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HR NEWS FLASH

Fall Edition: August 2017

KSU Earns Eighth 'Great College' Award

University is only college in Ohio
named to the prestigious list

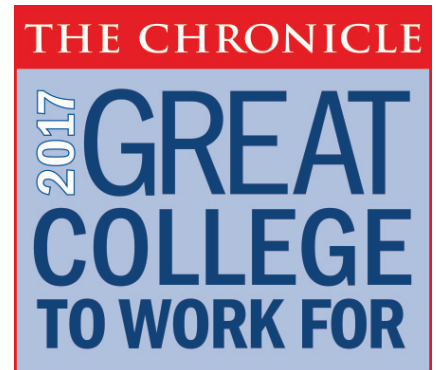
Kent State University is being recognized for the eighth time as a "Great College to Work For" by the Chronicle of Higher Education, a top trade publication for colleges and universities. Now in its tenth year, the "Great Colleges to Work For" annual report recognizes the colleges that get top ratings from their employees on workforce practices and policies.

The Chronicle released its 2017 results on July 18, based on a survey of 281 colleges and universities, including 189 four-year institutions and 92 two-year institutions. Kent State is one of 93 colleges and universities to receive this prestigious designation. For a third year in a row, Kent State is the only Ohio institution, public or private, on the list. Other four-year universities similarly rated include Hofstra University, University of Michigan, University of Notre Dame and University of Southern California.

"It is extraordinarily gratifying to receive this recognition as it represents the importance we place on the quality of life for our Kent State community," said Kent State President Beverly Warren. "Our outstanding faculty and staff work every day to advance our university goals and aspirations through contributions that make a difference in bettering our society."

The survey results are based on a two-part assessment process: an institutional audit that captured demographics and workplace policies, and a survey administered to faculty, administrators and professional support staff. The primary factor in deciding whether an institution received recognition was the employee feedback. The university was recognized in the Compensation and Benefits category for large universities with 10,000 or more students.

For more information and to view all the results of the survey, visit The Chronicle's website at <http://www.chronicle.com/interactives/greatcolleges17>. The survey results are published in The Chronicle's Academic Workplace special report.



Institute for Excellence class of 2017/18

Administrator Cohort I4E

Full Name	Department
Burton, Jona	Federated Serv./ IS
Collura, Michael	University Libraries
Edelman, Jordan	Exploratory Advising Ctr
Ehredt, Duane Jr., DPM	Divis. of Foot & Ankle Surgery
Factor, Megan	Student Success Programs
Frye, Jay	Service Mgmt, IS
George, Yvonne	Respiratory Therapy Technology
Hildebrand, Richard	Residence Serv/IS
Hollis, Ben	Office of Cont. & Distance Educ.
Jenkins, Christopher	Police Services
Monastra, Stephanie	Conference Ctr, Stark Campus
Papania, Mike	IS-Systems Development
Patterson, Jody	Career Exploration & Devel.
Randulic, Sandra	College of the Arts
Ryan, Janell	Parking Services
Seibert, Kay Levandowski	School of Digital Sciences
Tankersley, Chris	Residence Services
Taylor, James	IS-Classroom Techn. & Univ. Events
Waters, Jasmina	Upward Bound
Williams, Matthew	IS/Network & Telecomm. Serv.
Williamson, Misty Dawn	Institutional Advancement

Individual Contributor Cohort 14E

Full Name	Department
Arnold, Hayley	Speech Pathology & Audio/Sch. Health Science
Capellman, Shelley	SVP Finance & Administration
Dolansky, Kara	Controller
Dusek, Dina	HR, Benefits
Evans, Denise	Office of Dean of Students
Gaffney, Alicia	Institutional Advancement
Garret, Meredith	Parking Services
Kang, Le (Color)	International Admissions
Krakovski, Kelly	Career Serv. College of Business Admin.
Lee, Elizabeth	Human Resources
Martin, Tabitha	LaunchNET
Nelson, Philip	Office of Cont. & Distance Education
Rice, Jennifer	University Libraries
Richardson, Joe	Human Resources
Stiffler, Eric	Academic Engage. & Degree Completion
Tirotta, Jason	Ashtabula Campus
Wasowski, Micheal	Office of University Architect
Wells, Paul	Admissions Stark Campus
Zurschmit, Daniela	Academic Personnel

Institute for Excellence Alumni class of 2016/17



Job Description Website – New Enhancements

The new and improved job description website went live in January 2017; and, as the website has been viewed over the last six months, many of our users have voluntarily submitted feedback to the Human Resources Compensation team. This feedback led to a collaboration with the Division of Information Services to complete the enhancements within two weeks in a Release II using the Agile project management methodologies. Below are the major enhancements that will benefit all users of the website.

Home page enhancements:

- The addition of a sort feature was added to allow users to sort job titles by pay grade.
- The Position Class Code is now accessible in the job description summary that drops down when clicking a job title.
- Search criteria has been improved to exclude the need for commas and apostrophes in the search window (if Manager Parking Services is typed into the search window, manager, Parking Services will be returned as a result).

Draft job description enhancements:

- The time-out security feature was lengthened for composing a draft description and includes a warning before it times out.
- The job title is now included in the subject line on email notifications when job descriptions are submitted for review or are published.
- A save button was added to the top of the working draft job description page for easier access.

Please direct any questions to Vanessa Vesely, Manager, Compensation, at 330-672-8325.

Annual Sick Leave Conversion Period Coming Soon!

The annual sick leave conversion for eligible staff employees will take place Sept. 1 through Sept. 14. During this period, eligible classified and unclassified employees with a continuing appointment may convert accrued sick leave to vacation per administrative policy 3342-6-11.2.

Eligible full-time employees who have a balance of at least 500 hours of sick leave may convert:

- A maximum of five days (40 hours) per fiscal year of sick leave to vacation; or
- A combined maximum of five days (40 hours) per fiscal year of sick leave to vacation and personal leave.

Eligible part-time employees who have a balance of at least 250 hours may convert:

- A maximum of three days (24 hours) per fiscal year of sick leave to vacation; or
- A combined maximum of three days (24 hours) per fiscal year of vacation and personal leave.

Eligible classified employees represented by AFSCME who have a balance of at least 500 hours of sick leave may convert a maximum of five days (40 hours) per fiscal year of sick leave to vacation.

The conversion process will be done online through FlashLine. The system will tell you how much sick and vacation leave you currently have and how much you are eligible to convert. With the electronic process, employees will receive a confirmation email and will also see the conversion reflected immediately in their FlashLine leave balances.

If you have questions, contact a member of the Human Resources Records team at 330-672-8316.

Team Kent State ‘Moves’ Up Leaderboard

Designated as one of the Top 25 most active employers in the country, Kent State University placed 17th in the Large Employer category of this year’s national “On the Move” Workplace Challenge. That’s a significant improvement from last year’s 29th place finish. “Our employees continue to demonstrate their passion for opportunities to engage in their personal wellbeing,” said Kim Hauge, director, Employee Wellness. “As a team, they rose to the occasion to move more, learn more, assess more, and cheer on their colleagues.”



The On the Move challenge, developed by the Wellness Council of America (WELCOA), partners with organizations around the country to take a stand for more movement and improved cultures of wellbeing for employees. The challenge can cut sedentary behavior in half and create a groundswell of support for more physical activity during the workday.

“For the second year in a row, employees have responded very favorably to the difference this challenge has made for them as they seek opportunities to incorporate healthy habits into their workday,” says Hauge. “It has become clear, ‘On the Move’ is a valued program that employees often opt into, and remain, long after the competitive period ends.”

The reasons we get for why an employee chose to engage in On the Move range from, “I wanted to help KENT STATE to be recognized as a healthy workplace,” to “I want to be a better role model for my kids,” says Hauge. “What individuals discover about themselves, and physical

activity in general, is often more than they ever bargained for. We get emails and survey results where employees talk about their A1C levels normalizing, cholesterol numbers falling into healthy ranges, or simply learning that all movement matters! For some, that is a huge relief to know that they can move intermittently throughout the day and reap the same benefits as a 30-60-minute workout. Learning that all movement matters, and why, is an important health behavior to acquire given the sedentary work environment many of us find ourselves in today.”

Kent State competed with 84 employers representing more than 85,000 employees in the 12-week online challenge that ran from April through June, 2017. The challenge engaged employees with educational resources, video coaching, social support and, of course, lots of movement. Employees tracked their activity types, duration and intensity to work toward 100 daily “move points.” Tracking could be done using a wearable device (i.e. Fitbit, Garmin, etc.) or through a manual entry.

“On the Move was designed to build a culture for more movement into an organization,” said Ryan Picarella, president of WELCOA. “Traditional wellness program challenges do not zero in on culture change or connect employees with ‘whys’ that matter for being active—so we created something that did.”

“Kent State University shares this vision and is excited to have been a part of changing the conversation around physical activity to help employees live a thriving life of meaning and purpose,” says Hauge.

To see the full leaderboard, check out <https://onthemovechallenge.welcoa.org/leaderboard>.

Come Move With Us

All employees are welcome to join "Life on the Move," an ongoing monthly program, similar to the national competition, that improves health behaviors. Topics include financial well-being, stress management, nutrition, brain health, gratitude and more. To join, simply go to <https://onthemovemonthly.welcoa.org> and enter KentState-Thrives247 as your registration code. Registration is open now. And, this fall, Kent State faculty and staff will have another opportunity for national recognition as the nation's Most

Active University during WELCOA's upcoming On the Move University Challenge, an exclusive 12-week "university only" wellness competition that begins October 2. Watch for news on our "launch event" for September 29 at the Student Recreation and Wellness Center.

For more information on employee wellness, contact Kim Hauge at (330) 672-7505 or khauge@kent.edu. You may also visit the Employee Wellness site at <http://www.kent.edu/hr/benefits/wellness>.



► Blue and Gold(en) Opportunities to Support KSU and You ◀

Opportunities to Support Students

- KSU track & field, Tommy Evans Invitational, Sept. 7
- KSU football vs. Howard University, Sept. 9
- KSU football vs. Buffalo University, Sept. 30
- KSU football vs. Miami U., Oct. 14 (Homecoming)
- Family and Friends Employee Appreciation, Employees can register for two free tickets to sporting events by logging on at www.kentstatesports.com/employee

Opportunities to Support KSU Alumni

- Welcome Weekend Parent & Family Reception, Aug. 24
- KSU Alumni Tailgate, Clemson, SC, Sept. 2
- KSU Homecoming 2017, Oct. 14

Visit www.ksualumni.org/, or email alumni@kent.edu

Opportunities for Growth & Development

- Principles of Conflict Management, Aug. 28
- Diversity Includes Everyone, Aug. 31
- ALiCE training, Sept. 12
- Electronic and Info Tech Accessibility, Sept. 12
- Emotional Intelligence: Identify, Sept. 13
- Understand Depression & Seasonal Affective Disorder:
-Oct. 6, 8:30 - 10 a.m.

Email hrd@kent.edu, or call 330-672-2100

Opportunities for Faculty/ Staff Well Being

Fall Employee Wellness Speaker Series

- Dance to the Circadian Rhythm, Sept. 26
- Resiliency: Transforming Struggle to Strength, Oct. 10
- Biological, Environmental Influences on Health, Oct. 17
- University Move Challenge, Oct. 2 - Dec. 24
- Lunch & Learn: Be Well Disperses the Myths, Oct. 26
- Retirement Strategies for Women, Oct. 10

Email wellness@kent.edu, or call 330-672-0392

Vist www.kent.edu/hr/benefits/current-wellness-offerings

LawRoom Has Arrived at Kent State

What is LawRoom? LawRoom is Everfi's Learning Management System (LMS) that offers online award-winning training and development courses. The training provides faculty and staff with important skills related to building interpersonal awareness in an inclusive workplace using interactive scenarios.

LawRoom easily tracks courses and offers a variety of training opportunities, such as Title IX, FERPA and HIPPA. The online system will be accessible to all employees and will accommodate all shifts. LawRoom training meets the Beyond Compliance requirement.



Please contact Human Resources' Training and Development Department if you have questions regarding LawRoom's Learning Management System at hrd@kent.edu, or call Renee Romine at 330-672-0898.

Kent State Signs Off on New eSignature technology

Thanks to efforts by the Division of Human Resources and Academic Personnel, electronic signatures will soon be commonplace at Kent State University.

Implementing the DocuSign application will significantly streamline the process of routing new hire documents for signature. In addition, the application will make approving requests and tracking timeline progress much simpler and more efficient.

Documents will now be signed and forwarded digitally and instantly, on any device with ease. This will reduce time and effort, and minimize the potential for lost paperwork.

The benefits of using DocuSign are many:

- Shorten the employee onboarding process
- More secure than paper documents by encryption
- Complete audit trail of signatures
- No faxing, scanning or copies needed
- Reduce paperwork error rates and rework
- Quick and easy to use



The Division of Human Resources will begin using DocuSign in June for the new hire faculty and staff onboarding paperwork process. Other select forms that are located in the HR Forms Library will also be available using the DocuSign platform this summer. Please watch for upcoming information and training sessions as we begin to roll out this product university-wide.

In the meantime, you can watch the informative overview of the DocuSign Electronic Signature application at https://video.kent.edu/media/DocuSign+Video+Demo/1_9iyim1pc

Questions regarding DocuSign should be directed to Donna Sansonetti at dsansone@kent.edu, or 330-672-8333.

KSU Seeks Improved PRA Process

A cross-section of KSU staffers are using process analysis and mapping engagement to overhaul the Position Request Authorization (PRA) process. The team is examining the journey of a PRA from initiation to completion by applying valuable insight into the current system.

“Similar to a road map, a process map is a picture of a customer’s journey through a particular service or activity,” said Lisa Steigmann-Gall, lead business systems analyst at Kent State. “Process mapping gets people talking and listening and gives everyone a broader perspective of what is happening rather than what people think is happening.”

The group is comprised of staffers from Information Services, the Dean’s Office for the College of the Arts, University Libraries, Human Resources, Human Resources Records, Business Administration, University Communications and Marketing, Cash Management and Financial Reporting, Research and Sponsored Programs, University Budget Office, Academic Affairs, and Process Evaluation and Improvement.

In addition to process mapping, the team is using an exercise that examines how suppliers, inputs, process, outputs and customers (SIPOC) affect the PRA process. Other action items include identifying waste related to value-added and non-value-added activities, and finding and collecting valuable metrics.

More will be communicated in the fall regarding how the information gathered will be used in the future.



PageUp is Coming to Kent State University

The Talent Acquisition Team is improving its recruiting and hiring process by introducing a new online Applicant Tracking System (ATS) called PageUp, which will replace our current vendor, PeopleAdmin.

Some of the benefits for the new ATS include:

- Enhanced brand for recruiting top talent
- Increased automation of recruitment process administration
- Redesign and streamline of existing recruitment procedures
- Ability to build a candidate database/talent pools
- Enhanced candidate experience
- Electronic delivery of contract and new hire information forms

PageUpTM

Implementation of PageUp will commence in August with the aim of being ready for use in late October. Training, tools and resources containing information materials will also be available prior to the go-live date. We look forward to communicating more about this process in the coming months. If you have any questions, please contact Talent Acquisition Team at 330-672-2100.

"Dreams and dedication
are a powerful combination."

- William Longgood -

2017 20-Year Club Ceremony



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