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## Management Update – February 2008

Volume 4, Issue 7

### **New and Improved: Annual Affirmative Action Reports**

Department and unit heads will soon be receiving information on the annual Affirmative Action Plan reports, which are due **April 11**. This year's reporting requirements have been simplified by the Offices of Diversity and Equal Opportunity and Affirmative Action. Managers will be provided with statistical data on the diversity composition of their unit. This is being done to give managers more time to complete the other parts of the report, which include identifying opportunities for affirmative action and diversity in recruitment, promotion or outreach and establishing goals for increasing departmental diversity. Managers should keep in mind that making Kent State a more diverse and welcoming environment is one of President **Lester Lefton**'s top priorities. This report, if properly utilized, can help initiate an honest assessment and dialogue about what all of us can do in this important area.

### **Still Time to Complete Holiday Survey**

A reminder that Kent State staff employees have until **Feb. 6** to complete a survey on the recent holiday schedule. The university will use the feedback to help determine if the holiday schedule should be continued in 2008. To date, more than 400 classified and unclassified employees have taken the survey. Please encourage staff in your unit to take the [online survey](#). Paper copies are available for employees who do not have computer access. Contact **Carla Wyckoff** at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857 for more information.

### **Looking for an HR Office?**

As announced in the [Jan. 28 issue of e-Inside](#), the Division of Human Resources recently underwent a realignment of units, and as a result several HR units have changed physical location. If you or anyone in your department needs to visit an HR office, please note the following changes:

- The Benefits office is now located on the first floor of Wright Hall.
- The Employee Relations unit is now located in Terrace Hall.
- The Training and Development staff is now located in Terrace Hall.
- **Willis Walker**, interim vice president for HR, will remain in the Office of University Counsel in the executive offices of the Library.

You can view a complete list of [HR departments and contact information online](#). For questions, send an e-mail to [hrweb@kent.edu](mailto:hrweb@kent.edu).

### **Coming Soon: Online Training Opportunities**

The Division of Human Resources will begin a series of online training modules over the next few months. This approach will give employees the option of choosing where and when they want to take the training. Classroom training will continue to have an important role in the learning process, but online learning will give more people access to the information and allow participants to complete the module in one session or over a number of sessions.

The HR Training and Development unit has purchased some new online courses and is also in the process of creating customized online training. Some of the topics to be covered in the online format are:

- Workplace ethics;
- Preventing campus harassment;
- Bullying in the workplace: How to recognize it and how to stop it (versions for managers and employees);
- Sexual harassment: Understanding and behavioral guidelines;
- Managing conflict.

Managers should be prepared to allow time during the workday for online learning for themselves and for staff. Employees should check with managers before signing up for any training, whether online or in the classroom, to ensure that workflow is not adversely impacted.

For more information about online training, contact **Bob Hall**, manager, Training and Development, at [rhall4@kent.edu](mailto:rhall4@kent.edu) or 330-672-0894.

### **University Policy Updates**

The Board of Trustees this week approved amendments to [University Policy 3342-5-15](#), regarding records retention. The amendments formally give authority to the Office of University Counsel to respond to all public records requests made to the university. The university's legal office has been assigned this responsibility for several years; the policy change was made in order to comply with legislation passed by the Ohio General Assembly which requires all public offices to adopt a public records policy.

Managers should keep in mind that any request for public records should be directed to the Office of University Counsel at 330-672-2982. A "record" is defined as any university information stored on paper, a computer, an e-mail, film, etc. Details on how to deal with public records, including requests for information, are spelled out in policy [3342-5-15.1, Administrative policy regarding public records](#). The policy takes effect **Feb. 15**.

A two-hour seminar on public records will be held on the Kent Campus on Thursday, **April 24**. Look for more details closer to the date and encourage appropriate members of your staff to attend. For more information, contact **Jim Watson** in the Office of University Counsel at 330-672-8521.

### **Your Passion. Your Vision. Your Contribution *In Motion*: Annual Faculty and Staff Campaign is Under Way**

Every year, Kent State calls on its internal community to support its students and programs. As we continue to put excellence into action, we must recognize the importance of *strong internal support* to our mission. Philanthropic support from faculty and staff provides scholarships, campus improvements, technology and much more for Kent State students.

That's something to keep in mind and share with employees as the annual Faculty and Staff Campaign gets under way in the coming months. All members of the university community will receive an invitation in the mail in March, asking them to financially support the university's mission. Currently, 20 percent of Kent State employees make annual contributions to the university, and the goal is to spread this culture of philanthropy even further this year.

As you receive information and postings on the Faculty and Staff Campaign, please share the materials with staff in your unit. For more information, contact **Tiffany Murello** at 330-672-0202.

### **How to Recognize Employees on Their Anniversary**

As mentioned in the December *Management Update*, the Employee Relations unit of Human Resources

is implementing a universitywide recognition plan. As part of the plan, the university will expand the current recognition program for milestone years of service to include unclassified employees. Details on the program are outlined in the [Jan. 14 e-Inside](#).

As part of the program, managers or supervisors of classified and unclassified employees will receive an e-mail close to the date of an employee's milestone anniversary. The e-mail will serve as a reminder of the upcoming service achievement and encourage managers to recognize the employee during a staff meeting or other appropriate venue. The e-mail also contains a link to a Web site with suggestions on ways to recognize employees. The e-mails will come from a [notification@e-servicerecognition.com](mailto:notification@e-servicerecognition.com) address.

Managers can help make this program successful by finding ways to recognize staff in your unit who achieve a milestone anniversary. For questions, contact **Carla Wyckoff**, HR communications coordinator, at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857, or **Connie Crowley**, employee relations specialist, at [ccrowley@kent.edu](mailto:ccrowley@kent.edu) or 330-672-7505.

### **Working in Banner: New Feature for Expense Reimbursement**

A new feature is now available in the Banner Expense Reimbursement Workflow. After logging in to the workflow, users will now see an option to *Click here to search for Historical Expense Reimbursements*. This option allows you to review expense reimbursement documents for which you were the payee, requestor, reviewer or approver. To use this option, follow these steps:

- Enter the expense reimbursement number, payee's name and/or a range of dates as search criteria.
- Click the *Search* button.
- View a list of expense reimbursements matching the search criteria.
- View the details of any expense reimbursement shown by clicking the *Select* button beside the document.

For questions, contact **Judy Bivens**, Procurement Payments, at [payments@kent.edu](mailto:payments@kent.edu).

### **Cultural Dates :**

- **Feb. 2** - Groundhog Day
- **Feb. 5** - Shrove Tuesday/Mardi Gras
- **Feb. 6** - Ash Wednesday
- **Feb. 14** - Valentine's Day
- **Feb. 18** - President's Day

### **Tell Us What You Think**

This newsletter is designed to keep you, the managers and supervisors, informed. Please take a few minutes to let us know what you think of the publication, along with any comments or suggestions. You may contact us at [managersfeedback@kent.edu](mailto:managersfeedback@kent.edu). We look forward to hearing from you.

**For information about events sponsored by Human Resources, please see the February 2008 calendar below. Please share this calendar with your employees and post it in a highly visible location. If you are having difficulty reading the calendar, [access the PDF version](#).**

