

**Business Administrator Services**

**Forum Minutes**

**October 11, 2017 9:00 a.m. to 11:00 a.m.**

**Kent Student Center Governance Chambers**

**Employee Engagement and Outreach**

**Donna Sansonetti**

**Executive Director Compensation, Talent Acquisition and HR Records**

Donna shared with the group the various upcoming 2017-2018 employee appreciation events which include:

* Homecoming – Oct 14, 2017 at 3:30 p.m. KSU vs. Miami University
* Veteran’s Day Recognition Ceremony – November 9, 2017 at 11:00 a.m.
* Employee Appreciation Day at Kent – March 20, 2018 11:00a.m-2:00 p.m. and 10:00-11:30 p.m.
* Office Support Staff Recognition – April 24, 2018 at 11:30 a.m.-1:30p.m.
* 20 Year Club Ceremony – October 24, 2018 at 5:30 p.m.

Kent State’s Hurricane Relief Supply Drive is collecting much needed supplies to provide comfort and support to communities across the southern United States affected by the recent hurricanes and floodwaters. The drive is taking place October 1 – October 20. Look for various drop off locations across campus and throughout the community.

**Cost Transfer Workflow**

**Valerie Henry and Cara Leigh, Grants Accounting**

A new cost transfer workflow has been developed and is now available for grant use. The last date that a paper form will be accepted is October 31, 2017.

This workflow is for grant use only and cannot be used for salary redistributions. Any non-salary transfers that need to be made for non-grant indexes must be done using either FGAJVCM or FGAJVCQ in Banner.

IDC’s can no longer be processed to sponsored projects: grants, cost shares or program incomes. Expenses or transfers must be charged to the department and the cost transfer workflow will transfer the funds to the grant. IDC’s bypassed PI approval whereas the workflow requires the PI to authorize and sign off on the expense.

The new workflow can be found in Flashline under your Employee menu. Select Workflows then click on HR and Employee Workflows then scroll down to Cost Transfer Workflow.

Quick Guides are available for Creating, Approving and Managing Proxies. The help guides can be found under the Help Menu. Note that PI’s are responsible for the grants and they cannot proxy their authority.

Benefits of the cost transfer workflow include status updates, improved tracking, ability to manage your own proxies (not for PI’s), record of approvals, reduced audit risks and historical records are maintained.

Within the workflow you can attach copies of invoices and receipts that are able to be viewed by all within the workflow process.

Email acknowledgements are sent as each piece of the workflow has been finished.

If you receive system errors, require approver maintenance or need to reassign a workflow please contact Valerie Henry at [vhenry@kent.edu](mailto:vhenry@kent.edu) or by phone at 2-0985.

A Grants Support Group has been created and all are welcome to attend. The group meets 1-2 times a month and the meetings are generally for 1 hour. Contact Bev Robertson in Sponsored Programs at [brobert1@kent.edu](mailto:brobert1@kent.edu) to ask about upcoming meetings. Items covered have included salary revisions, effort certification, useful Banner forms and helpful financial reports.

Post award resources can be found at <https://www.kent.edu/grantsaccounting>.

**Contract Administration Reminders**

**Mike Pfahl, Associate General Counsel**

Mike reminded the BAS Forum members that a contract requires an offer and an acceptance. KSU has specific people authorized to sign contracts on behalf of the university. A delegation of authority is used and must be on file to delegate contacting authority beyond the levels that are provided in administrative code 342-7-12 and university policy 5-04.1.

All contracts should be sent to [contracts@kent.edu](mailto:contracts@kent.edu) for approval prior to signing.

Contracts must have time periods with an end date. Contracts must be reviewed and renewed every 2 years, watch for auto renewal contracts. Also be mindful of click through contracts, with each click you are agreeing to terms and conditions.

When looking at entering into a contract with a new vendor for your department check to see if the university already has a vendor in place for that same type of service or for the same vendor. Existing vendors may already have an approved contract that may just need amended.

Be sure to watch for travel clauses within a contract. The university has specific travel allowances and travel included in a contract must be applicable to university business and university allowed rates.

**Injury Loss Reduction**

**Don Head, Occupational Health and Safety Coordinator**

As part of the Governor’s efficiency initiatives Kent State has been asked to look at various programs and processes to see where money can be saved and efficiencies be improved. One of the areas that were reviewed involved injury reduction.

The Department of Occupational Health and Safety works closely with Human Resources, the Ohio Bureau of Worker’s Compensation and Spooner, Inc. (the University’s 3rd party administrator).

The goal of the injury loss reduction program is to reduce injuries and their severity which will reduce overall costs to the university. This will be an ongoing and evolving process working in collaboration with departments throughout the university.

Departments will be asked to look at their injury reports and determine how the injuries occur. Are the injuries a result of the employee not understanding their work procedures, have they had adequate training on procedures and equipment, do they understand the task requirements, are they paying attention to the job at hand, are they taking work short-cuts, etc.?

Data has been and will continue to be collected that will show injury expenses and related illnesses by department. Regulatory compliance will continue to be a focus but prevention will be the main focus.

The Department of Occupational Health and Safety will meet with individual departments and share their information on numbers of claims and severity and costs associated with workplace illnesses and injuries. They will also provide workplace training, review workplace procedures and job hazard analysis, complete ergonomic assessments, perform facility audits and collaborate with supervisors to provide a safer workspace.

Departments will be asked to promote safe work behaviors which may include 5-minute safety meetings or short staff meetings. Safe work behaviors need to be enforced and unsafe working conditions need to be reported. Injuries are to be reported immediately using forms located at <https://www.kent.edu/compliance/environmental-health-and-safety>.

Kent State spends between $200,000 and $500,000 each year on direct costs from injuries. The data varies with weather being a contributing factor.

Training and general awareness will not only reduce the number of injuries and illnesses but also reduce the direct and indirect costs to the university. Other benefits include reduction in worker’s compensation premiums, reduce or eliminate the need to hire temporary workers to fill in for those that are injured, reduce replacement costs of equipment or machinery that was damaged during an incident, improve efficiency within the department and increase worker’s morale.

For more information on the injury reduction program or to request an assessment contact Don Head at extension 2-9565.

**Cyber Security**

**Brendan Walsh, Manager Security and Access Management**

Brendan discussed with the forum members the importance of protecting your digital identify, recent and in-progress security improvements, ways to avoid your accounts being compromised and recognizing and reporting security issues.

FlashLine usernames and passwords are keys to everything Kent State which makes them prime targets for those wanting to steal identities, wanting access to Kent State information as well as access to employee personal information.

Recent actions to secure the university environment includes the restricting of access to email addresses from the public phone directory. You will find that if you access the phone directory off of the Kent State home page that the email addresses are not shown; an email can be sent, but the email address does not appear.

IS has also tweaked email parameters to improve spam, phish and junk mail routing. A secure VPN with multi-factor authentication for super-users will now require a 6-digit code that randomly changes using a FOB.

Additional efforts to increase cyber security are underway. These enhancements include multi-factor authentication, adaptive access controls based on risk, network firewall enhancements which can restrict who can connect into university resources and also block accessing malicious websites, and security awareness training and communications.

We face security attacks and need to be prudent when opening suspicious emails or offering information over the phone.

* Phishing – the attempt to acquire sensitive information such as usernames, passwords, and credit card details often for malicious reasons by masquerading as a trustworthy entity in an electronic communication.
* Vishing – (this word is a combination of voice and phishing) Vishing is the criminal practice of using social engineering over the phone to gain access to private, personal and financial information from the public for the purpose of financial reward.
* Credential Stuffing – the use of automation to test usernames and passwords stolen from one site on other sites with the intent of taking over a large set of accounts.

**How to Recognize and Avoid Getting Phished – Five things to watch for**

* Message sounds threatening or conveys a sense of urgency i.e. your account will be disabled
* Message sounds official but it comes from an unofficial address
* Message has a generic greeting or signature
* Link in message does not match the landing site
* Request seems “out of the norm” – would this person normally ask for this type of information?

If you suspect an email is suspicious, forward it to [phish@kent.edu](mailto:phish@kent.edu) for them to look at. They will advise whether or not the email is safe to open.

**How to Recognize and Avoid Getting Vished**

* Caller claims to be a vendor but does not have tangible details
* Caller will not provide a call-back number
* Caller sounds threatening
* Intent is to trick or fraud the call receiver

Examples of Vishing calls:

* Microsoft support informs you that they detected a virus on your computer – departments have KSU IT support and they take care of our computers. We should never get a call requesting information about our computers
* IRS agent informs you of a pending lawsuit – you will get something in the mail, do not give out any information
* Printer/copier or office supply vendor – asks you to confirm the printer serial number or model to invoice you for toner or supplies – our vendors know what we have and would not ask us to verify equipment or supplies

**How to Avoid Being Susceptible to “Credential Stuffing” – Password reuse**

* Don’t reuse passwords across different sites
* A breach of your password from one site will put all other accounts at risk – Don’t use your FlashLine password for other accounts
* Consider a password manager for personal accounts
* Check your email addresses and accounts using the site: haveibeenpwned.com (“Have I Been P-owned”)

**THINGS TO REMEMBER**

* Kent State will NEVER ask for your password via email
* If you suspect DECEIT, hit DELETE! (forward email to [phish@kent.edu](mailto:phish@kent.edu))
* Kent State does not delete active email accounts. Contact your local IT support if you have questions regarding a suspicious request.
* Legitimate emails should use your name
* Verify the URL before entering your password
* Check the links before logging into a website imbedded in an email

If you would like a member of the security staff to speak at a staff event or team meeting contact security at [security@kent.edu](mailto:security@kent.edu) or at extension 2-5566.

A copy of the Cyber Security presentation can be found under the October 11, 2017 BAS Forum minutes. Be sure to share it with your staff as it contains screen shots and tips.

**Misc. Items**

Open enrollment sessions are available and you are encouraged to attend one of the sessions to ask questions about your insurance options. Vendors, insurance personnel and HR employees will be available to answer your questions after the meeting today in the Ballroom.

The United States Postal Service is requesting a postage rate increase effective mid to late January 2018.

First class stamps will increase from 49cents to 50cents.

**NEXT BAS FORUM**

**February 14, 2018**

**9:00 a.m. – 11:00 a.m.**

**Kent Student Center**

**Governance Chambers**