DU’s web community are underway. The first step in this has been the creation of a new DU Yammer Group specific to Web Liaisons. (See instructions to join this group in the handout packet.) Kate mentioned that the University has adopted Omni Update, a new content management system (or CMS), that will make migrating and maintaining departmental websites easier while still ensuring that the DU brand is consistent across our decentralized organizational environment. Kate can be reached at Kate.Johnson@du.edu or x16515 if you have any questions.

9. Open Forum – Q and A

- There were no questions.

10. Announcements

Upcoming Human Resources Liaison meetings (10:00a – 11:30a):

- Thursday, 5 May 2011
- Thursday, 4 August 2011

11. The meeting closed at 10:55am.

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