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Management Update - March, 2010

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Changes in Affirmative Action

The responsibilities of the new vice president for the Division of Diversity, Equity and Inclusion include some areas that are currently handled by the Affirmative Action office. In order to make a smooth transition, Vice President for Diversity, Equity and Inclusion **Alfreda Brown** and Vice President for Human Resources **Willis Walker** have collaborated on a plan to share the functions of the Affirmative Action office and better meet the needs of faculty, staff and students.

The plan realigns some of the current affirmative action responsibilities, including assessing diversity in the retention and recruitment of faculty and staff, handling requests for reasonable accommodations under the Americans with Disabilities Act (ADA) and training programs related to ADA, diversity, recruitment and retention. The details of the plan, including the responsibilities for each area, are explained in the [Feb. 22 issue of e-Inside](#).

The Affirmative Action office will remain in Terrace Hall and will be led by **Tiffany Murray**, director, and **Jacque Glinn**, manager, Human Resources Compliance.

HR Staff Changes

Managers and supervisors should be aware of some additional staff changes in Human Resources. **Mary Jane Hannahs** will assume the role of Talent Acquisition (Employment) manager. She replaces **Judith Brooks**, who has moved to the Division of Diversity, Equity and Inclusion. Hannahs can be reached at 330-672-2100 or mhannahs@kent.edu.

Karen Watson is now the Employee Relations manager and will retain her role as staff ombudsman. She can be reached at 330-672-4636 or kswatson@kent.edu. Both their offices are located in Terrace Hall.

It's Performance Evaluation Time

Please make sure staff members in your unit are aware that performance evaluations for classified and unclassified employees will take place in the coming months. **March 15** through **May 15** has been designated as the time to conduct the 2010 online performance evaluations for **classified** employees. Managers and supervisors will receive e-mail notification prior to March 15 with detailed information regarding the process and access instructions.

New managers and supervisors are encouraged to take part in a one-hour webinar later this month on "Assessing and Improving the Performance of Others." Participants will learn how to prepare for and conduct a performance evaluation, and the role of a manager after the evaluation is completed. There will also be a webinar to walk managers through the process of completing an online evaluation. The date and time for both webinars will be included in the e-mail that will be sent to supervisors and managers. The webinars will be recorded and made available online throughout the performance evaluation period.

Performance evaluations for **unclassified** employees will begin in late April; managers will get more information on the unclassified evaluations at that time.

If you have questions on the classified performance evaluations, contact **Karen Watson** at 330-672-4636 or **Sandra Cole** at 330-672-7501.

Changes Made to State Form for Reporting New Hires

The [Ohio New Hire Reporting Form](#) has been updated to reflect changes from the Ohio New Hire Reporting Center and is available on the [Accounts Payable Web site](#). Changes to the form include additional information required to hire an independent contractor, including independent contractor designation, the date payment begins and the length of time (months) the contractor will be performing the service.

Please note that with the revisions the previous practice of only requiring an Ohio New Hire Reporting Form once every calendar year for each contractor is no longer acceptable. Accounts Payable will now require the form to be submitted as supporting documentation when processing payment for services rendered by an individual or a company operated by a sole proprietor for **each contracted period of service**. The form will not be required to support subsequent payment requests under the same contracted period.

If the appropriate documentation is not provided, Accounts Payable will be unable to process the payment request and the documentation will be returned to the requesting department. Questions should be directed to Accounts Payable at 330-672-2607 or payments@kent.edu.

What Do You Know About Preventing Workplace Violence?

If you or others in your unit are not sure how to answer that question, then consider taking one or more of the training repertoire of workshops that Human Resources Training and Development has designed on this topic. Many of the courses are offered online and are available to faculty and staff. The online courses are listed below. Clicking on a title will take you to the appropriate page to access the course:

[Preventing Workplace Violence](#)

[Preventing Harassment on Campus](#)

[Bullying in the Workplace — How to Recognize It and How to Stop It](#)

[Bullying in the Workplace- Manager Version — How to Recognize It and How to Stop It](#)

[Managing Conflict](#)

Instructor-led workshops include: ALICE (Alert, Lockdown, Information, Counter and Evacuation), Recognizing and Responding to Unusual, Disruptive or Threatening Behavior, Principles of Conflict Management and Dealing with Difficult Behaviors. The first two programs are presented in conjunction with the Department of Public Safety.

Registration for any of the instructor-led workshops can be handled [online](#).

For more information, contact HR Training and Development at 330-672-2100 or hrd@kent.edu. Questions regarding ALICE and Recognizing and Responding to Unusual, Disruptive or Threatening Behavior should be directed to **Dan Fitzpatrick**, associate director of public safety, at 330-672-1027.

Save the Date for Spring Employee Recognition Events

Support staff will be receiving invitations later this month to the annual Office Support Staff Recognition luncheon. This year's program will be held on Tuesday, **April 20**, in the Kent Student Center Ballroom and will feature musical entertainment from the Kent State Men's Chorus. Organized by the Division of Human Resources, this event recognizes university employees who provide office support in departments throughout Kent State's eight campuses. Managers and supervisors are encouraged to make every effort to coordinate coverage in your unit so that those invited may attend.

The annual 20-Year Club dinner will take place on Thursday, **May 27**, in the Kent Student Center Ballroom. This year's class is a large one with 69 inductees; please check the [2010 inductee list](#) to see if anyone from your unit is achieving this important milestone. Invitations will be sent in April.

For more information on either event, contact **Carla Wyckoff**, Human Resources communications manager, at 330-672-5857 or cwyckof1@kent.edu.

New Leave Reporting Tutorials Available

There is a new channel on the *My Action Items* tab in FlashLine that houses video tutorials to assist faculty and unclassified employees in entering their sick, vacation or personal time in the online leave system. The

channel, *Time Reporting Tips*, is located just above the *Time Reporting* channel. Topics covered in the tutorials include basic instructions for reporting leave, how to enter multiple days off and instructions for supervisors on how to approve leave.

Please make sure faculty and unclassified staff aware of this new resource and remind them that they should be entering their vacation, sick or personal time in the online system for the appropriate pay period. Questions should be directed to Human Resources Records at 330-672-2901.

Enhanced Helpdesk Services Available From Information Services

The Division of Information Services recently introduced several programs designed to improve computer support for the university community. One of the most visible changes has been to the Kent State Helpdesk. Through a new partnership, technology assistance to all students, faculty and staff has been expanded.

Please encourage faculty and staff in your area to make themselves familiar with the new online help center at <http://support.kent.edu>. There, they will find:

- Expanded service options. Now, in addition to calling the Helpdesk, you also can submit a support request online, initiate a live chat with a service representative or select click-to-call appointment scheduling to have an agent contact you.
- Self-service articles. Search for answers to common questions or download job aides with in-depth instructions for using Kent State's administrative systems.
- An advanced ticketing system. Through the site, you can submit and even check the status of your own support requests.

The Helpdesk can also be reached at 330-672-HELP.

Annual Faculty and Staff Campaign Celebrates Centennial

Every year, Kent State calls on its internal community to support its students and programs and the response from our community continues to increase. As the university celebrates its 100-year history and reflects upon the generous contributions of our faculty and staff, you are encouraged to share the impact philanthropy has on your department with your employees and encourage their participation. Philanthropic support from faculty and staff provides immediate funding for scholarships, campus improvements, technology and much more.

In April, all members of the university community will receive a personal invitation to participate by making a gift to commemorate Centennial. The campaign provides several options for giving that will accommodate every budget.

For more information, contact **Tiffany Schultz** at 330-672-0202 or visit the campaign's [Web site](#).

Dates to Remember:

March is national Women's History Month and Irish American Heritage Month

- **March 2** Women's Resource Center Annual Scholarship Fundraiser, 5 p.m., Ballroom Balcony, Kent Student Center
- **March 14** Daylight Savings Time begins
- **March 16** Bikarami Samvat: Hindu observance
- **March 17** St. Patrick's Day
- **March 28** Palm Sunday
- **March 29 – April 6** Passover (begins at sundown on March 29)
- **March 29 – April 4** Spring Break

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. We look forward to hearing from you.

For information about events sponsored by Human Resources, please check out the [HR e-calendar](#)

and share the information with your staff.