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*Employee*  
**APPRECIATION DAY**



**2015**



**EMPLOYEE APPRECIATION DAY CELEBRATION  
On The Road Celebrations**

The Division of Human Resources Office of Employee Outreach and Engagement marks the inaugural **one-campus system** employee celebrations. A cross-divisional planning committee held several meetings to coordinate employee appreciation events at all Kent State University campuses. Special efforts were made to ensure all employees would have the same experience; no matter which campus event they attended. The appreciation events were filled with drawings for prizes donated by various divisions. The tailored celebration included lunch, prizes, a jump rope competition, hula hooping for fun, name that tune or a lip sync contest, corn hole, and good table conversation.

Kent Campus: Tuesday, Sept. 1, the Kent Student Center Ballroom was turned into a fun-filled employee appreciation event! Over 1,600 employees were treated to special offerings from the Student Wellness and Recreation Center. Various vendors were on hand with educational materials and resources. All attendees received an infuser water bottle. A new addition this year was the *blue and gold spirit patrol* that strolled with special gifts for those spotted showing blue and gold pride. Employees were treated to a complimentary lunch, with entertainment and music provided by employee DJ Vince Giles.

Attendees were treated to a guest appearance from “**Elvis Presley**” and special remarks from **President Warren**. Fellow colleagues competed for the first annual Lip Sync competition, with employee **Christopher Owens** earning the winning trophy, with a standing ovation for his rendition of “*Let It Go*” from the movie *Frozen*.

Second and third shift employees were also treated to a fully tailored event in the evening with welcoming remarks and special words of thanks from President Warren. Various Executive Officers were on hand and visited the different tables offering the university’s appreciation. The night was filled with line dancing, corn hole, name that tune, table games, giveaways and more.



## SELF IDENTIFICATION

### Office of Compliance, Equal Opportunity and Affirmative Action Rolls Out New Self-Identification Process

The Office of Compliance, Equal Opportunity and Affirmative Action, along with Talent Acquisition, is continuing its efforts in being compliant with federal regulations. On October 8, 2015, all permanent full-time and part-time employees were sent an invitation to self-identify in Flashline their race/ethnicity, veteran and disability statuses. As a federal contractor, we are currently required to recruit, hire, promote and retain minorities, women and veterans. On March 24, 2014, The Office of Federal Contract Compliance Programs (OFCCP) expanded its mandate requirements for federal contractors to additionally take affirmative action to recruit, hire, promote and retain individuals with disabilities (IWD). The self-identification process is offered in three stages: pre-offer, post-offer and current workforce. The process is voluntary but to aid in our efforts in complying with this federal mandate and reporting purposes, we encourage everyone to participate. Employees can view and update all three self-identification forms 24/7 by following the steps below:

Log into Flashline, click on the "My HR" tab, within the "**Employment Details**" box, select the "Personal Information" link. Once on the "Personal Information" page you can view and complete all three statuses: race/ethnicity, disability and veteran self-identification forms. Please complete the following:

1. View/Update Veterans Classification
2. View/Update Disability Status
3. View/Update Ethnicity & Race

For additional information on the self-identification process, please contact the Office of Compliance (EOAA) at [aa\\_eoo@kent.edu](mailto:aa_eoo@kent.edu) or call 330.672.2038.



## SPECIAL TITLE IX TRAINING FEATURING SAUNIE SCHUSTER

In December 2015, the Office of Compliance, Equal Opportunity and Affirmative Action and the Office of General Counsel hosted a special **Title IX training** conducted by Attorney **Saunie Schuster** for the Office of Compliance staff, SART team and Athletics department. Topics included Title IX policy and procedures, Title IX investigations in higher education, gender equity in athletics, the Violence Against Women Act (VAWA), and the requirements for Clery Act reporting.

Attorney Schuster is a Partner with The NCHERM Group, LLC (formerly the National Center for Higher Education Risk Management), a national risk management legal consulting firm. Ms. Schuster is a recognized expert in preventive and civil rights law for education, notably in the fields of Sexual Misconduct and Harassment; First Amendment and Campus Access, Americans with Disabilities Act and Disability Issues; Risk Management and Liability Issues; Behavior Intervention and Threat Assessment; Student Discipline and Campus Conduct; Intellectual Property and Employment Issues.



Saunie Schuster

## WINTER HOLIDAY SCHEDULE

The practice of operating on a holiday schedule at the end of December will continue in 2015. The holiday schedule will run from Thursday, **Dec. 24, 2015** through Friday, **Jan. 1, 2016**. During that time all nonessential operations will be closed at all Kent State campuses. **Regular university operations will resume with the first shift on Monday, Jan. 4, 2016.**



Classified and unclassified employees will receive paid leave for four days, **Dec. 28, 29, 30 and 31**. The paid leave is in addition to the paid holidays of **Dec. 24, 25 and Jan. 1**.

The holiday schedule applies to classified and unclassified employees who normally accrue vacation throughout the year. This also applies to 12-month faculty who accrue vacation. A complete listing of departments operating on a fully, partially, or completely suspended schedule during this time can be found on the Holiday Schedule web site at

<http://www.kent.edu/hr/holiday-schedule>.

## UNIVERSITY BENEFITS, OPEN ENROLLMENT AND WELLNESS FAIRS

The Division of Human Resources kicked off its annual open enrollment period with a series of wellness fairs. Over 800 employees from eight campuses, along with the College of Podiatric Medicine and the Twinsburg Regional Academic Center, met with the various health and wellness vendors and attended retirement planning sessions.

Be Well Solutions conducted the wellness health screenings at each of the fairs. More than 450 employees took advantage of the free biometric screenings that included a blood pressure test, blood sugar analysis, BMI, height and weight. Participants got the results the same day and were provided educational information on the meanings of the results.

Along with the wellness health screenings, University Health Services traveled to various campuses so employees could get free flu shots.

The Kent Fair also included a free foot screening provided by the College of Podiatric Medicine. University Dining provided healthy food preparation to participants. Financial planning seminars were offered as well. All employees who attended the fair received a complimentary bag with promotional items and an opportunity to win door prizes provided by fair exhibitors.

During the two week open enrollment period, all eligible employees could make their 2016 benefits election electronically using the Banner Self-Service system. As in past open enrollments, Human Resources and Information Services provided employees with additional support, including access to an Open Enrollment Hotline, Information Services Help Desk, an online open enrollment booklet and an online video tutorial. Benefits staff members hosted open enrollment computer labs and in-



## 2015 VETERANS RECOGNITION PROGRAM

On Tuesday, November 10<sup>th</sup> the Kent State University faculty, staff, students and members of the community gathered to commemorate our veterans at the annual Veteran's Day recognition ceremony. The Division of Human Resources, Air Force Reserve Officer Training Corps, Alumni Association, Army Reserve Officer Training Corps, Center for Adult and Veteran Services, and Undergraduate Student Government sponsored the annual event. The program included a performance of the national anthem by student Alexis Hill, a flag-raising ceremony conducted by a joint color guard from Kent State's very own Army and Air Force ROTC programs, welcoming remarks from **President Warren** with an address from alumnus retired Colonel **Richard "Rex" Ray, '67**. The nostalgic tales shared by Colonel Ray captivated the audience. A brief reception was held in the KIVA lobby for those who attended the flag-raising ceremony.

Following the outdoor ceremony, The Center for Adult and Veteran Services, along with the Alumni Association, sponsored a luncheon at the Kent Student Center for veterans, family and friends. Joshua Rider, director of the Center for Adult and Veteran Services, welcomed everyone who came to pay tribute to America's veterans. The luncheon provided the opportunity for many old friends to catch up, enjoy the company of others and share their military stories and experiences.



## EMPLOYEE APPRECIATION DAY - Continued from page 1



Kent campus faculty and staff enjoy dancing and visiting with "Elvis" and Flash.



### GEAUGA

Nearly 20 employees at the Geauga Campus enjoyed their event on Monday, September 21. Employees noted that they were happy to work for an institution that appreciates their employees and makes a fun day out of Employee Appreciation.



### TWINSBURG

Kent State's Twinsburg Regional Academic Center held its event on Thursday, September 24. The event had 18 employees in attendance. Comments from evaluations included: "What a great job by the organizing group! Thanks so much for the wonderful time," and "It was the most fun I have had at an appreciation event. The water bottles were awesome."



### TRUMBULL

The event at the Trumbull Campus was held Tuesday, September 29, and celebrated some 40 employees. When asked for feedback two employees stated: "Thank you for reaching out to the regional campuses," and "The HR folks did a fine job putting the event together. The lunch was very nice. Mary and Hector did a great job. Thank you for the recognition."



### ASHTABULA

Ashtabula's event was held Wednesday, September 30. The total attendance was 41 employees and some received feedback contained: "Thanks to Human Resources and the university for the lovely day to spend with colleagues. It was a great stress reliever. It is wonderful that a large university would take time to acknowledge what everyone does to support our Kent State Team. THANK YOU!!," and "We had a wonderful time and really appreciate you coming to the Ashtabula campus to show your appreciation. We all needed to know we are appreciated. The gifts and lunch were wonderful as well. Let all of the other campuses know how much we appreciated their donated gifts."





## SALEM

The Salem Campus event took place on Monday, October 5, and had a total employee attendance of 50 faculty and staff.

Feedback from the event included such praise as, "Great energy from the staff running the event," and "The event was wonderful and the representatives from the Kent campus were fantastic."



## STARK

Nearly 70 employees turned out at the Kent State Stark Campus, held Thursday, October 8. When asked about the event, employees gave feedback such as, "Thank you for having this event for us. It was really nice to feel appreciated and receive a free lunch," and "This was a nice event. Thanks for coming down and for all of the prizes."



## College of Podiatric Medicine

The Kent State College of Podiatric Medicine event was held on Monday, October 12, 2015 with 40 employees in attendance. Feedback from the event participants included: "the event was very nice and a lot of fun. it was something really nice to do for the employee's David Dixon does so much for the school and a great organizer," and "Thank you guys for coming out and taking the time to let us enjoy your company as well as you come out in to visit us thank you"



## TUSCARAWAS

Forty-seven people turned out at the Kent State Tuscarawas Campus event, held Thursday, October 15. Afterwards, employees made comments such as, "This event was wonderful. We thoroughly enjoyed the activities, lunch, prizes and the enthusiasm of the HR staff from Kent Campus. Thank you so much for reaching out to us with lunch, games and prizes. It was an awesome event that we look forward to attending next year. The staff who worked the event were great and personable. It's nice to know that we're valued as employees and we appreciate the effort Kent makes to show us."



## EAST LIVERPOOL

Kent State East Liverpool employees celebrated Tuesday, October 20. Twenty-six employees attended. Some said "It was a great day. Thanks so much for making the effort to include the Regionals. Those who didn't attend missed out on a fun event."



## LNC/PAFSA LUNCHEON

### HR Hosts Welcome Lunch for Latino Networking Caucus and Pan African Faculty and Staff Association

The Division of Human Resources staff partnered with the **Latino Networking Caucus (LNC)** and members of the **Pan African Faculty and Staff Association (PAFSA)** for the third annual welcome back-to-school luncheon.

The hour-long, fun filled event included food and pertinent university specific information. **Donna Sansonetti**, executive director, compensation and talent acquisition, spoke briefly about the pay increase. **Sheba Marshall**, assistant manager, university benefits, shared information about Open Enrollment, health screenings and flu clinics. **Karen Watson**, labor relations and workforce manager, responded to questions about tracking Beyond Compliance hours in the performance appraisal.

The Latino Networking Caucus supports the university's Latino population by identifying networking opportunities and scholarships. It also hosts events and speakers who inspire students and staff. LNC's chair, **Richard Roldan**, resident district manager of university dining services, announced upcoming LNC activities and events.

**Renee Romine**, human resources manager of training and development, and president of the Pan-African Faculty & Staff Association, introduced members of the PAFSA Executive Board and reviewed the association's new initiatives promoting employment, and educational and training opportunities for employees.

Also on hand were former LNC chair, **David Garcia**, senior associate vice president, strategic enrollment management; former PAFSA president, **Geraldine Hayes-Nelson, Ph.D.**, executive director of employee engagement, human resources; **Eboni Pringle, Ph.D.**, dean, university college and **Alfreda Brown, Ed.D.**, vice president, diversity, equity and inclusion.



## TRAINING AND DEVELOPMENT

### Student Collaboration Inspires New Initiatives

Training and Development has three upcoming training initiatives that involve collaboration with Kent State University students.

The new courses will feature topics about the **Family Educational Rights and Privacy Act (FERPA)**, **Micro-inequities** and **Bullying**.

- The FERPA initiative is a partnership with the Registrar's office to create online courses. Three specialized courses will target faculty and staff, students and parents. The courses will include basic information designed to increase the understanding of Family Educational Rights and Privacy Act (FERPA). Training and Development is working with 24 graduate students in the College of Business Administration who are enrolled in a training and development course. This partnership provides an opportunity for the training and development staff to collaborate on planning a course to support the success of Kent State students.
- Additionally, two graduate students, **Naadiya Hopkins** and **Roslynn Porch**, are interning with Training and Development for the academic year. This opportunity is in coordination with **Melody Tankersley, Ph.D.**, senior associate provost and interim dean of graduate studies. Hopkins and Porch are working on projects that fall within the "campus safety" umbrella. Both students received their certification in ALiCE crisis incident training in support of the Provost's initiative of ALiCE training for all freshmen. To date, approximately 6,000 freshmen students have been trained.
- Hopkins and Porch are also researching materials, best practices and studies, and collecting data to facilitate the groundwork for courses addressing micro-inequities and bullying in the workplace.



If you have questions about any training, please contact the Human Resources Training and Development Office at 330-672-2100 or email [hrd@kent.edu](mailto:hrd@kent.edu).

## The Division of Human Resources Welcomes Joseph Richardson to Kent State University

We are pleased to announce that on November 2, 2015 **Joseph Richardson** joined the Kent State University community, and was appointed to the position of **Marketing and Public Relations Communication Specialist**.

Joseph will be responsible for the management and implementation of overall communications and public relations for the division. Joseph is a visionary with professional experience in the public and private sector. He has worked effectively at various levels with responsibility for internal and external communications and public relations. He received his bachelor's degree from Butler University, and an M.A. in Journalism from Kent State University. He brings 15+ years of experience in the field of marketing and communication, and will report to Dr. Geraldine Haynes-Nelson, executive director, employee engagement, records, and outreach.



## NEW FACES, GOING PLACES

As of Sept. 16, 2015, the Office of Equal Opportunity and Affirmative Action (EOAA) has operated under the banner of **the Office of Compliance**. The Division of Human Resources and EOAA would like to announce the appointment of **Courtney Calhoun** as the new director of the Office of Compliance and EOAA. In this newly created unit, Kent State University has expanded the office with the inclusion of a dedicated Title IX Coordinator.

**Kimberly Hauge** has been appointed to the position of manager, **University Wellness and Healthy Campus H.R. Initiatives**. In her new role, Hauge will advance the vision and implementation plan for the establishment of a more integrated wellness and health promotion service and program initiative by collaborating with university leadership, faculty, staff and students to plan, implement and evaluate theory- and evidence-based health promotion strategies, programs and services based on population needs and employee feedback.

**Alexsa Wanchick** started at KSU in 1989 and has worked in the President's office, the Provost's office and the Academic Success Center (TRIO Student Support Services Grant). She resides in Kent, has five children all married and living away from home. In her spare time, Alexsa likes to read, garden, enjoy outdoor activities and spend time with family and friends. Wanchick serves as a member of the HR Employee Engagement and Outreach team.



Courtney Calhoun



Kim Hauge



Alexsa Wanchick

## TITLE IX TRAINING For Faculty, Staff and Students

The Office of Compliance, Equal Opportunity and Affirmative Action kicked off a series of facilitator-led Title IX\* trainings for faculty, staff and students. Trainings are held at the Division of Human Resources, Heer Hall room 107. The Office has conducted six sessions. See schedule for remaining dates:

Participants are provided with information on the following topics:

- What is Title IX?
- Defining sexual harassment/sexual misconduct
- How and where to report issues related to Title IX
- Statistics on sexual violence
- The university's responsibility
- What happens after filing a Title IX complaint, and much more.

Trainings are offered on a monthly basis through April 2016.

A schedule for the remaining facilitator-led trainings is attached. (Dates are subject to change or be cancelled based on a required number of participants.)



Dec. 3, 2015	Faculty & Staff Session <a href="http://goo.gl/XyCF5L">http://goo.gl/XyCF5L</a> Students Only Session <a href="http://goo.gl/s3DGAQ">http://goo.gl/s3DGAQ</a>	2 p.m. – 3 p.m. 3:30 p.m. – 4:30 p.m.
Jan. 21, 2016	Faculty & Staff Session <a href="http://goo.gl/r0S11Z">http://goo.gl/r0S11Z</a> Students Only Session <a href="http://goo.gl/Az6XAo">http://goo.gl/Az6XAo</a>	9:30 a.m. – 10:30 a.m. 11 a.m. – noon
Feb. 25, 2016	Faculty & Staff Session <a href="http://goo.gl/MEf2zE">http://goo.gl/MEf2zE</a> Students Only Session <a href="http://goo.gl/CxT21d">http://goo.gl/CxT21d</a>	2 p.m. – 3 p.m. 3:30 p.m. – 4:30 p.m.
Mar. 23, 2016	Faculty & Staff Session <a href="http://goo.gl/044k6j">http://goo.gl/044k6j</a> Students Only Session <a href="http://goo.gl/i8XJgP">http://goo.gl/i8XJgP</a>	9:30 a.m. – 10:30 a.m. 11 a.m. – noon
Apr. 28, 2016	Faculty & Staff Session <a href="http://goo.gl/ZeWCgx">http://goo.gl/ZeWCgx</a> Students Only Session <a href="http://goo.gl/60UKwV">http://goo.gl/60UKwV</a>	2 p.m. – 3 p.m. 3:30 p.m. – 4:30 p.m.

\*Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in educational institutions such as Kent State University. Sex discrimination includes sexual harassment and sexual assault, which will not be tolerated at Kent State.

## THE STATE OF THE STATE

On May 28, 2015, Kent State University was awarded the honor to host the 20<sup>th</sup> annual State of the State (SOS) Conference. “The State of the State: Equity, Opportunity and Diversity in Ohio,” commonly referenced as “The State of the State,” will be held in the Kent Student Center Ballroom **March 17, 2016**. The conference theme is *“Understanding our Past, Embracing our Future: the intersection of identity and change.”*



*The State of the State*

This conference was designed for Ohioans to come together to analyze and discuss how individuals and institutions across the state of Ohio are reacting to and preparing for changes and challenges in areas such as affirmative action, vendor and contractor set-aside programs, college and university admissions, employment practices and regulatory and legislative initiatives.

Past conferences have been attended by over 200 professionals and students in the fields of human resources, diversity officers/trainers, higher education administrators and faculty, K-12 educators, affirmative action and compliance officers, law enforcement, attorneys and legal professionals, healthcare professionals, non-profit executives, elected and appointed officials and business owners.

The conference is an all-day event that consists of two notable keynote speakers and several presenters for the breakout sessions. This year's speakers include:



**John Quiñones** - The Emmy award-winning co-anchor and ABC news magazine Primetime, has been with the network nearly 30 years. He is currently the sole anchor of the Primetime series *“What Would You Do?”*

**Sonia Manzano** - For over 30 years Sonia inspired, educated and delighted children and families as “Maria” on Sesame Street. Additionally, Latina Magazine names her among the “25 Greatest Latina Role Models Ever”.

For additional information about the SOS conference please visit:  
<http://www.kent.edu/hr/sos-conference-2016>



## EMPLOYEE, FAMILY AND FRIENDS APPRECIATION DAYS WITH KSU FOOTBALL



President Warren congratulates  
Rachelle Yarbrough from the  
Registrar's Office

Employees, families and friends were invited to attend three KSU football games during September and October, compliments of the Division of Human Resources. This year, as an added bonus, employees who took advantage of the special offer had a chance to WIN a car, iPad, Beef 'O'Brady's discounts, massages and more.

Employees, family and friends games included:

**KSU vs. Marshall University**, on  
September 26;

**KSU vs. Miami University** on  
October 3

**KSU vs. Bowling Green**, on  
October 24.



Outreach staff are on hand to distribute tickets

"I've learned that people will forget what you said, People will forget what you did, but People will never forget how you made them feel"

- Maya Angelou-



Human Resources staff—Blue and Gold Fridays



Human Resources staff -  
Blue and Gold Fridays



Human Resources staff 'selfie' - 2015 Homecoming Parade

## Human Resources Leadership

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