



Human Resources News – May 2014

Human Resources Strategic Direction 6.2.1 & 6.3.1: Develop leading practices in the recruitment, retention, and recognition of outstanding faculty & staff, promote an inclusive and non-discriminatory workplace, and continue employee recognition programs.



Division of Human Resources' Institute for Excellence Receives 2014 Leadership 500 Excellence Award

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Kent State University was selected as a recipient of the 2014 Leadership 500 Excellence Award by HR.com at the Global Leadership Excellence Forum held in Colorado earlier this month.



This award comes in recognition of Kent State's commitment to leadership development, in particular, the HR Institute for Excellence (IE). The mission of IE at Kent State is to develop and promote a culture of excellence. Through its unique 10-month development opportunity for administrators and individual contributors, IE is designed to improve the performance of our current and next-generation faculty and staff leaders.

"The Division of Human Resources is honored to receive such a prestigious award on behalf of its work with the Institute for Excellence," says interim vice president for Human Resources, Joseph Vitale. "The investment that is made on behalf of the division, and the individual participants, demonstrates a mutual and relentless commitment to provide best-practices in leadership acumen while empowering our next-generation leaders."

For the past 30 years, Leadership Excellence has identified and recognized the Top 500 leadership organizations and their strategies and solutions. Kent State ranked in the **top 15**, a ranking higher than those of such institutions as Columbia, Duke, Harvard and MIT.



"Leadership is an art that requires constant practice and focus to master. The firms recognized in the Leadership 500 Excellence Awards program significantly help firms grow and develop their leaders through some of the most impactful programs we have ever seen," stated Debbie McGrath, CEO of HR.com.

A complete list of educational institutions and their rankings has been published in the April issue of Leadership Excellence Essentials and is now available online at www.hr.com/LE_April2014.

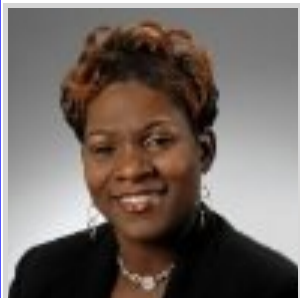


Human Resources Strategic Direction 6.1.1: Strengthen and transform the university's culture of excellence and facilitate strategic partnership to attain the university's goals through training and development programs and sustainable initiatives to develop a high-performing organization.

Inaugural HR Summit Provides Inspiration and Resources

On March 31, professionals, students and faculty gathered at Kent State University for the first ever HR Summit. The summit, "Recruiting 2014 and Beyond: Tapping the Talent You've Been Missing" looked at ways to recruit unemployed and underemployed individuals.

One hundred and fifty-four students and professionals attended the summit, which was a collaborative effort between Division of Human Resources, Kent State University's College of Business Administration, and KSU's Career Services Center. Of the attendees, 53 were professionals from various organizations including the Eaton Corporation, Marriot, Case Western Reserve University, Goodyear Tire and Rubber, Key Bank, Cleveland Clinic, Hattie Larlham and Quicken Loans.



The summit featured keynote speaker LaToya Smith, AVP, team lead talent acquisition consultant of Fifth Third Bank. Smith's keynote address focused on how the "talent war" poses challenges on hiring top talent and how individuals can create a defense through development, partnership, collaboration and innovation.

"The sessions addressed worker populations that are typically underrepresented in the workforce because organizations don't know how to recruit them or how to appropriately assess their capabilities," said Cathy DuBois, associate dean for administration. "The speakers offered very practical, experience-based perspectives and actions that organizations can take to successfully recruit and hire these workers."

Jason Braase, a veteran who understands the difficulties of reentering the workforce, spoke during lunch on behalf of the Wounded Warrior Project. Braase discussed how his injuries from an improvised explosive device and 13 surgeries inspired him to share his story with others.

"When I first arrived to the United States from Iraq, I had nothing – not even a toothbrush," said Braase. "That's when the Wounded Warrior Project first came into my life in the form of a backpack. I wore out everything in it and rocked that backpack on my wheelchair with pride."

The HR Summit ended with a networking event highlighting student career opportunities and an opportunity to connect with area recruiters. HR and the College of Business plan to make this an annual event.

Hiring Certification Program Launches This Summer

The Division of Human Resources is putting the final touches on its Hiring Manager's Certification program. The certification program is intended to increase and enhance understanding of the hiring process and systems involved in that



process. Other goals of the certification program include increased compliance and improved turn-around time for candidate hire.

Anyone involved in the search committee process will be required to attend the certification program. The training will consist of a 90 minute online course with a 25 question quiz. The passing rate will be 80 percent, adhering to expressed process changes and recertification after two years.

The Blackboard platform will house the certification program and course materials. Hiring managers will log into Blackboard, similar to the typical student experience with Blackboard, to access the HR hiring manager course materials and certification requirements. Materials housed will include search committee guidelines, process workflows, tutorials for best practices in hiring, an applicant tracking system guide, affirmative action overview, interview techniques, and methods to screen candidates. Additional benefits of using Blackboard include the ability for hiring officials to access materials, as needed, in order to refresh their skill sets and it offers a one-stop resource for all hiring officials.

HR will pilot the Hiring Manager's Certification program with the Division of Information Services later this month. The Talent Acquisition team expects to offer the certification program university-wide summer, 2014, with ongoing sessions throughout the year.



Human Resources Strategic Direction 6.4.2: Support and promote the health and well-being of the university community through the implementation of strategic and comprehensive health and wellness approaches.

Continued Successes of the Faculty/Staff Exercise Program

The Faculty/Staff Exercise Program, which began as a pilot program in the summer of 2013, continues to provide an excellent exercise experience for Kent State employees. The 12-week program is a partnership of the Division of Human Resources' OneWellU program and the School of Health Sciences.

The program has recently completed its third session, which started on Jan. 27 and concluded April 25. On any given session day, an average of 50 faculty/staff participants can be found at the Memorial Athletic and Convocation Center (MACC) Gym Annex investing a little sweat equity for better health.



Feedback from faculty and staff participants in the program reflects the life-changing progress being made. Participants have reported significant benefit from the structure and accountability that the program offers. Additionally, the health rewards of improved energy levels along with increasing physical capabilities have made the program a hit with its participants.



B. Nicole Perry, account clerk in the Department of Parking Services, who is participating in the program for a second time, likes how the instructors make the program fun. "I've never been a big fan of working out, mostly because I didn't think it was fun, and I didn't have time for it," says Perry. "However, this program changed things for me. It fits so perfectly into my schedule, since I can go during my lunch break, and the very talented individuals who run the program make it fun. I typically participate in the boot camp class that they offer, and we always have a good time getting our work out on."

Not only is the program helping faculty and staff to develop a healthier and more active lifestyle, but it is also providing a unique learning experience for the undergraduate students and graduate assistants that help facilitate the program under the direction of Ellen Glickman, Ph.D, professor and coordinator of exercise physiology in the School of Health Sciences. Michael Rebold, graduate assistant in the College of Education, Health and Human Services, is one of three graduate assistants who help with the sessions.

"The program is a good way to utilize everything I have learned in my classes," says Rebold. "It provides valuable hands on experience and an opportunity to develop good relationships with faculty and staff."

We are very fortunate that we have such great facilities and talented resources to bring such a program to fruition," says Kim Hauge, communications and project manager for the Division of Human Resources. "This program is a testimonial to using those talents and resources to change lives in a positive way."

The next session of the Faculty/Staff Exercise Program is due to start this June. Details will be available on the OneWellU website at <http://www.kent.edu/hr/benefits/onewellu.cfm>.



Be Well Solutions to Provide Wellness Services to Kent State Faculty and Staff

Kent State University employees will soon have the opportunity to participate in a variety of wellness activities as well as manage and track their health and well-being as a result of a new partnership between Kent State University and Be Well Solutions.

As part of its 5-Year Strategic Plan for Wellness, the Division of Human Resources conducted a request for proposal (RFP) for a partner to administer specific services to help employees lead a more productive and healthy lifestyle. As part of the evaluation process, a team of key university stakeholders evaluated 13 vendors that responded to the RFP and determined Be Well Solutions as the best fit for Kent State University. Be Well Solutions, a physician-owned, comprehensive wellness company based in Solon, Ohio, specializes in full-service wellness offerings including biometric screenings, health risk assessments, wellness programming and intervention, compliance tracking, and aggregate reporting.



Be Well Solutions will collaborate with University Health Services to bring biometric screenings to the Kent campus. They will also hold health

fairs with the screenings at all regional Kent State campuses. In addition to the screenings, employees will have access to a password protected Personal Health Portal. The portal will be managed by Be Well Solutions and will offer a variety of resources, such as a health risk assessment (HRA), health and wellness information, and multiple options for managing health. For employees that take part in the HRA, Be Well Solutions will offer telephonic and online health coaching. Health coaches can assist individuals in addressing any concerns or risk factors discovered during their assessment, or they may also help with personal wellness-related goals. Examples of this include smoking cessation, developing a 5K training plan, or weight management.

Plans are underway to begin bringing all of these great services to the faculty and staff this spring. The Division of Human Resources is pleased to have found a partner to support the ongoing and developing efforts to promote the health and well-being of the Kent State University community.

Higher Education Recruitment Consortium

Effective May 1, 2014, the Division of Human Resources, Division of Diversity, Equity & Inclusion, and the Office of the Provost have entered into an agreement with the Higher Education Recruitment consortium (HERC).

HERC is a non-profit consortium of over 600 colleges, universities, hospitals, research labs, government agencies, and related non- and for-profit organizations. Consortium members share a commitment to



hiring the most diverse and talented faculty, staff, and executives.

The first regional HERC was founded in 2000 by colleges and universities in Northern California. Since then, seventeen more regional HERCs have formed across the U.S. representing 28 states and the District of Columbia. The **Ohio/Western PA/ WV HERC** officially launched May 1, 2014. With 31 institutions becoming part of the consortium, Kent State has been leading the way as one of the original founding institutions. Interim Vice President for Human Resources, **Joseph Vitale**, has been appointed as chairman of membership committee for 2014-15.

In addition to the cooperative job-posting service, HERC invests significantly in outreach through advertising, conference attendance, and partnerships with minority serving publications, societies, and organizations that reach diverse constituents. With the additional resources, and proven track record of jobseekers that significantly outpace national averages on race and gender, the HERC/Kent State partnership will enhance the university's recruitment of dual-career couples and increase faculty and staff excellence through inclusive recruitment.

Raise a red flag. Tell someone.

Prevention Through Education and Awareness

In 2014 Human Resources will introduce a yearly training requirement for faculty and staff to educate and update them on the laws and policies for harassment, unlawful discrimination and Title IX. "Our plan is to work closely with the other divisions across the university to ensure this process is executed in ways that are compliant with the law and all applicable collective bargaining contracts," says Bob Hall, senior manager for training and development. Human Resources would maintain records of completion and provide reporting by division. HR will explore how to leverage and maximize this approach with students as well, in coordination with the Office of Equal Opportunity and Affirmative Action.

"An initiative such as this keeps us compliant with Title IX and The Campus SaVE Act, part of the 2013 reauthorized Violence Against Women Act. While regular training regarding other forms of discrimination and harassment is not required by law on an annual basis, it is considered a "best practice" for effective prevention," says Hall.

Office Support Staff Recognition Program

The 17th annual **Office Support Staff Recognition Luncheon** was held on Wednesday, April 23, from 11:30 a.m. to 1:30 p.m. in the Kent Student Center Ballroom with more than 400 registered guests.

The theme for the event was **“Dancing for the Stars.”** The Division of Human Resources sponsors the Office Support Staff Recognition program each year to recognize the support staff within its departments, divisions and campuses.

The planning committee membership consisted of 20 university-wide office support employees from various departments and campuses.



Kent State University students provided the entertainment for the event. The Nova Jazz singers opened the event, and welcomed the guests as they entered the ballroom. Maria Terleckyj served as the Mistress of Ceremony, and President Lester Lefton set the tone as he thanked the staff **“STARS”** for the work that they contributed in making Kent State University a great place.

The **“STARS”** were aligned as the names of each office support staff scrolled across the big screen. After lunch, the Kent Dance Ensemble performed a “starry” tribute under the direction of Kent State Dance Director, Andrea Shearer. The Ensemble is directed by Kimberly Karpanty, Associate Professor of Dance.

The event concluded with the distribution of 110 door prizes graciously donated by various Kent State employees, departments, divisions, and colleges.



Human Resources Leadership

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State of the State



Pictured L to R: Pamela Fitzgerald, Loretta Shields, Karen Watson, Dr. Geraldine Nelson, Mary Jane Hannahs, and Alvin Evans

On March 20, 2014, members of the Division of Human Resources attended the 2014 State of the State Conference: “Building Inclusive Communities: Connecting Across Differences” at Bowling Green State University.

The focus of this year’s conference centered on important issues and initiatives and on new perspectives that will heighten awareness for managing the many voices of diversity in our state. Fostering an environment of inclusion and diversity is a core value and a facet of economic development and for building a better Ohio. Kent State University staff members played an active role in this year’s conference. Loretta Shields, executive director for compliance and benefits, was a 2014 State of the State committee member and Pamela Fitzgerald, affirmative action coordinator, served as a moderator for the session entitled: “Best Practices in Conducting Basic Investigations.”

Division of Human Resources Launches Employee Appreciation Site and Events

The Division for Human Resources has long-provided opportunities for university employees to be recognized, developed and retained as part of an engagement strategy. Examples of such events include the Service Achievement Awards, Office Support Staff Recognition Program, and the 20-Year Club Dinner and Induction event. Most recently, and as part of its Employee Engagement and Outreach initiative, the division has launched its [Employee Appreciation Web page](#). This site provides another communication tool to reach out to our faculty and staff across our eight-campus community.



In the spirit of outreach, collaborating and showcasing much of what Kent State has to offer, the division has sought university partners to “package” new family-friendly events for our Kent State faculty and staff. One of these first collaborations involved a partnership with the athletics department. This pilot program began this winter with the KSU *Employee, Family, and Friends* program, which allowed each KSU employee to reserve up to 6 complimentary tickets for select home KSU Men's or Women's basketball games. For the 7 games, approximately 240 employees requested 1,080 tickets to enjoy with family and friends. This initial pilot, facilitated by Dr. Geraldine Nelson, executive director outreach and initiatives, showed a distinct interest for continuing this program and expanding the program to other intercollegiate sports.

Also this winter, the Division of Human Resources and College of the Arts collaborated to offer buy one, get one (BOGO) free ticket purchasing opportunities for two of their winter performances, *Legally Blonde*, the musical, and *The Kent Dance Ensemble: Movin' On Up*. The BOGO offers helped make *Legally Blonde* another “sold out” performance while ticket sales for the *Kent Dance Ensemble* also experienced great participation from faculty and staff.

The aforementioned programs have demonstrated great value to our faculty and staff and development of new offers for summer and fall, 2014 are currently underway. This is just one way to say “thank you” and “we appreciate you” to Kent State faculty and staff for all they do to make Kent State University a great place to work....and play!

Human Resources Knowledge Sharing (HRKS) Takes to the Road

During the months of May and June, representatives from the Division of Human Resources will again travel to the Kent State Regional Campuses, the Kent State University College of Podiatric Medicine and the Kent State University Regional Academic Center in Twinsburg.

Human Resources Knowledge Sharing (HRKS) sessions are sponsored by the Division of Human Resources and provide an informal way for employees to ask questions or share interests or concerns with HR professionals and Kent State. Human Resources representatives from the following departments will be available:

- Benefits
- Compensation
- Employee Engagement & Outreach
- Employee Relations
- HR Communications
- Records
- Talent Acquisition
- Training and Development



Running concurrently with the HRKS visits, will be two informational sessions. One will be provided by University Benefits and will include information regarding the *Impact* Employee Assistance Program, introduction of *Be Well Solutions* (KSU's newly contracted wellness provider), and an introduction of the new wellness coordinator. In addition, the Office of General Counsel will be doing a short presentation and overview. Sessions provided by University Benefits and General Counsel will run two times per visit to allow for appropriate coverage in the work areas.

HRKS sessions are designed to be informal and available to both faculty and staff and no appointment is necessary. Employees are welcome to attend any scheduled HR Knowledge Sharing session and a complete list of dates and times for all sessions is posted on the Human Resources website at <http://www.kent.edu/hr>.

New Features to the Independent Contractor Determination Process

The online Independent Contractor Determination Form is the main vehicle used by University departments to submit a request for an independent contractor to work at Kent State University. This gives information to Human Resources to complete a comprehensive review ruling out the contractor as a university employee and to verify that the contractor will not be performing any duties that a university employee would normally be performing.

The upgrades and features added to the online determination form were made to insure a smoother transaction with the determination process that is used for more than **1600** independent contractor determination requests annually. Some of the new features added to the form include a KSU login, type of provider (individual or corporation), and a budgeting line for expected amount of payment. Other features added were independent contractor's resident status, email address, and date of birth.

Training materials and presentations were a collaborative effort. Presenters for the training workshops and webinar were Michael Pfahl, associate university counsel, Office of General Counsel, Paula DiVencenzo, tax manager, Business & Finance, Alvin Evans, associate vice president, Human Resources, and Emily Hermon, manager, Accounts Payable.

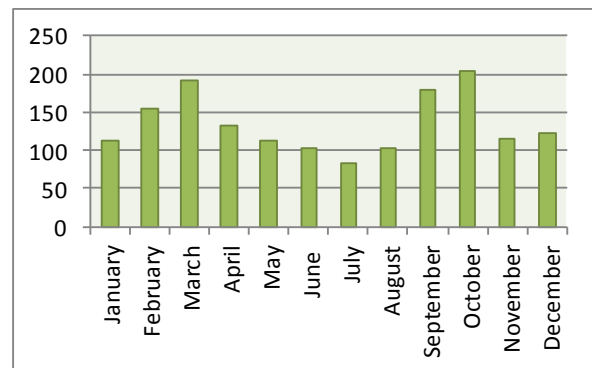
Workshops were held in November to present the new features to employees who regularly submit requests. The workshops were well attended, with more than **70** attendees. Due to popular demand, an additional webinar was added in December, which accommodated another **71** attendees. Human Resources will continue to provide additional trainings as the need arises.

Human Resources Strategic Direction 5.6.1: Improve processes, systems, and infrastructure to provide high levels of efficiency, quality, and cost effectiveness by regularly assessing HR efficiency and involving stakeholders.

By the Numbers

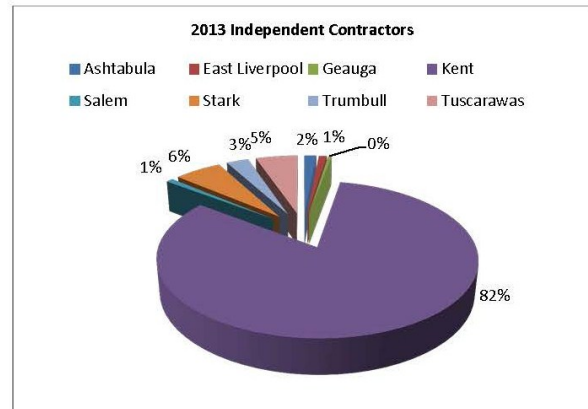
Independent Contractors Reviewed in 2013

Month	Reviewed	Month	Reviewed
January	112	July	82
February	154	August	103
March	192	September	178
April	133	October	203
May	113	November	115
June	103	December	123
Total		1611	



Independent Contractors By Campus

Campus	Independent Contractors
Ashtabula	24
East Liverpool	16
Geauga	7
Kent	1328
Salem	14
Stark	94
Trumbull	44
Tuscarawas	84
Grand Total	1611



New Faces/Going Places

The division is pleased to announce our newest team members as well as those that have been offered promotional opportunities in the Division of Human Resources.

The Division of Human Resources is pleased to announce the addition of **Tim Coyne** as Compensation Analyst in the Compensation Department. Tim joined the division on **Jan. 2, 2014**. Prior to joining Kent State, Tim held positions with GE Capital and Personal Attention Leasing. Tim has a bachelor's degree and MBA from Walsh University. In Tim's free time, he uses his musical talents and plays trumpet for various local bands.



Tim Coyne



Hector Sanchez

Hector Sanchez joined the Human Resources team as Administrative Assistant in the department of Employee Engagement and Outreach. Hector joined the division on **April 7, 2014**. Hector is a former Kent State Upward Bound student and no stranger to the university having worked in the Academic Success Center, Provost's Office, and University Ceremonies and Academic Events. As administrative assistant, Hector will support the department of Employee Engagement and Outreach. In Hector's free time, he enjoys playing soccer, chess and music.

Michelle Igleheart joined the Human Resources team as Wellness Coordinator on **March 31, 2014**. Michelle, a registered dietitian, comes to Kent State with experience in community health and worksite wellness. Prior to joining Kent State, Michelle was employed by Southeastern Ohio Regional Medical Center. As part of the University Benefits staff, Michelle will coordinate a variety of wellness programs and opportunities for Kent State faculty and staff. Michelle received her bachelor's degree in human and consumer sciences from Ohio University and a master's degree in human nutrition and food management from The Ohio State University.



Michelle Igleheart



Loretta Shields

Loretta Shields has been promoted from Director, Benefits & Compliance to Executive Director, Benefits & Compliance. Loretta oversees the planning, development and administration of the university's suite of benefits, including health insurance, life insurance, prescription drugs, workers' compensation, tuition waiver, family medical leave, domestic-partner benefits, and retirement investment programs. Ms. Shields also serves as the Director of EEO/AA and Title IX Coordinator. In this role, she administers the Equal Employment Opportunity/Affirmative Action functions of the university and serves as the designated agent for coordinating the university's Title IX compliance efforts.

Robert (Bob) Hall has been promoted from Manager, Training and Development to Sr. Manager, Training and Development. Hall will manage the delivery of comprehensive training and development services of the division to provide skill, leadership and professional development programs for the university, including its award winning Institute for Excellence leadership development program. In addition, Hall will be charged with a more strategic role within the division's leadership team.



Robert (Bob) Hall