



Modules and Topics From CUPA-HR Boot Camp

Benefits (40 minutes)

- Benefits administration reporting
- Defined contribution retirement plans
- Defined benefit retirement plans
- Health insurance
- Self-funded health plans
- Fully insured health plans
- Non-insurance benefits

Compensation (25 minutes)

- Compensation philosophy
- Executive compensation
- Pay plans
- Classification
- Salary supplements
- Post differentials
- Administrative assignment for faculty

Diversity, Equity & Inclusion (29 minutes)

- Unconscious bias
- Microaggressions
- Value of inclusive communities
- Executive Order 11246 (Affirmative Action)
- Protected classes
- Diversity, Equity and Inclusion – CUPA-HR Position Statement and Action Plan

Employment & Labor Law (46 minutes)

- ADEA
- ADA
- Title VII of the Civil Rights Act of 1964
- Title IX and the Higher Education Act
- VAWA (Violence Against Women Act)
- GINA (Genetic Information Nondiscrimination Act)
- Equal Pay Act
- VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act)
- ERISA (Employee Retirement Income Security Act)

- FMLA (Family and Medical Leave Act)
- FLSA (Fair Labor Standards Act)
- ACA (Patient Protection and Affordable Care Act)
- WARN (Worker Adjustment and Retraining Notification Act)
- National Labor Relations Act (a.k.a. Wagner Act)
- HIPAA (Health Insurance Portability and Accountability Act)
- OSHA (Occupational Safety and Health Administration)

Employee & Labor Relations (27 minutes)

- Complaint and Appeal
- Alternative Dispute Resolution
- Discipline and Dismissal
- Labor Unions and the National Labor Relations Board

Higher Education Funding & Budgeting (12 minutes)

- Tuition and Fees
- Local Tax Revenue
- State Appropriations
- Federal Appropriations
- Private Grants and Contracts
- Auxiliary Enterprises
- Donations
- Alumni Giving
- Athletic Revenue
- Endowment Income
- Revenue Bonds
- Preparation of the Budget

International & Global Affairs (24 minutes)

- The United States Citizenship and Immigration Services (USCIS)
- Expatriates
- Foreign Nationals
- Visas
- Green Cards
- Culture

Key Concepts Underpinning Academia (27 minutes)

- Tenure and Promotion
- Faculty Categories
- Carnegie Classifications
- Accreditation
- Shared Governance
- Grants, Research and Scholarship

Managing HR (36 minutes)

- Functional Areas of HR
- Alignment
- Talent Management
- Succession Planning
- HR Transformation
- Performance Management
- Employee Engagement
- Organizational Culture
- Change Management
- Metrics and Their Use in Higher Ed HR

Recruitment, Selection & Separation (33 minutes)

- Uniform Guidelines on Employee Selection Procedures
- Staffing/Workforce Plan
- Form I-9 and E-Verify
- Onboarding
- Independent Contractors
- Background Checks/Reference Checks
- Out-processing
- RIF/Furlough

Safety & Risk Management (18 minutes)

- Risk Management/Avoidance
- Crisis Management/Workplace Violence
- Firearms, Substance Abuse

Training & Organizational Development (13 minutes)

- Employee Development
- Mandated Training
- Supervisor and Manager Training