



# HR LIAISON NETWORK MEETING AGENDA

May 4, 2023 – 3 p.m., East Glenn Administrative Complex

## **I. WELCOME AND ANNOUNCEMENTS – Karla McCormick**

- A. HR Staff Position Updates

## **II. HRL NETWORK UPDATES & INFORMATION – Leanne Fuller**

- A. Engagement Activity
- B. Campus HRL Network Postings
  - Amanda Smitherman – HR Assistant (PT), Agriculture (Evaluating candidates)
  - Leanne Marshall – HR Generalist, Human Sciences (Sybil Lewis begins May 7)
  - Cindy Selman –Senior Manager, HR, OIT (Posted)
- C. Next Monthly Meeting (June 8, Zoom)
- D. HRL Advisory Council and Working Groups
  - Performance Management working group (May 5)
- E. Professional Development Opportunities
  - SHRM Alabama State Conference– May 15-17, Orange Beach
  - CUPA-HR Multi-State Conference (Alabama, Georgia, and Florida), June 28-20, Savannah, Ga.
- F. Impact Report ([aub.ie/impact-report](http://aub.ie/impact-report))

## **III. CAMPUS SERVICES AND ACTIVITIES – Various Speakers**

- A. AU Bookstore (Rusty Weldon)
- B. Agriculture and AAES (Amanda Smitherman)
- C. Other

## **IV. OFFICE OF INCLUSION AND DIVERSITY – Mike Smith**

- A. Employee Resource Groups (ERGs) Initiative

## **V. EMPLOYEE RELATIONS – Linda Maxwell-Evans and Sonya Dixon**

- A. Employee Appreciation Week

## **VI. HR DEVELOPMENT – Lindsey Johnson and Kimberly Graham**

- A. Performance Management Working Group Update
- B. Supervisor Pathways Trailblazer Website

## **VII. COMPENSATION & CLASSIFICATION –Shelly Murray and Carson McClendon**

- A. Job Family Promotions
- B. Phase 2 Market Adjustments Update

## **VIII. QUESTIONS AND ANSWERS**

## Welcome and Announcements – Karla McCormick

Karla shared the following updates regarding positions and information in University Human Resources:

- Onboarding Specialist – The posting is closed, and UHR is evaluating candidates.
- Employee Relations Specialist – UHR is evaluating candidates.
- Leanne Fuller has accepted a position in Athletics and will be transferring effective May 22.
- UHR has received approval to hire two Human Resources Business Partners. A job description is being created. More information will be forthcoming.

## HRL Network Updates and Information – Leanne Fuller and Patrick Johnston

### Engagement Activity

During the March 1 meeting, HRLs and UHR staff were asked to share one fun fact about themselves. At the May meeting, HRLs were reminded of three fun facts and were asked to guess which three people match with the facts. The following individuals guessed correctly and received a gift card:

- Christy Bumpers
- Amanda Smitherman
- Carol Edwards

### Campus HRL Network Positions

Several Liaisons shared status updates on various HR positions in their respective college/division:

- Amanda Smitherman, Agriculture/AAES – Application evaluation is ongoing for the HR Assistant position.
- Leanne Marshall, Human Sciences – Sybil Lewis, HR Generalist, started on May 7.
- Cindy Selman, OIT/CIO – The Senior Manager, Human Resources position is posted.

### Next Meeting

The next meeting is scheduled for June 8 at 3 p.m. and will be held via Zoom. HRLs should provide any topics to Leanne for agenda consideration and inclusion. A meeting invite will be shared along with the May meeting notes.

### HRL Advisory Council and Workgroup Meetings

The Performance Management working group met on May 5.

### Professional Development Opportunities

- [CUPA-HR Multi-State Conference](#) (Alabama, Georgia, Florida, and Louisiana-Mississippi Gulf Coast chapters) – June 28-30 in Savannah, Ga.
- [SHRM Alabama State Conference \(ALSHRM\)](#) – May 15-17 in Orange Beach

### Impact Report

The 2022 HR Impact Report is available at [aub.ie/impact-report](http://aub.ie/impact-report). It focuses on how UHR partners with HR Liaisons and groups across campus to touch the lives of our employees and our campus. The report includes key metrics and highlights for each unit. A communication was later shared with employees.

### Other

Agriculture/AAES, Human Sciences, and ACES were recognized for their work regarding a USDA Civil Rights audit.

## Campus Services and Activities – Various Speakers

### AU Bookstore

Rusty Weldon, the new Director, AU Bookstore, shared information regarding current discounts and other Bookstore news.

- He said shoppers can round up to the next dollar with the proceeds going toward student programs and services.
- The Bookstore is also transitioning hardback textbooks to e-books as a cost-savings option for students.
- The Bookstore will deliver online purchases to the employee's office at no additional cost.
- Online shopping and website enhancements are also forthcoming.

### **College of Agriculture**

Amanda Smitherman discussed various markets/items from the College of Agriculture that are for sale throughout the year. These include:

- Bee Lab/Honey Sale
- AU Meats Lab
- Ag Market (Farmer's Market – begins May 25)
- Soil Testing Lab
- Corn Sale

Information from the College of Agriculture is published through the [Our Work Seminars](#).

### **Office of Inclusion and Diversity (OID) – Mike Smith**

Smith shared information about Employee Resource Groups (ERGs) -- a formalized group that share a common interest or identity. These groups follow the AU Strategic Plan, #4 Goal: Exceptional and Engaged Faculty and Staff. AU Women in Technology is the first formalized group.

A handbook, website, and additional communications will be forthcoming from OID. Once finalized, the website will be shared as part of Onboarding.

*(The PowerPoint is attached.)*

### **Employee Relations (ER) – Sonya Dixon**

HRLs were thanked for helping to make Employee Appreciation Week successful. ER will mail gifts to employees who have yet to pick them up. If an HRL prefers to give out the pins, they should contact ER. However, ER will partner with HRLs on distributing larger gifts.

HRLs that did not pick up a blanket at Friday's Departmental Showcase Event were able to get one at the HRL meeting.

*(Participation metrics are available in the PowerPoint.)*

### **Human Resources Development – Kimberly Graham and Lindsey Johnson**

Lindsey shared information on the performance management working group. A survey is being developed and will be shared to employees. More information is forthcoming.

Kimberly shared that the [Supervisor Pathways Hall of Trailblazers website](#) highlights Pathways various projects. Pathways participants have helped the university save more than \$200,000 and 4,800 hours of productivity time. HRD will continue to update the website as projects are completed.

### **Compensation and Classification – Shelly Murray and Carson McClendon**

#### **Job Family Promotion (JFP)**

The following dates were shared:

- May 5 – Request form deadline
- May 31 – By this date, HRLs will have an update on final determinations.
- Aug 25<sup>th</sup> – The Board of Trustees will meet to consider approval.

*If there are any changes such as terminations, transfers, etc., please notify your Compensation Specialist.*

## **Market Study – Phase II**

Training sessions will be offered to HRLs on navigating future tasks. Meeting invites can be forwarded to financial liaisons or others who may need to act in the system. Meeting invites will be shared the week of May 15.

### **Upcoming Actions**

#### *May*

HR Liaisons will do the following:

- Collect additional employee credentials through May 31.
- Receive access to Pay Evaluator ratings in Smartsheet with the ability to make updates/corrections.
- Work with Financial Directors on soft-funded positions to determine the ability to support adjustment.
- Work with the designated leader to determine access for inputting individual market adjustment recommendations.

#### *June*

- HRLs and Financial Liaisons will receive access to input individual market adjustments within the market adjustment pool (over 2-3 week period).
- HRLs/Financial Directors will finalize feedback on soft-funded positions.

#### *July to September*

- UHR will update employee data on transfers, promotions, salary alignments and other pay actions.
- The Board of Trustees will meet to consider approval.
- If approved, most adjustments will be effective Oct. 1. Soft-funded positions may be delayed. (Similar to phase 1)

### **Employment Services – Jenna Richards**

HRLs can utilize the Talent Acquisition team for hard-to-fill positions. The team can assist with strategizing needs, recruitment planning, and candidate engagement.

There were no other discussion items, and the meeting was adjourned.



AUBURN UNIVERSITY  
Human Resources

# HR LIAISON MEETING

May 4, 2023



# **WELCOME AND ANNOUNCEMENTS**

Karla McCormick

# **HR LIAISON NETWORK UPDATES AND INFORMATION**

Leanne Fuller

# **CAMPUS SERVICES AND ACTIVITIES**

Various Speakers



# OFFICE OF INCLUSION AND DIVERSITY

Mike Smith

# **EMPLOYEE RELATIONS**

Linda Maxwell-Evans and  
Sonya Dixon

# BY THE NUMBERS

- Employee Recognition Program honorees – 500+
- Yoga on Samford Lawn - 48
- Walk @ Lunch - 136
- Football Complex Tours - 412
- Night at the Museum - 330
- Departmental Showcase - 550
- Pet food drive - 7 full bins

# **HR DEVELOPMENT**

**Kimberly Graham and Lindsey  
Johnson**



Visit our

SUPERVISOR PATHWAYS

HALL OF *Trailblazers*

at [aub.ie/trailblazer](http://aub.ie/trailblazer)



# **COMPENSATION & CLASSIFICATION**

Shelly Murray and  
Carson McClendon

# JFP PROGRAM TIMELINE

- **Tomorrow (May 5)** - Request forms are due.
- **May 31** - HR Liaisons will be notified with the final determination of support, or if there is any need for further discussion.
- **Aug. 25** – The Board of Trustees will meet to consider approval.

*Notify your Compensation Specialist with any request changes.  
(transfers, terminations, etc.)*

# PHASE 2 MARKET ADJUSTMENTS

- **COMING SOON!** Training sessions with detailed instructions on navigating upcoming activities will be offered.
- **Academic Units:** Consider including your Financial Liaison or Director, Admin, Business & Finance who will have responsibilities during the process.



# PHASE 2 TIMELINE - May

HR Liaisons will do the following:

- Collect additional employee credentials through May 31
- Receive access to PE ratings in Smartsheet with the ability to make updates/corrections; documentation is required
- Work with their Director of Admin, Business & Finance to provide feedback on soft-funded positions
- Work with their Dean or unit leader to determine access for inputting individual market adjustment recommendations

# PHASE 2 TIMELINE - June

- Unit leadership will receive access to input individual market adjustments while staying within market adjustment pool limits. *(They will have this access for two to three weeks.)*
- HRLs and their Director of Admin, Business & Finance will finalize feedback on soft-funded positions.

# PHASE 2 TIMELINE – July to Sept.

- UHR will keep updated employee data regarding transfers and promotions, salary alignments, and other pay transactions
- Approval will be considered at the Aug. 25 Board of Trustees meeting

# PHASE 2 TIMELINE – October

- Pending Board of Trustees approval, most adjustments will be effective Oct. 1.
- Some soft-funded positions may be delayed. (Similar to Phase I)

# QUESTIONS AND ANSWERS





**AUBURN UNIVERSITY**

Office of Inclusion and Diversity

## Employee Resource Groups, Belonging, Engagement, and the Return on Investment

Mike Smith

Coordinator, Diversity Engagement

[dms0105@auburn.edu](mailto:dms0105@auburn.edu)



# What are Employee Resource Groups?

Employee Resource Groups (ERGs), are employee groups that come together either voluntarily, based on a common interest or background, or at the request of a company. (SHRM, 2022).

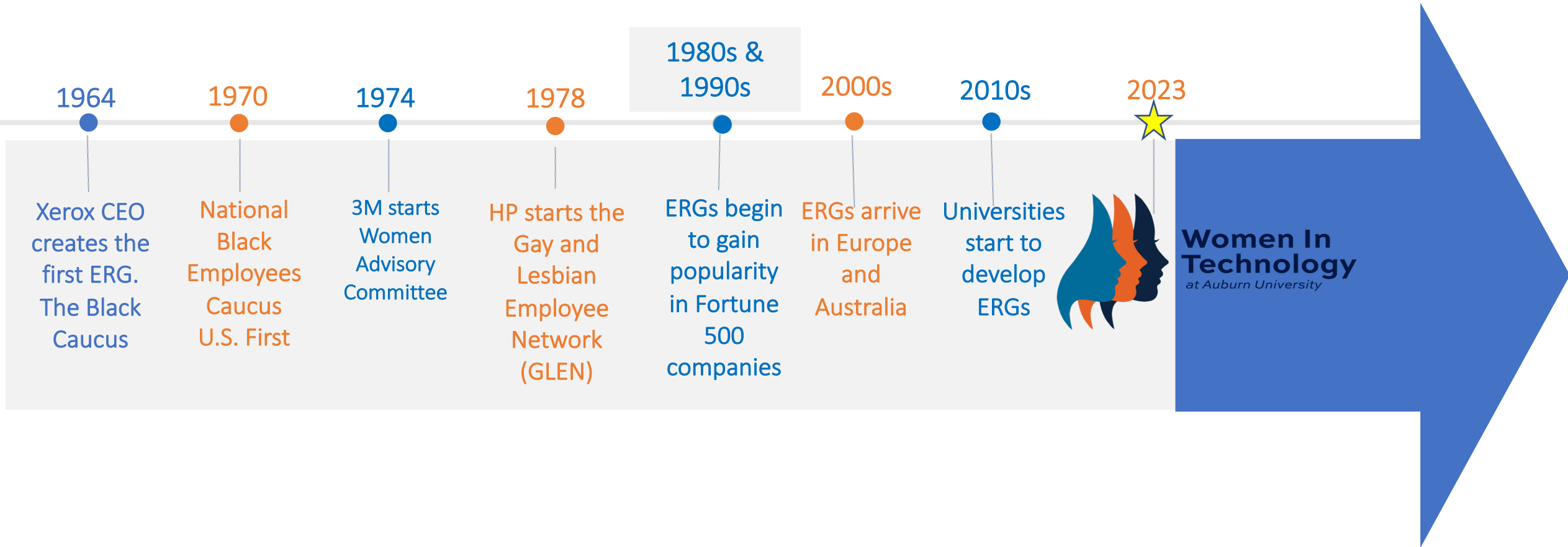


Veterans & Allies



Black Inclusion Group

# Employee Resource Groups Through the Years





# Employee Value Proposition (EVP)

Most Common:  
Pay, Benefits, Career Development

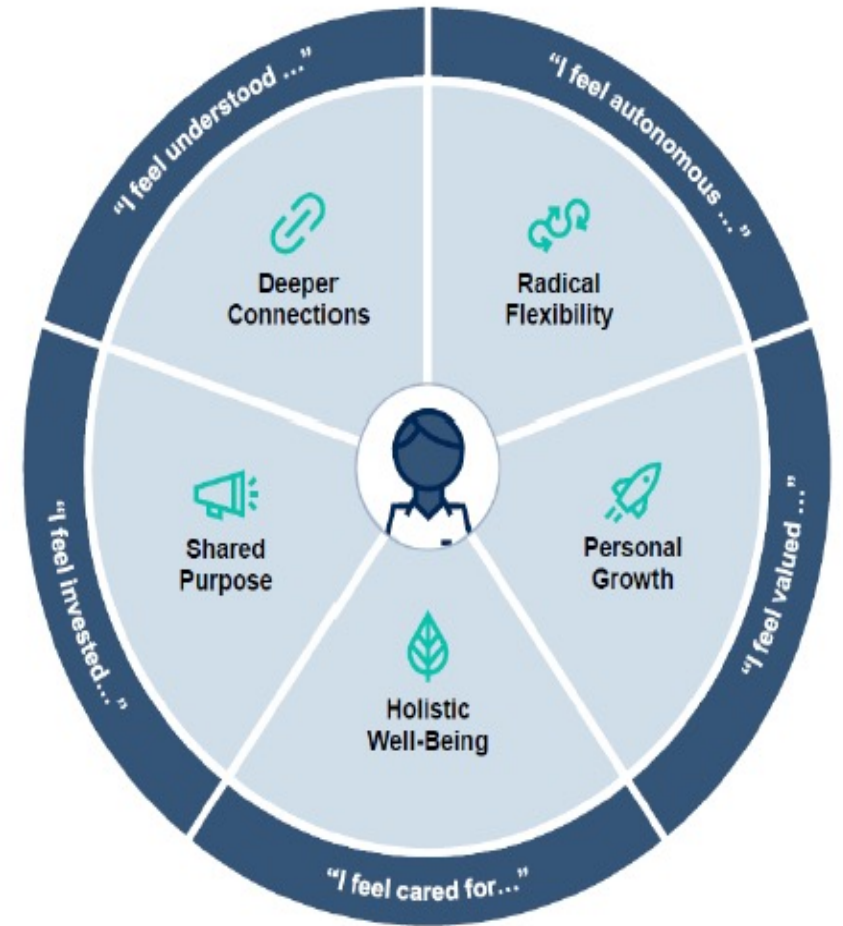
But EVP is evolving...FAST

Team members want to feel

- Understood
- Autonomous
- Valued
- Cared for
- Invested

## The Reinvented EVP: The Path to Higher Impact

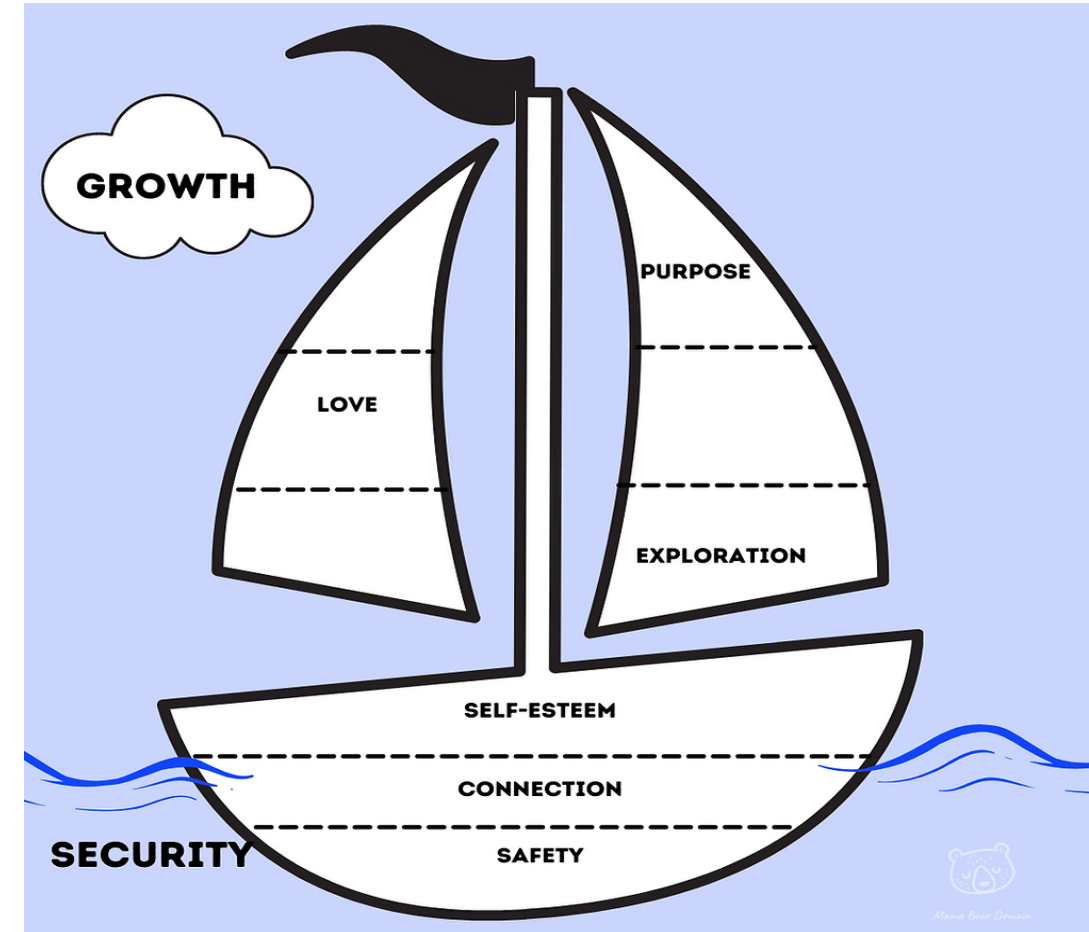
The Human Deal Framework



Source: Gartner

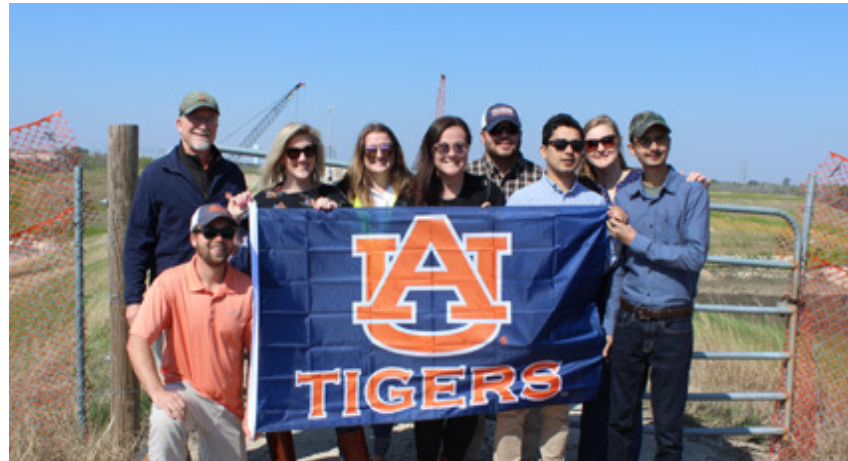
# Sense of Belonging = Engagement

- Sense of belonging (seen as connection in graph) is needed to develop esteem (self and others)
- In the workplace, when respect from supervisors and peers is achieved, employees will utilize and maximize our knowledge, skills, and abilities
- Belonging is the crucial piece of the puzzle, leading to psychological safety and employee engagement
- Engaging at work can simply mean being one's authentic self



# How ERGs improve Engagement

- Professional Development
- Personal Development / Goal setting
- Education
- Service
- Campus Partnerships
- Community of Practice
- Support System
- Outreach



# ERGs at Auburn University

## Office of Inclusion and Diversity's Mission:

The Office of Inclusion and Diversity supports the mission, values, academic endeavors, and strategic priorities of Auburn University by empowering diversity, fostering innovation, increasing access, and enriching the learning, living, and working environments for all. Research and data-informed strategy, practices, and consultation are foundational to diversity, equity, and inclusion at Auburn University

But why do we need ERGs at Auburn University?

## Our Commitment:

The Office of Inclusion and Diversity supports the efforts of individuals to formally form ERGs to further Auburn University's commitment to "investing in our outstanding people to advance the university's mission through recruitment, development, support, recognition, rewards, and retention" and further enabling the strategic goal of "Exceptional and Engaged Faculty and Staff."





# How ERGs impact the Strategic Goals of Auburn University

## 1 ELEVATED AUBURN EXPERIENCE

Inspire and prepare students for life and careers through delivery of an excellent and supportive experience characterized by distinctive, innovative curricula and engaging student life programs.

## 2 TRANSFORMATIVE RESEARCH

Elevate research and scholarly impact to address society's critical issues and promote economic development in Alabama and beyond.

## 3 IMPACTFUL SERVICE

Expand our land-grant and service capabilities to foster greater innovation and engagement that enhances the quality of life and economic development in Alabama and beyond.

## 4 EXCEPTIONAL AND ENGAGED FACULTY AND STAFF

Invest in our outstanding people to advance the university's mission through recruitment, development, support, recognition, rewards, and retention.

## 5 STRATEGIC ENROLLMENT

Achieve a robust and diverse enrollment of students while enhancing access, affordability, and academic quality.

## 6 OPERATIONAL EXCELLENCE

Implement operational efficiency and effectiveness measures that continuously support a culture of high performance at all levels of the university

- Partnerships with student organizations (mentor, coach, Career opportunities/advisor)
- Cross campus collaboration that inspires innovated thinking
- Campus and community outreach
- Engaged employees creating the Auburn Family experience
- Increase student diversity enrollment
- Supports a culture of excellence.

# Return on Investment

How does Auburn University get that ROI?  
Women In Technology

- Partnership with Raymond J. Harbert College of Business Student Organization Women in Technology
- Strategic alignment of the ERG's vision, mission, and goals with Auburn's
- Provides Mentorship
- Creates Opportunities
- Engage with Auburn community building a dynamic community of practice
- Increase Student Success – TBD



Employment

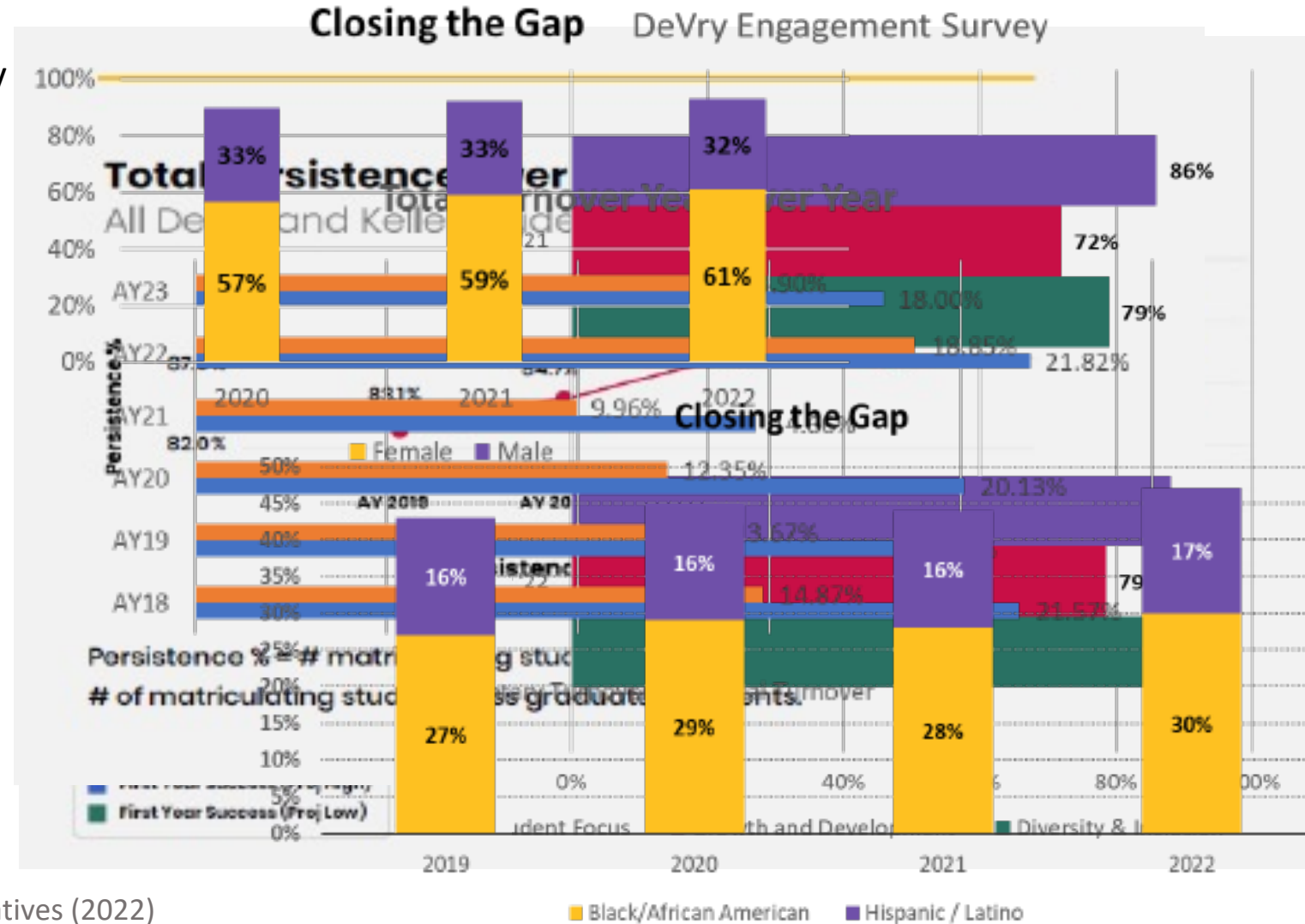
Mentorship  
Leader Dev.

# Case Study: DeVry University

Culture of Care: Intentional investment in faculty & staff

ERG are vehicles for:

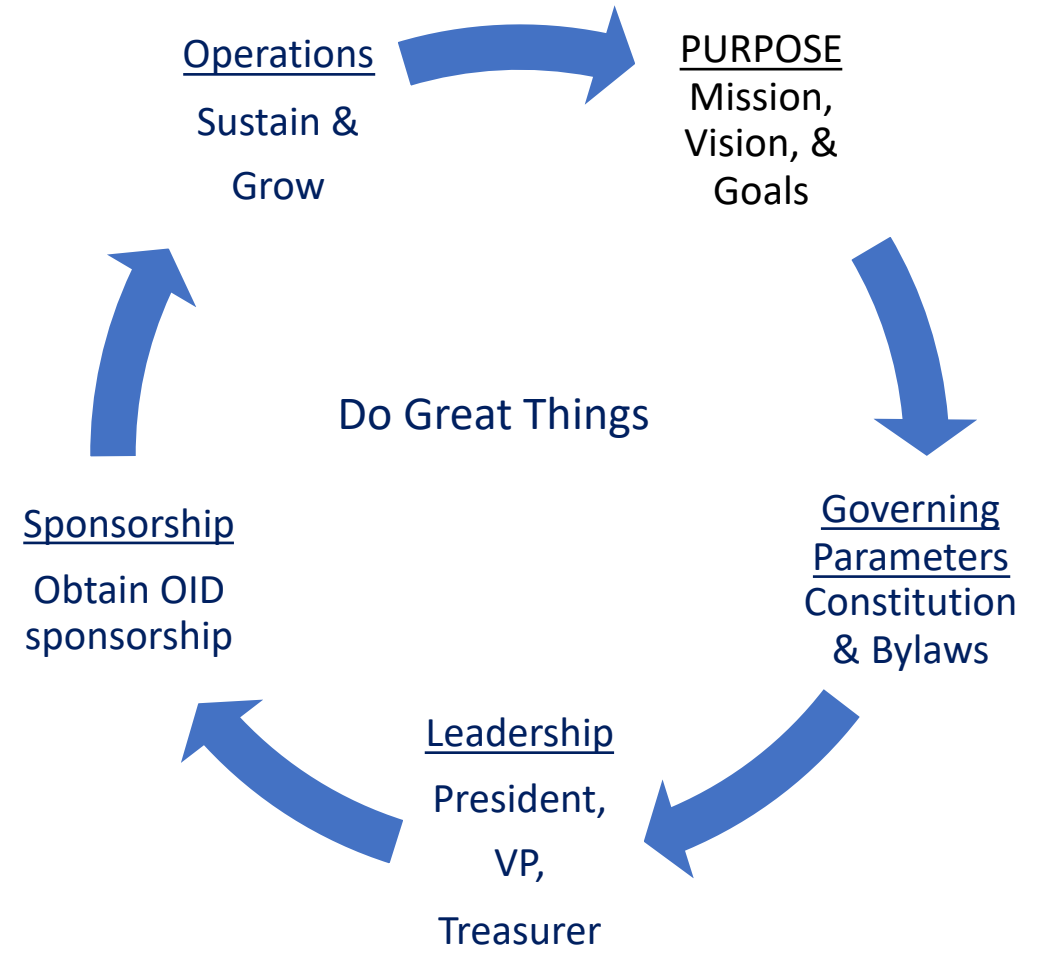
- Minimizing employee turnover
- Increase diversity
- Increase first year success
- Increase development and engagement
- Increase senior leadership pipeline
- Belonging experiences
- DEI certificate program



Source: DeVry University Advancing DEI in Human Resource Initiatives (2022)

# How we are forming ERGs

## Phase 1: Exploratory Phase





# Questions / Discussions







**AUBURN UNIVERSITY**

Office of Inclusion and Diversity

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Coordinator, Diversity Engagement  
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# References

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