

## Management Update - May, 2009

Volume 5, Issue 10

### Steam Shut Down Reminder

Campus Environment and Operations has sent out notifications about the annual May steam shut down to perform necessary maintenance. Please remind your staff that the shutdown will begin Sunday, **May 17**, at 6 p. m. and end the following Sunday, **May 24** at 6 p.m. As a result of the steam shutdown most buildings on the Kent Campus will not have hot water, heat and/or air conditioning. For questions, contact Frank Renovich at 330-672-0775 or [frenovi2@kent.edu](mailto:frenovi2@kent.edu).

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### New Procedures and Forms for Processing Payments

The Accounts Payable office has issued [new procedures for processing payments](#), which are available online. The procedures address documentation requirements for payment of services, purchase of goods, nonemployee reimbursements and payments for gifts, awards, participants and research subjects.

The processing payments procedures include information on what to do when a department issues a gift or award to a nonemployee. When that occurs, a new form, for [Nonemployee gift reporting](#), must be completed and submitted to Accounts Payable. The form is available online.

For questions regarding the new procedures and/or form, contact **Katie Brown**, Accounts Payable, at 330-672-8649.

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### Coming Soon: Changes to Tuition Waiver Workflow

Please note that enhancements to the tuition waiver workflow in FlashLine will be introduced in May. The workflow is used by eligible faculty and staff to apply for the tuition waiver benefit for themselves or an eligible dependent. Managers and supervisors are asked to share information with employees about the improvements, which include:

- The student's Banner ID number will be requested on the workflow, instead of the social security number. If the employee is the student, the Banner ID number will automatically populate on the form. If the employee is submitting the waiver for an eligible dependent, the employee will need to enter that person's Banner ID, which can be found on the student's class registration sheet. Please note that students must be registered for classes before the workflow process is initiated.
- Anyone who is ineligible for the tuition waiver benefit will be notified with a pop-up message earlier in the workflow process; the message will include instructions on the next step in the process to determine eligibility.

The tuition waiver workflow can be found in the *Workflow and Utilities* channel under the *My Action Items* tab in FlashLine. [Training on how to use the tuition workflow is available on the Project Keys Web site.](#) For information on eligibility requirements for the tuition waiver, please refer to [policy 3342,6-09.1, administrative policy and procedures regarding tuition benefits.](#)

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## **News From Information Services**

Information Services (IS) has launched a new initiative related to email storage and announced plans to upgrade a faculty teaching resource. Please read the information below and share it with your staff.

### *Ways to Trim E-Mail Storage Costs*

The goal of the new IS initiative is to reduce the expenses of storing e-mail in the Microsoft Exchange system. The effort is part of the division's ongoing endeavor to trim costs while improving service to the university community.

At Kent State, the average faculty or staff member's e-mailbox grows approximately 65 percent each year. Today, e-mail storage costs the university \$120,000 annually. If growth rates continue at current levels, the cost of storage will grow to between \$800,000 and \$1.1 million over the next four years.

There are steps that individuals can take to better manage their own mailboxes. Size can be controlled by always deleting junk mail, permanently erasing deleted items on a regular basis and saving e-mail attachments to personal computers rather than saving the e-mail message itself. For optimal performance and response time, it is generally recommended that mailboxes be kept under 2 GB in total size.

More e-mail tips are available on the [Information Services Web site.](#)

### *Blackboard Vista Upgrade*

As reported in the [April 13 issue](#) of *e-Inside*, beginning this summer, IS will upgrade the Blackboard Vista (formerly Web CT Vista) course management system to Vista 8. The new version features several enhancements, including heightened content control for faculty, increased opportunities for customization and an easier-to-use interface.

Support for faculty members interested in learning more about Vista 8 will be offered extensively throughout the spring and summer. Options include a hands-on Vista Drop-In Center in Moulton Hall; enhanced [Vista Help Site](#) with online tutorials; weekly instructor-led workshops; and one-on-one or departmental assistance, provided upon request.

More information and online workshop registration is available on the [Elearning Web site.](#) Questions also can be directed to the Vista Helpline at 330-672-8557 or via e-mail at [vistasupport@kent.edu](mailto:vistasupport@kent.edu).

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## **Honoring the 20-Year Club 2009 Inductees**

The annual 20-Year Club service awards dinner and program will be held on Thursday, **May 28**, in the Kent Student Center ballroom. The event, which recognizes employees who have reached 20 years of continuous service, begins at 5:30 p.m. in the Kent Student Center Ballroom. You can view the [list of 35 inductees](#) online. Please note that beginning this year current and retired members of the 20-Year Club will be charged for a dinner reservation. The cost is \$10 for active and retired 20-Year Club members and \$15 for all other guests.

Reservations are due by **May 20**, and you can [register online](#).

Please 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 (i.e., five years, 10 years, etc.).

If you have questions about the dinner, contact **Carla Wyckoff** at 330-672-5857 or [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu).

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## Student Employee Updates

As the spring semester draws to a close, here a few reminders for departments with student employees:

- If a student employee wants to request a refund of their contributions to the Ohio Public Employees Retirement System (OPERS), please make him or her aware that at least three months must have passed since the student employee has ended his or her public employment with Kent State. Please refer to the [OPERS page](#) of the [Student Employment Handbook](#) or the [Payroll Office](#) for additional information on the OPERS Refund Request process.
- If your department plans on hiring a high school student, they must be hired via the paper *Student Job Hiring Form* available in the Career Services Center [Forms Library](#). This is for students who are attending high school or who are taking classes at Kent State through the Post Secondary Education Option Program.
- Student employee forms, including the *Pay Raise Request*, *Discontinuation of Student Job* and *Pay Rate Exception Request*, have been updated to a writable PDF format, which can be completed online and submitted via e-mail directly to the Career Services Center. If you do not have Adobe 8 Professional or a new version, you may need to complete and save the form to your computer in order to attach it to an e-mail. The forms are available in the [Forms Library](#).
- Changes will be coming to the policies concerning student employment (pending approval by the Board of Trustees). Students are to be employed part-time - which means no more than 32 hours a week in one department during the semester - and should not displace or reduce full-time employment opportunities. During semester breaks and the summer, students may work more than 32 hours per week in one department. It is critical that supervisors monitor the number of hours student employees work per week, and communicate these rules to their student workers.

If you have questions, contact **Ami Hollis**, associate director, Career Services Center, at 330-672-8380 or [ahollis@kent.edu](mailto:ahollis@kent.edu).

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## Classified Performance Evaluations End; Unclassified Evaluations Begin

This is a final reminder to managers and supervisors of **classified** employees that all evaluations 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 2009 performance evaluation and view the 2008 performance evaluation for your direct report(s), visit <http://www.kent.edu/hr/Manager/PerformanceEvaluation-Classified.cfm>. The access link is located on the right-hand side of the page under *Resources*. This page also provides the link for viewing an employee's 2009 self-evaluation.

For **unclassified** employees, the period of **May 1** through **June 15** has been designated as the time to conduct the 2009 on-line performance evaluations. Managers and supervisors will receive e-mail notification with detailed

information regarding the process and access instructions.

For questions about either performance evaluation process, contact Employee Relations Specialists **Karen Watson** at 330-672-4636, **Connie Crowley** at 330-672-7505 or **Sandra Cole** at 330-672-7501.

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### Is Your Department's Online Telephone Listing Up-to-date?

All managers are responsible for updating their unit's information online. In order to provide the university community with the most complete and up-to-date online directory, University Communications and Marketing (UCM) asks each key manager or designated representative to update the preferred, enhanced listing for his or her respective office or department by Friday, **June 5**. Your updates will appear in the online directory immediately.

The benefits of having complete and accurate online departmental listings are numerous and include:

- Prospective students, alumni and other visitors can locate or contact campus offices more easily;
- Helpdesk personnel and other staff members can assist callers and direct deliveries with greater accuracy to your office; and
- Callers have the option of reaching key office personnel directly.

If this will be your first time to participate in the online department updates, please go to the Quick Link on the UCM home page at <http://www.kent.edu/ucm/SolutionsServices/OnlineDirectoryDepartments.cfm> and follow the directions.

For those who participated last year in the department updates, the same URL and passwords apply. If you have forgotten your department log in name and password, you can revisit the [Web site listed above](#) and follow the directions listed there.

Please note: Kent State offices will need to coordinate the entry listings for nonuniversity offices or offices in other cities, with which they are affiliated (i.e., Urban Design Center, the Columbus programs, etc.).

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### Dates to Remember:

- **May 4** May 4 Remembrance Day (classes, or parts of classes, recessed between noon and 2 p.m.).
- **May 4-5** 10th annual Symposium on Democracy. For details, visit [www.kent.edu/democracysymposium](http://www.kent.edu/democracysymposium).
- **May 14** Spring Doctoral Commencement ceremony, 6 p.m. Kent Student Center Ballroom. For more information, visit the [Commencement Web site](#) or call 330-672-2235.
- **May 15** Spring Commencement at Regional Campuses; for times and more information, contact individual campuses.
- **May 16** Spring Commencement at Kent Campus. There will be three ceremonies at 10 a.m., 2 p.m. and 7 p.m. For more information, visit the [Commencement Web site](#) or call 330-672-2235.
- **May 28** 20-Year Club, 5:30 p.m., Student Center Ballroom; reservations required, see article in this issue for more information.

### Cultural Dates:

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

- **May 1** May Day

- . **May 5** Cinco de Mayo
- . **May 7** National Day of Prayer
- . **May 10** Mother's Day
- . **May 11-12** Lag B'Omer: Jewish holiday begins at sundown
- . **May 25** Memorial Day (University closed)
- . **May 28-29** Sharouth: Jewish holiday begins at sundown

## **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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