

HR Liaison Network Meeting

Meeting called by:	Human Resources	Type of meeting:	HR Liaison Network Meeting
Facilitator:	HR Leadership Team	Note taker:	Deborah Frankenbach
Attendees:	129 HR Liaisons including 26 HR staff members representing 50 colleges and departments		

Minutes

Agenda item:	Welcome & Introductions	Presenter:	Shelia Daniels, Executive Director Human Resources
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Discussion:

The HR Liaison Network meeting called to order on August 3rd at 2:00 PM by Shelia Daniels. Ms. Daniels introduced HR's new OD&Training Manager, Rachelle Lehner and Maureen Binder, HR's new Associate Vice President and Chief HR Officer.

Following the introduction, Ms. Binder gave a brief opening on her first eight days at UCF. She expressed to the group she is looking forward to working together.

Agenda item:	Keeping University Information Safe	Presenter:	Chris Vakhordjian Information Security Officer
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Discussions:

Mr. Vakhordjian led a brief discussion on keeping information private, safe and secure. All staff at HR should understand the meaning of "CIA" (C = Confidentiality, I=Integrity, A=Availability - to authorized users) and incorporate it in all business processes.

Why Security?

- FERPA – Family Educational Rights and Privacy Act of 1974 <http://registrar.ucf.edu/ferpa>
- PCI DSS – Payment Card Industry (PCI) Data Security Standards (DSS)
- HIPAA – Health Insurance Portability and Accountability Act of 1996 <http://www.hhs.gov/hipaa/>
- Florida Statutes – F.S. 119.07
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/Sections/0119.07.html
- UCF Policies -- <http://policies.ucf.edu>
 - Policy 4-008 Data Classification and Protection Policy /Florida Information Protection Act of 2014
<http://policies.ucf.edu/documents/4-008.1DataClassificationAndProtection.pdf>
 - Policy 4-002 Use of Information Technologies and Resources <http://policies.ucf.edu/documents/4-002.1UseOfInformationTechnologiesAndResources.pdf>
 - Policy 4-007 Security of Mobile Computing, Data Storage, and Communication Devices
<http://policies.ucf.edu/documents/4-007.1SecurityOfMobileDevices.pdf>
 - Policy 4-014 Procurement and Use of Cloud Computing and Data Storage Services
<http://policies.ucf.edu/documents/4-014ProcurementandUseofCloudComputingandDataStorageServices.pdf>

Steps Toward Better Information Security

- Protect Your PC
- Email Security
- Encryption
- Cloud Storage Security

- Physical Security

Conclusions: Information security is everyone's responsibility!!

Q: How should you answer website authentication "challenge" questions?

A: Best practices indicates you would make up an answer to the questions.

Resources & Contact Information:

Password Management Tools – to simplify your life for managing and protecting passwords.

Password Safe <https://pwsafe.org/>

KeePass <http://keepass.info/>

Information Security Office www.infosec.ucf.edu

infosec@ucf.edu chris.vakhordjian@ucf.edu

407-823-3863

Security Incident Response Team SIRT@ucf.edu

Agenda item: UCF Smoke-Free Policy

<http://smokefree.sdes.ucf.edu/>

Presenter: Mary Schmidt-Owens

Assoc. Director Medical Health

Discussion:

Ms. Owens took a few minutes to remind the group about UCF's Smoke-Free Policy effective 2012. UCF is among 1400 colleges and universities in the United States currently prohibiting smoking on campus.

Conclusions:

Effective implementation depends upon the courtesy and cooperation of all members of the university to not only comply with the policy but also to encourage others to comply in a non-confrontational manner. Please continue to use this policy for education and awareness; especially new hires, new faculty orientation, and new student orientation.

Contact information:

How Do I Quit? <http://smokefree.sdes.ucf.edu/quit>

Quit Smoking Now <http://www.ahectobacco.com/>

Agenda item: Fall Semester Processing

Presenter: Abbee Camen

Employment Serv. & Records Manager

Discussion:

Ms. Camen continued the meeting with a short presentation on Fall Semester Processing.

Expediting ePAF Approvals by HR-Employment Services & Records

- Submit by deadlines
- Review the ePAF data
- Review the sign-in paperwork is accurate by using checklists located at <http://hr.ucf.edu/liaisons-and-managers/employee-sign-in-paperwork-2>

Background checks

- Send Affirmation Forms directly to talent@ucf.edu

International Employees

- Must go to IAGS -Employment & Taxation to complete sign-in paperwork.

Employment of Relatives Form

- Form must be submitted and approved **prior to hiring**.

Terminations ePAF

- Submit for visiting faculty who will not be issued a Fall 2016 agreement
- Submit for regular faculty who will not be returning Fall 2016
- OPS employees who will not work in Fall 2016 semester

Conclusions:

Look on HR website at <http://hr.ucf.edu/liasons-and-managers/> for relevant information in your role as a HR Liaison.

Contact information:

UCF HR Employment Services and Records records@ucf.edu

International [UCF International Affairs and Global Strategies](#)

Agenda item: Compensation

Presenter: Sarah Lovel
Compensation Manager

Discussion:**Compensation Project Update**

Ms. Lovel announced that the Compensation Project is underway and will take approximately 18 – 22 months to implement. The project is currently in the second stage which will determine job families and career leveling framework.

FLSA (Fair Labor Standards Act) Overtime – Final Rule

A final rule was announced on May 18, 2016:

- Salary threshold changes to \$913/week \$47,476/annual
- Automatic salary threshold increases every three years
- Duties test is unchanged
- Effective date is December 1, 2016
- HR Team currently working on plan to accommodate changes

UCF's Minimum Wage

- Effective July 1, 2016, increased from \$9.82 to \$11.00/hourly <https://hr.ucf.edu/files/Memorandum063016.pdf>
- Does not include OPS positions which remain at Florida Minimum \$8.05/hourly

Conclusions:

Compensation Project and FLSA Overtime—more information will be coming as details unfold.

Q: What does HR use to determine employee compensation?

A: Compensation uses benchmark data from multiple Compensation Survey sources.

To help you understand the FLSA Act visit <https://www.dol.gov/whd/flsa/>

Agenda item: Benefits

Presenter: Ashley Longoria
Benefits Manager

Discussion:**UCF Retirement Plans**

Enhancements to UCF 403(b) Voluntary Retirement Plan

- Investment Committee
- Changes Summary effective April 1, 2017: vendor consolidation, reduced number of investment funds by 60% and reduced investment fees by 2%.
- Additional information can be found here: <https://hr.ucf.edu/ucf-403b-plan-changes/>

UCF Tuition Waiver Benefit Revision

- Allows employees to transfer waivers to spouse and dependent children
- Remains space available
- Allows UCF employees to register two hours ahead of state employees
- Revised regulation approved by Board of Trustees and submitted to Board of Governors for final approval

Open Enrollment Reminders

- Benefit Open Enrollment begins on Monday, October 17 and ends Friday, November 4th.
- Open enrollment packages will be mailed by People First.

Conclusions:

Look for additional communication to come on 403(b) plan changes and Tuition Waiver.

Q: When will the updated Tuition Waiver transfer be available?

A: The regulation was approved by the UCF Board of Trustees on Thursday, July 28th and we are waiting for the (BOG) Board of Governor approval. We are hoping it will be available for the fall semester and further communication will come.

*******UPDATE SINCE MEETING *******

As discussed in last week's HR Liaison Network meeting, a revised regulation implementing an institutional benefit university-wide allowing full time regular employees to extend their tuition waivers to their spouses and/or dependent children was presented at the July 28th Board of Trustees meeting, and it passed. However, before a communication could be sent to UCF employees announcing this enhanced benefit, we had to wait for the Board of Governors to review the regulation revision.

Our General Counsel's office submitted the revised regulation to the Board of Governors for their review. We were just informed that the Board of Governors has requested additional revisions to the revised regulation. We are in the process of rewriting the regulation in a way that will address the concerns expressed by the Board of Governors, which we hope to present at the September 15th Board of Trustees meeting. **Therefore, this will result in a delay in the extended benefit and it will not be effective with the upcoming Fall semester as we had originally anticipated.**

We will continue to update you as this progresses.

Q: Will material on the updated 403(b) vendors be available online?

A: Yes, it will be posted on the HR website.

Contact Information:

Address verification: Completed by September 30th -- <http://www.dms.myflorida.com/content/download/85395/485035> and <http://www.dms.myflorida.com/content/download/85475/485351>.



Annual Employee Awards Program

Friday, September 2

3:00 pm – 5:00 pm

Student Union Pegasus Ballroom

Sick Leave Pool Open Enrollment

Thursday, September 1 through Friday, September 30th

UCF & United Way Campaign Impacting our Community

<http://liveunited.ucf.edu/>

ePledge Opens October 1st

Benefits Open Enrollment Period

Monday, October 17 through Friday, November 4th at 6:00pm

Benefits Fair

Friday, October 28

9:00 am to 2:00 pm

Student Union Pegasus Ballroom

HR Liaison Meetings

Wednesday, November 30, 2016 Cape Florida, Student Union

Tuesday, April 4, 2017 Key West, Student Union