

Management Update - July, 2009

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University Print Phone Directory To Be Discontinued

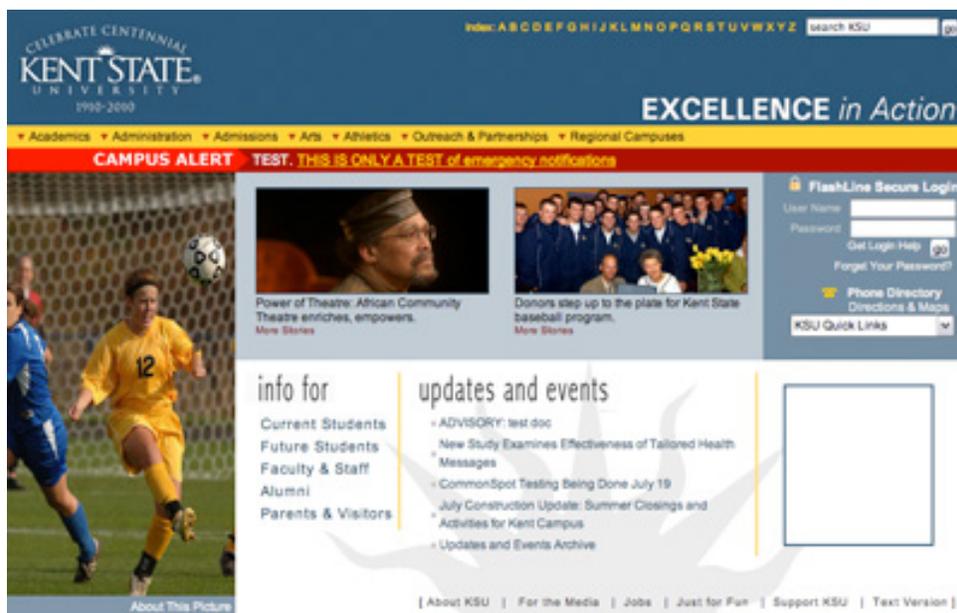
Following similar universitywide cost-saving and environmentally responsible initiatives, University Communications and Marketing (UCM) will cease publication of the print directory. However, the need remains for all departments, offices and individuals to review and update their online listings.

You may locate departmental listings at <http://kentstate.kent.edu/phonedirectory/subListing.asp>. Managers are asked to review their area's listing and ensure the information is complete and accurate. If you need to update the listing, instructions on how to do that may be found at [Online Directory Updates - Departmental Listings](#). Departments needing assistance with passwords or logging in may e-mail **Ramona Stamm** at rstamm@kent.edu or **Lin Danes** at ldanes@kent.edu.

Individual listings may be searched for at <http://kentstate.kent.edu/phonedirectory/Search1.asp>. Employees wishing to make updates to their personal listings should visit the UCM [Online Directory Updates - Individual Listings](#). There you'll find information about what changes you may make yourself and at which Web site location — the Directory or FlashLine. If employees see information that needs to be updated and they cannot change it themselves, they should contact a Human Resources Records or Academic Affairs representative.

New Look for Advisory Alerts on Kent State Web Site

The Kent State Web site (www.kent.edu) and the Regional Campus Web sites will be replacing the online campus advisory alerts with a new look and enhanced turnaround time. In the near future, during weather advisories or crisis situations, a more prominent red bar will appear beneath the primary navigation/gold bar of the university home page (see image on right). This replaces the advisory icon that was previously posted to the lower right-hand of the Kent State home page and to each Regional Campus Web site. This trendier, more eye-catching treatment will also allow the actual



information about such advisories to be posted more quickly.



Please share this update with your staff and also remind them of the other advisory and crisis communication vehicles that the university has in place. These include:

- FlashAlert text message to subscribers;
- FlashLine targeted e-mail to the university community;
- FlashLine Personal Announcement on FlashLine's *My Campus* tab;
- Kent State University Web site post, accessible from www.kent.edu;
- Traditional media outlets; and
- Twitter and Facebook posts.

For additional information, contact **Lin Danes**, manager of electronic communication and Web content services, at ldanes@kent.edu.

Personnel Changes to Note

Please make note of several personnel changes related to recent departures and retirements at the university. **Greg Jarvie** has been named interim vice president for the Division of Enrollment Management and Student Affairs. He replaces current Vice President **Pete Goldsmith** who is leaving Kent State to become the dean of students at Indiana University.

In the Executive Offices, **Debra Drake** is the new assistant to the president. She was a special assistant in the President's Office and replaces **Linda Hermann**, who recently retired. In the Provost's Office, **Karen Keenan** is the new assistant to the provost. She fills the vacancy left by the retirement of **Marty Lambert**.

HR Brings the Training to You

A reminder that the Training and Development unit of Human Resources provides many personal and professional development opportunities for administrative professionals, faculty and classified staff, at no charge. Training and Development is also available to conduct departmental needs assessments and customized workshops. These can be done at your work site or at another location. This is in addition to the many *online* course offerings that are now available to all Kent State employees.

Many of the professional and personal development programs focus on "soft skills," which are those things that help individuals reach their own potential and learn to work effectively with others. A sample of the topics covered includes:

- Customer Care
- Manager and Supervisor Development
- Preventing Workplace Violence
- Conflict Management
- Dealing With Difficult People
- Performance Management

A complete list of training programs is available [online](#). You can register for any of the programs at www.kent.edu/hr/register. Once there, select the appropriate link for online learning or instructor-led workshops. If you have questions or want to find out more about specialized training for your unit, contact HR Training and Development at 330-672-2100 or hrd@kent.edu.

“Welcome Weekend” Volunteers Needed

Fall Semester 2009 will begin with Welcome Weekend, a three-day orientation program that will be held **Aug. 27-30** for new Kent State students. Welcome Weekend replaces the Week of Welcome, or WOW, and is coordinated by the Office of Student Success.

During the weekend, new students will engage in a number of experiences to prepare them for their new journey at Kent State. The program coordinators are looking for faculty and staff volunteers to assist with the various activities and events that will take place during the four days. Employees will receive a postcard in campus mail later this month with more details on the events and on the volunteer opportunities, which include staffing informational tables, assisting with convocation and facilitating transition workshops.

Managers and supervisors are asked to allow employees who wish to volunteer a few hours for this program to do so. If employees volunteer during regularly scheduled work hours, they do not have to take leave time; classified employees should report the time as “university business” in Kronos.

For more details on Welcome Weekend, contact **Andy Crawford** at 330-672-4137 or acrawf11@kent.edu.

Using the University Network for Nonuniversity Business

It is generally understood that Kent State employees are not permitted to use university time or physical resources (supplies, equipment, facilities) for anything other than their university duties. What many employees may not realize is that these restrictions include the use of university e-mail accounts for private purposes.

[University policy 3342-9-01.1](#), regarding responsible use of technology, prohibits the use of the university computing and networking services for personal or private commercial purposes or for financial gain. This includes sending what seems to be a harmless e-mail message to colleagues about an event or opportunity that a friend or family member has asked you to pass along.

While a limited amount of personal communication is tolerated, university e-mail accounts should be primarily devoted to university-related activities. Violations of this policy may result in the employee being denied access to university computing resources. The employee may also be subject to disciplinary procedures.

More information on this topic can be found in the [June 15 issue of e-Inside](#). If you have questions, contact the Office of University Counsel at 330-672-2982 or legal@kent.edu.

Are You Managing Your Employees Effectively?

A recent column in the *Akron Beacon Journal* discussed several important issues that managers need to consider if they want to manage and lead their businesses efficiently and effectively. The column, written by *Robert D. Smith*, a Kent State professor emeritus and a counselor with Akron SCORE, offers some valuable advice for managers on motivating yourself and others, building a productive work team, valuing and understanding the diversity of people and opinions and leading change. Please take some time to view the [April 13, 2009](#), article and look for tips you can use in your role as a manager.

Dates to Remember:

- **July 3** Independence Day observance (university closed)
- **July 4** Independence Day
- **July 7-8** Graduation Fair for Summer 2009 Graduates, 11 a.m. - 6 p.m., 2nd floor Kent Student Center. More information is available [online](#) or call 330-672-2235.
- **July 18** Summer I classes end
- **July 20** Summer III classes begin

Cultural Dates:

- **July 1** Canada Day
 - **July 29-30** Tisha B'Av: Jewish holiday begins at sundown
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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. 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.
