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Management Update - September, 2009

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Cellular Device Policy Update

Don't forget that the new administrative policy regarding the use of cellular devices by employees for business use takes effect today. Details about the policy were included in an [Aug. 13 special edition Management Update](#).

During the transition period, university service will be continued on all current cellular devices through **Sept. 15**. After that date, university service to the devices will end, unless the employee has selected the "discretionary use" or automatic reimbursement" option.

The Procurement Department has scheduled three additional sessions when wireless carrier vendors will be on the Kent Campus to assist in the transition. Sessions will be held on **Sept. 3, 4 and 14** from 9 a.m. – 4 p.m. in Room 306 of the Kent Student Center. Employees attending a session must bring a copy of the signed authorization form with them. Please note that the form should be turned in to the Procurement Department table at the session or mailed to the Procurement Department, 229 Schwartz Center. At the sessions employees can:

- Turn in any existing university-provided cellular device (if the employee will no longer have a university-owned device);
- Get information on the purchase of a new cellular device and/or plan (for employees choosing the stipend option); or
- Purchase a current university-provided phone and transfer it to their personal plan (for employees with a current university device who choose the stipend option). The cost is \$5 for a cell phone and \$25 for a Blackberry, smartphone or PDA.

Employees who purchase a Blackberry should request an Enterprise Data plan to connect to Exchange. Then contact the Help Desk at 330-672-HELP to get connected to the university's Exchange server. Windows based smartphones or PDAs do not require the Enterprise data plan to connect to Exchange.

Employees choosing the stipend option may also work directly with a wireless carrier. Information on how to switch from a corporate to a personal account is available on the [Business Administrator Services Web site](#). The Web site also contains links to the Cellular Device Option Authorization and Cellular Service Reimbursement forms.

Questions about the new policy should be directed to the Procurement Department at 330-672-2276 or procurement@kent.edu.

Be Prepared for Flu Season

Faculty and staff received a communications last week informing them of the university's preparations for a potential outbreak of the seasonal flu or H1N1 virus. Kent State officials are closely monitoring the H1N1 viral outbreak through updates from local, state and federal health agencies, including the Centers for Disease Control and Prevention. The university is well-prepared should an outbreak occur on any of the Kent State campuses.

The communications also asked all departments to start thinking about contingency plans in case the university experiences a widespread flu outbreak. All supervisors and managers must balance a variety of objectives when determining how best to decrease the spread of influenza and lower the impact of it in the workplace. You are encouraged to discuss plans with your staff to ensure continuity of operations in the event of an outbreak of the seasonal flu or H1N1.

There will be additional communications to faculty, staff and students throughout the semester, including details about flu shots. Members of the Kent State community can also visit the university's Web site at www.kent.edu/flu for updates,

resources and additional information.

Kent State: A Great Place to Work

In recent months Kent State received two designations that illustrate excellence in the workplace. For the third consecutive year, Kent State was ranked as one of the 99 great workplaces for top talent in Northeast Ohio. The designation comes from the Employers Research Council and is the fourth time the university has won the award since 2005. Kent State was one of only two universities to receive the designation for 2009.

Earlier this summer the *Chronicle of Higher Education* named the university to its 2009 list of "Great Colleges to Work For," which earned Kent State a spot among 150 colleges named to the roster. The program recognizes small groups of colleges, based on enrollment size, for specific best practices and policies.

Annual Sick Leave Conversion Period Underway

The annual sick leave conversion period begins today and runs through **Sept. 14**. During this time, eligible *full-time employees* with a balance of at least 500 hours of sick leave may convert a maximum of 40 hours to vacation or a combination of vacation and personal leave. Eligible *part-time employees* with a minimum balance of 250 sick leave hours may convert up to 24 hours. Eligible employees received information about the conversion, including instructions on how to complete the conversion online, in an Aug. 24 e-mail and in the *Personal Announcements* channel of the *My Campus* tab in their FlashLine accounts.

Be sure your employees are aware that the process is now automated; if staff in your area do not have a computer at their work stations, please allow them time to complete the conversion at a computer lab. Also be sure that supervisors and others responsible for approving leave have approved any outstanding sick leave balances for their employees; this will help ensure that employees see an accurate balance when they go to make the conversion. If you have questions, contact the HR Records Department at 330-672-2901.

New Associate VP for Business Division

Please be aware that the Division of Business and Finance has selected **Lisa (Jeanie) Reifsnyder** as the new associate vice president for Financial Reporting and Cash Management. Her areas of responsibility include tax and investments, treasury and all cash management activities. Reifsnyder's office is located in the Schwartz Center, and she can be reached at 330-672-1959 or lreifsn1@kent.edu.

Working in Banner: New Feature for Expense Reimbursement

Employees who use the Banner Expense Reimbursement Workflow in FlashLine will notice a new feature. After logging into the workflow, users will notice a new look to the *Add Expense* page. The *departure city* and *destination city* are now listed vertically on the screen instead of horizontally. The layout was updated to eliminate the page from shifting on the screen and to allow for a larger field character display. The functionality of the fields remain the same.

If you have questions, contact **Katie Brown** or **Judy Bivens, Accounts Payable**, at payments@kent.edu.

Coming Soon: Open Enrollment 2010

There are some changes with the annual selection period for 2010 benefits that should be shared with your staff. This year booklets with the benefits information **will not** be mailed to the homes of eligible employees; all the information will be online. Employees will receive a postcard in early October with details on how to access the information and complete the enrollment process. Also this year, the Open Enrollment period has been moved up and will take place **Oct. 11** through **Nov. 8**.

In preparation for Open Enrollment and to kick-off the university's wellness program for the academic year, the Benefits Office is hosting an Open Enrollment/OneWellU Fair on **Sept. 30**, from 10 a.m. - 2 p.m. on the second floor of the Kent Student Center. Representatives from the university's medical, dental and vision insurance plans and other benefits-related vendors will be on hand to answer questions. There will also be information on the university's OneWellU programs, healthy cooking tips and some healthy snacks. Please adjust your unit's schedules that day so that interested employees may attend.

More HR Training Opportunities Coming Your Way

The start of the new academic year brings with it several opportunities for professional development from the HR Training and Development unit. Please review the information below and share with your staff.

Supervisor and Manager Training

There are still spaces available for the popular *Fundamentals of Supervision and Management Development* certificate series. Fundamentals of Supervision is ideal for newly appointed supervisors or for those who have never had the opportunity for formal training on the discipline of being an effective supervisor. It is a series of six hands-on workshops customized to Kent State that will help individuals understand their supervisory role and develop skills they can immediately transfer to the job. For information, contact **Renee Romine** at 330-672-0898 or mromine@kent.edu.

The Management Development curriculum is a series of five workshops and is for those who currently manage a department and a staff. The series begins with two workshops utilizing the DiSC methodology to better understand your behavioral style, strengths and opportunities for improvement. The series rounds out with additional workshops on topics including managing change transitions, effective goal setting and understanding and embracing diversity. Contact **Bob Hall** with questions at 330-672-0894 or rhall4@kent.edu.

Emotional Intelligence

Later this fall look for a series of workshops on *Emotional Intelligence Ability*. The four sessions will focus on distinct abilities that make up your emotional intelligence blueprint: Identifying – Using – Understanding and Managing your emotions. Participants will learn more about each ability and how to improve their proficiency in each area. Supervisors or managers can also request to take the Mayer-Salovey-Caruso-Emotional intelligence test and receive a customized feedback session and report. You will also be able to schedule customized sessions for a unit or department. Contact **Bob Hall** or **Renee Romine** with questions.

Institute for Excellence in Leadership

In August participants in the Institute for Excellence in Leadership (IEL) presented their final action projects, which was the culmination of nearly a year's worth of work in leadership development. The work in the IEL is ongoing as now the inaugural participants must maintain their momentum. In approximately six months each participant will undergo a second leadership 360-degree assessment, and will have the opportunity to compare their results from the initial assessment, chart their growth and prepare another plan for continued development.

HR is currently completing the schedule for the next round of the IEL, which will include several of the aspects from the first year, as well as some new approaches to growing as a leader. Stay tuned for a universitywide announcement or contact **Bob Hall**.

Dates to Remember:

- **Sept. 7** Labor Day (university closed)
- **Sept. 13** Grandparents Day
- **Sept. 22** First day of autumn
- **Sept. 24** State of University Address, 4 p.m., Kiva
- **Oct. 1** Bowman Breakfast, 7:30 a.m. Kent Student Center Ballroom

Cultural Dates:

September is National Hispanic Heritage Month

- **Sept. 4-6** National Days of Prayer and Remembrance
- **Sept. 16-17** Laylat al-Quadr: Islamic observance
- **Sept. 18-20** Rosh Hashanah: Jewish observance
- **Sept. 27-28** Yom Kippur: Jewish observance

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.

