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## Management Update - October, 2009

Volume 6, Issue 4

### Open Enrollment Information

The annual Open Enrollment period for selection of health benefits is **Oct. 11** through **Nov. 8**. Please remind your staff that in an effort to reduce costs and improve access, the enrollment booklet detailing the benefit selections for 2010 will be online this year, through the Human Resources Web site. This will make it possible for faculty and staff to review the benefit plan options at any time. Employees will receive a postcard at their home address next week with details on how to access the information and complete the enrollment process. For questions, contact the Benefits Office at 330-672-3107 or [benefits@kent.edu](mailto:benefits@kent.edu).

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### New Look for [www.kent.edu](http://www.kent.edu)

As mentioned in this week's [e-Inside](#), Kent State has redesigned its Web site in order to remain competitive in the higher education market. Phase one of the redesign was unveiled on Sept. 30. A companion piece to the Web site is the video tutorial, accessible from the new home page, which helps users quickly adjust to the new navigation. Some of these changes include:

- The FlashLine login, phone directory and maps utilities are now located at the top of the Web site.
- The "Administration" section of the current Web site has been folded into the new "About" tab.
- Access to social media such as the university's Facebook and YouTube page is more prominent.
- Success story images and supporting articles have a larger, stronger presence.
- Additional information can be found in new tabs titled "Student Life" and "Research."

Phase two of the redesign begins today (**Oct. 1**), with much more work to be done. With a **February 2010** deadline, the second phase will expand the collaborative redesign effort to also include those employees and faculty from Academic Affairs and all other divisions who have a role in supporting their departmental Web sites. This portion of the project will include transitioning current departmental Web sites that already rely on the university's content management system (CommonSpot) to adopt the new design, and also bring other colleges' and departments' Web sites into the fold.

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### Affirmative Action on the Move

Please make a note that the Office of Equal Opportunity and Affirmative Action has moved from its location in the Executive Offices of the Library to Terrace Hall. Director Jim McElroy and his staff can still be reached at 330-672-2038 or [aa\\_eo@kent.edu](mailto:aa_eo@kent.edu). A staff listing and other Affirmative Action information is available on the departmental [Web site](#).

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### Poll Worker Leave Reminder

As election season draws near, managers are reminded that the university has a category of paid leave for university employees who volunteer as poll workers during a general, primary or special election in Ohio. Permanent part-time and full-time classified and unclassified employees can request "poll worker leave" from their supervisor, subject to the following conditions:

- The request must be made in writing, at least 14 calendar days prior to the date of the election;
- The request must include the employee's intent to serve as a poll worker and specify the county in which the employee intends to serve; and
- The request must be turned in to the employee's immediate supervisor.

Employees are only eligible to receive paid leave for their time as a poll worker on an hour-for-hour basis, up to the maximum number of hours the employee was regularly scheduled to work on an election day. Following the election, the

employee must submit a Poll Worker Leave Verification form, signed by the employee and a representative from the Board of Elections.

More information is available [online](#) or by contacting **Joe Vitale** at [jvitale1@kent.edu](mailto:jvitale1@kent.edu).

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### **ALICE Comes to Kent State**

The Department of Public Safety, in partnership with the division of Human Resources, will introduce a new training this month that focuses on what to do in an active shooter situation. ALICE — Alert, Lockdown, Information, Counter and Evacuation — is crisis training created by two Texas law enforcement officers soon after the Columbine shootings occurred. The training has been adopted by many educational law enforcement institutions in Ohio and throughout the United States.

The sessions are 90 minutes long and designed to give participants insight and response options when encountering an active shooter. The training asks participants to think about what they would do as the first responder in a crisis situation and provides a setting to proactively think about your options. With this training you will be better prepared should a violent situation arise in a classroom or an office.

Faculty and staff are encouraged to sign up for one of the ALICE sessions, which are scheduled throughout the fall semester. The first session is Monday, **Oct. 12**, on the Kent Campus. You can register online at [www.kent.edu/hr/register](http://www.kent.edu/hr/register); once there look for the “Alice Training” sessions. For more information, contact **Dan Fitzpatrick**, associate director, Public Safety, at 330-672-3070 or **Renee Romine**, Human Resources, Training and Development, at 330-672-2100.

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### **Technical Training Services Available to Departments**

The Technical Training Team in the Division of Information Services works with supervisors on all Kent State campuses to develop and deliver training for administrative software tools at the university.

Training can be tailored to meet departmental rollout deadlines for new software or to help staff advance in their use of existing systems including Banner, Workflow, Cognos and Microsoft Office.

The team is available to conduct training needs assessments, develop training plans and track and report on participation. Training can be delivered via classroom sessions or online and can be customized for varied learning styles.

For more information, as well as a comprehensive library of technical training movies and job aids, visit the Information Services [technical training Web site](#). Questions also can be directed via e-mail to [istraining@kent.edu](mailto:istraining@kent.edu).

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### **New Resource for Hiring Managers**

A new tool is now available online for managers responsible for hiring new employees. The Advertising Database can be used to search for select publications and other resources to advertise job openings. You can search by type of organization, publication, geographic region or target audience (e.g., persons with disabilities, Native American) to find the advertising medium you need. The database is available at [www.kent.edu/hr/DiversitySuppliers/index.cfm](http://www.kent.edu/hr/DiversitySuppliers/index.cfm). Questions on the database can be directed to Talent Acquisition at 330-672-2100.

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### **Policy Updates**

At the September Board of Trustees meeting approval was given to amend the salary structures for classified, unrepresented and unclassified employees. With the amendments, which became effective Sept. 1, each salary structure was increased by 2 percent.

In a related matter, the Board was also informed of a change in the university's administrative policy regarding the compensation of classified and unclassified employees ([3342-6-08.1](#) and [3342-6-07.4](#)). In the past employees who received pay increases that put them in excess of the maximum for their pay grade received a lump sum for the amount above the maximum; it was not added to the employee's base salary. With the change, the lump sum requirement has been removed and will now reflect an increase to the employee's base pay. Employees impacted by this change through the recent salary review process have been notified.

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### **Faculty/Staff Appreciation at Homecoming Football Game**

Homecoming 2009 activities include a 3:30 p.m. football game on **Oct. 10** between the Golden Flashes and the Bowling Green Falcons. Please let your employees know that prior to the game there will be a faculty/staff appreciation table in Tailgate Alley. Employees who will be in Tailgate Alley can come to the faculty/staff table, show their Kent State ID and receive a complimentary lunch and their choice of a water bottle or T-shirt. Tailgate Alley runs from 1-3:30 p.m. at Dix Stadium. For questions, contact **Renee Romine** at 330-672-2100.

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**Dates to Remember:**

- **Oct. 9-10** Kent State Homecoming; events include the Centennial parade and the football game between the Golden Flashes and the Bowling Green Falcons. For more information, visit [www.ksualumni.org/homecoming](http://www.ksualumni.org/homecoming).
- **Oct. 14-15** Graduation Fair for Fall 2009 graduates; 11 a.m. - 6 p.m., second floor of Kent Student Center. Call 330-672-2235 for details.
- **Oct. 29-30** 16th Annual Celebrating College Teaching Conference, Kiva and Kent Student Center. For details, call 330-672-0231 or visit <http://dept.kent.edu/utc/conference.html>.

**Cultural Dates:**

*October is National Disability Employment Awareness and Italian American Heritage Month*

- **Oct. 2-9** Sukkoth: Jewish holiday
- **Oct. 12** Columbus Day (University open, holiday is observed Nov. 27)
- **Oct. 12** Canadian Thanksgiving Day
- **Oct. 17** Diwali: Hindu observance
- **Oct. 31** Halloween

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**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 check out the [HR e-calendar](#) and share the information with your staff.**

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