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Management Update - May, 2010

Volume 6, Number 10

Important Information About Authorized Cell Phones

Last year the university implemented a new [administrative policy \(7-02.15\) regarding providing cellular devices to university employees](#). As part of the policy procedure any full-time, part-time and seasonal employees who are currently authorized to have a university cellular device must submit a new [Cellular Device Option Authorization form](#) for the 2011 fiscal year. The form is available online and must be completed, with all required signatures, and returned to the Procurement Office no later than **May 15**. The payroll effective date for renewals will be **July 1**.

Please note that in order for an employee to have a cellular device provided by the university or to receive a stipend, the form must be completed and signed by the employee, the department head and the appropriate vice president. The form must also include a stated legitimate business purpose for the employee to have the device. As in the past, any university costs associated with providing the cellular device will remain with the department, division and/or campus.

Questions should be directed to Procurement at 330-672-2276 or procurement@kent.edu.

Is Your Student Employee Graduating?

A reminder from the Career Services Center that student employees who will be graduating this month are permitted to work through **May 15**. Once a student has graduated, they are no longer eligible to be paid through student employment unless they are pursuing post-undergraduate or graduate work immediately following graduation. In these instances, students must be enrolled in either the 6-credit or 4-credit hour minimum to meet the [credit-hour-enrollment requirement](#).

For more information, contact **Ami Hollis**, associate director, at 330-672-2360 or ahollis@kent.edu.

Human Resources Concludes Assessment

The Division of Human Resources has completed an assessment of its performance in the HR core function areas; the results identified the division's strengths and addressed several opportunities for improvement within the context of the university's strategic plan.

The assessment analyzed the services that the various HR units provide to Kent State faculty and staff at the eight campuses. The formal assessment was conducted by two external consultants and included an employee survey that was completed by nearly 1,000 faculty and staff.

HR strengths identified in the assessment included its scope and structure, staff expertise and the implementation of innovative programs that reduced costs and contributed to the well-being of employees. Areas for growth identified by the consultants included timeliness, technology utilization and increased involvement by line managers in the HR duties for their departments. In response to the findings, each HR unit will develop continuous improvement plans, and the division will realign its strategic plan to incorporate those ideas.

For more information on the assessment, see the [April 26 issue of e-Inside](#). You can view an executive summary of the HR assessment, and the division's response to each finding, on the [HR website](#).

20-Year Club to Add 69 New Members

The 2010 20-Year Club Service Awards program will be held on Thursday, **May 27**, in the Kent Student Center Ballroom on the Kent Campus. This year 69 staff employees will join the club. The annual dinner program honors classified and unclassified employees who have completed 20 years of continuous service at any Kent State campus.

The event is open to the university community, and reservations are required. The cost is \$10 for active and retired employees who are members of the 20-Year Club and \$18 for all other guests.

The 20 Year Club [website](#) has registration information and a list of this year's [inductees](#). Please check the list and remember to recognize those members of your staff who are being inducted this year, as well as employees who are reaching any other milestone years of service (e.g. five years, 10 years, etc.).

If you have questions, contact **Carla Wyckoff** at 330-672-5857 or cwyckof1@kent.edu; or **Shannon Dieringer** at 330-672-8322 or sdierin1@kent.edu.

Don't Forget to Complete Your Performance Evaluations

Evaluations for all *classified* employees must be completed by **May 15**. After the performance evaluation review, electronic signatures are required by both the manager and the employee.

To access the 2010 performance evaluation and view the 2009 performance evaluation for your direct report(s), visit <http://www.kent.edu/hr/employee/performance-evaluation-classified.cfm>. Select the "Information for Evaluators" link located on the right-hand side of the page. This page also provides the link for viewing an employee's 2010 self-evaluation.

Evaluations for *unclassified* employees began April 26 and will run through **June 16**. Managers and supervisors have received e-mail notification with detailed information regarding the process and access instructions. You can also find information and instructions at <https://www.kent.edu/hr/employee/performance-evaluation-unclassified-manager.cfm>.

Managers have a choice of several models to choose from for the unclassified performance evaluations. For those who select the narrative form, remember that you must include an overall rating based on the following five-point scale:

- Outstanding - objectives and standards are clearly and substantially surpassed.
- Exceeds Expectations - frequently exceeds job requirements, makes contributions well beyond job demands.
- Meets Expectations - performance is what is expected of a fully qualified and experienced person in this position.
- Approaches Expectations - objectives and standards are generally met but full results are not totally achieved.
- Unsatisfactory - objectives and standards are consistently not met. Consistently fails to meet performance expectations.

If you have questions, please contact **Karen Watson**, Employee Relations Manager, at 330-672-4636, or **Sandra Cole** at 330-672-7501.

Steam Shut Down Reminder

Campus Environment and Operations has sent out notifications about the annual steam shut down to perform necessary maintenance. Please remind your staff that the shutdown will begin on Sunday, **May 16**, at 6 p.m. and end the following Sunday, **May 23**, at 6 p.m. During the steam shutdown most buildings on the Kent Campus will not have hot water, heat and/or air conditioning. If you have questions, contact **Frank Renovich** at 330-672-0775 or frenovi2@kent.edu.

Time to Renew Your Parking Permit

The renewal process has begun for faculty/staff parking permits; this is for current permit holders who are full - or part-time university employees. The deadline to renew with payroll deduction option is **May 21**. After that date, permits must be obtained from the Parking Services office in the Schwartz Center.

Please note that the second part of the two-year parking permit fee increase will begin **Sept. 1** and will affect all university employees except those who may be exempt under their respective collective bargaining units. For current renewals, a 12-month permit will cost \$144 and a 12-month evening permit will cost \$54.

Faculty and staff can renew their parking permit at <http://solutions.kent.edu/parkingservices/Login.aspx?LoginType=STAF>. If you have questions or need assistance, contact Parking Services at 330-672-4432.

Dates to Remember:

May is Jewish American Heritage, Asian/Pacific American Heritage and Older Americans Month

- May 1** Lag B'Omer: Jewish observance begins at sundown
May Day
- May 3** Dedication of National Register Plaque and May 4 Walking Tour, 3 p.m., Ritchie Hall.
Visit the [May 4 website](#) for more information.
- May 4** May 4 Remembrance Day (classes, or parts of classes, recessed between noon and 2 p.m.).
Visit the [May 4 website](#) for details.
- May 5** Cinco de Mayo
- May 6** National day of prayer
- May 9** Mother's Day
- May 13** Spring Doctoral Commencement, 6 p.m., Kent Student Center Ballroom. For more information, visit the [Commencement website](#) or call 330-672-2235.
- May 14** Spring Commencement at Regional Campuses; contact individual campuses for times and location.
- May 15** Spring Commencement at Kent Campus; three ceremonies at 10 a.m., 2 p.m. and 7 p.m.
For more information, visit the [Commencement website](#).
- May 18** Shavout: Jewish holiday begins at sundown
- May 27** 20-Year Club dinner, 5:30 p.m., Kent Student Center Ballroom; reservations required, see article in this issue for more information.
- May 31** Memorial Day (university closed)

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 and programs for university employees, please check out the [Faculty and Staff calendar](#) and share the information with your staff.

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e-Inside is distributed by University Communications and Marketing at 160 Administrative Services Building, Kent, OH 44242, on behalf of Kent State University.

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