

## Management Update - March 2009

Volume 5, Issue 8

### Classified Performance Evaluations Begin This Month

The period of **March 16** through **May 15** has been designated as the time to conduct the 2009 online performance evaluations for classified employees. Managers and supervisors will receive e-mail notification prior to March 16 with detailed information regarding the process and access instructions.

New managers and supervisors are encouraged to register for a performance management training session. "Assessing and Improving the Performance of Others" is a three-hour workshop that includes strategies to make the performance evaluation more meaningful for the manager and the employee. In addition, managers will receive hands-on instruction on how to access the online classified evaluation. [Registration for the workshop can be done online.](#)

If you have questions, please contact HR employee relations specialists, **Karen Watson** at 330-672-4636 or **Connie Crowley** at 330-672-7505.

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### New Hire Orientation Going Biweekly

One impact of the current budget situation has been a decrease in the number of new employees attending the weekly New Hire Orientation (NHO) sessions. Because of this, Human Resources will temporarily return to a biweekly NHO schedule, beginning with the **March 2** session. The all-day program is for all new employees at any of Kent State's campuses and provides detailed information regarding the university's history, resources, benefits and more.

Please make sure that any new hires in your unit attend an NHO session before the end of their first 31 days on the job, so they are eligible to make benefit selections. If an employee is unable to attend an NHO, he or she should contact the Benefits Office at 330-672-3107 during the first month of employment to get benefits information.

Questions regarding the NHO sessions should be directed to Human Resources Training and Development at 330-672-0899.

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### Conference Call Warning

The Procurement office is advising managers and supervisors to ignore e-mails that employees in their departments may have received regarding conference call vendors. The e-mails, from InterCall and Action Conference Call, claim that Kent State has chosen their respective company as its conference call provider. This is an invalid claim and should be ignored; SpeakSpace Inc. is the university's preferred conference call provider. Any questions should be directed to **John Flasco**, procurement director, at 330-672-9192.

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## Conference to Focus on Inclusive Excellence

The fourth annual Conference on Recruitment, Admissions and Retention for Inclusive Excellence will be held on Friday, **March 13**, from 8 a.m. to 4:30 p.m. in the Kent Student Center Ballroom. The conference, presented by the Office of Diversity and Academic Initiatives in conjunction with the Division of Human Resources, will explore breakthrough advances in faculty diversity and best practices for institutional recruitment and retention. The keynote speaker will be Theodore Shaw, a professor at Columbia University and former president of the NAACP Legal Defense and Educational Fund. Unit leaders, faculty and staff who engage in recruitment and hiring efforts are encouraged to attend. To RSVP, contact **Keli Greene** at [kgreene7@kent.edu](mailto:kgreene7@kent.edu) or 330-672-2442 by **March 9**.

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## Spring Employee Recognition Events Scheduled

Mark your calendars for two employee recognition events that will take place in the coming months. The annual Office Support Staff Recognition luncheon will be held on **April 22** in the Kent Student Center Ballroom. Organized by Human Resources, this event recognizes university employees who provide office support in departments throughout Kent State's eight campuses. Invitations will be mailed later this month; please make every effort to coordinate coverage in your unit so that those invited may attend.

On **May 28** the annual Twenty Year Club dinner will be held in the Kent Student Center Ballroom. There are 35 inductees this year; check the [inductee list](#) to see if anyone from your unit is achieving this important milestone. Invitations will be mailed in April.

For more information, contact **Carla Wyckoff**, HR communications manager, at [cwyckof1@kent.edu](mailto:cwyckof1@kent.edu) or 330-672-5857.

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## Training Scheduled for New Banner Workflow

The Notice of Voluntary Separation (NOVS) electronic workflow is now up and running. Located in the *My Action Items* tab of FlashLine with the other workflows, the NOVS will be completed by the department when an employee voluntarily leaves the university (i.e., retirement, resignation). Once the supervisor receives the resignation letter, he or she will initiate the workflow and submit it for processing. This will expedite the separation process and eliminate the need for separate notices to multiple departments.

Training sessions on how to use the NOVS workflow are scheduled at Moulton Hall on **March 10 and 18** at 8 and 11 a.m. Training will also be available on **March 11 and 17** at 1:15 and 4 p.m. Registration is required and can be done [online](#). Instructions on how to use the new workflow are also available in FlashLine; click the *Help* tab, then *Banner Training and Support*, and then click the link for *Tutorials and Job Aids*.

For workflow questions, contact **Barb Casher** at 330-672-8316 or [bcasher@kent.edu](mailto:bcasher@kent.edu). For training and technical questions, contact **Julie Kennedy** at 330-672-1911 or [jkkenne2@kent.edu](mailto:jkkenne2@kent.edu).

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## AFSCME Resource Available

An online resource is now available for AFSCME-represented employees and those who manage them. The Labor Relations [Web site](#) is an excellent tool and provides easy access to resources such as job opportunities, developmental program details, training, contract agreements, forms and more. Human Resources is in the process of updating the Web site with additional resources so that AFSCME employees can go to one location online to get the information they need. For managers of AFSCME employees, the site is a good way to stay current on contract requirements and conditions. For questions, contact **Jerusha Kelson**, labor relations

manager, at [jkelson@kent.edu](mailto:jkelson@kent.edu) or 330-672-8319.

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## Annual Faculty and Staff Campaign: Put Your Passion and Vision for Kent State in Motion

Every year, Kent State calls on its internal community to support its students and programs, and the response from our community continues to increase. Philanthropic support from faculty and staff provides immediate funding for scholarships, campus improvements, technology and much more. As the annual Faculty and Staff Campaign gets underway this month, all members of the university community will receive a personal invitation to participate.

Please share the impact philanthropy has on your department with your employees and encourage their participation. During these uncertain economic times, the collective support of our university community is essential to advance our excellence agenda. The campaign provides several options for giving that will accommodate every budget.

For more information, contact **Tiffany Murello** at 330-672-0202 or visit the campaign's [Web site](#).

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## I-9 Changes Delayed

New I-9 rules scheduled to take effect in February have been delayed until **April 3**. All U.S. employers are required to verify the identity and employment eligibility of new employees by having the new employee complete an I-9 form. Beginning April 3, the following changes go into effect:

- There will be a new I-9 form, which is available [online](#) and in the HR Forms Library;
- The university will no longer accept expired documents to verify employment eligibility. All documentation must be current and valid; and
- The acceptable documents for List A, B and C have been revised and can be found on page four of the new I-9 form. Please review the new list before completing your next I-9 form.

For questions on the new I-9 rules, contact **Mike Pfahl**, assistant university counsel, at 330-672-2982.

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## Dates to Remember:

- **March 3** Women's Resource Center Silent Auction, 5:30-7:30 p.m., Kent Student Center Ballroom. For more information contact **Heather Adams** at 330-672-9230.
- **March 5-7** Graduation Fair for Spring 2009 graduates, second floor of the Kent Student Center. 11 a.m.-6 p.m. March 5 and 6; 10 a.m.-3 p.m. March 7. Call 330-672-2235 for more information.
- **March 8** Daylight Saving Time begins; turn clocks ahead one hour.
- **March 13** Fourth Annual Conference on Recruitment, Admissions and Retention for Inclusive Excellence, 8 a.m.-4:30 p.m., Kent Student Center Ballroom. See article in this edition for details.
- **March 23-29** Spring Break

## Cultural Dates:

*Women's History Month and Irish American Heritage Month*

- **March 8** International Women's Day
- **March 8-9** Maulid an-Nabi: Islamic observance
- **March 9-10** Purim: Jewish holiday
- **March 17** St. Patrick's Day

. **March 21** International Day for the Elimination of Racial Discrimination

### **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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