



welcoming  
affirming  
inclusive

fostering  
talent

empowering  
culture  
of respect



applying  
and sharing  
knowledge

Bulletin Board

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**KSU FOR YOU  
HITS THE ROAD IN MARCH**

This March, representatives from Human Resources, Office of General Counsel, Enrollment Management and Student Affairs, Information Services, Diversity, Equity, and Inclusion, Academic Affairs, and Institutional Advancement will be holding *KSU for You* visits at all regional campus locations. The goal of *KSU for You* is to enhance connections with faculty and staff on the regional campuses and to better facilitate institutional knowledge sharing.

Each *KSU for You* visit will include a variety of presentations, training, meet and greets, and informational tables along with members of leadership from various Kent State University divisions. Furthermore, attendees will be eligible for prize drawings, complimentary giveaways, and an informational lunch and learn.



Some of the topics you can expect this spring include:

- A one-hour Beyond Compliance training session presented by the Division of Human Resources, General Counsel and Enrollment Management and Student Affairs.
- Intercollegiate Athletics will have a special presentation on “Leadership in Athletics.”
- Diversity, Equity & Inclusion will offer a presentation titled “Charting Our Course: Building a Culture of Diversity.”
- Information Services will offer two presentations on each campus: The first topic is on “Security as a Shared Responsibility.” The second session will be on “Enterprise Monitoring.”
- The Division of Human Resources will host a lunch and learn on financial wellness.

In addition to the break out sessions, the *KSU for You* committee will have information tables staffed by division representatives in an informal “fair style.” Faculty and staff members are encouraged to visit with divisional representatives where they may enter free prize drawings, put a “face with a name,” get answers to questions, or just gain new knowledge on all Kent State University has to offer.

On behalf of the *KSU for You* committee and the Division of Human Resources, we are very excited to launch the *KSU for You* initiative. For a full schedule of when *KSU for You* will be visiting each regional campus, visit <http://www2.kent.edu/hr/outreach/ksuforyou.cfm>.

For more information or to have your department represented at future *KSU for You* visits, please contact **Geraldine Nelson, PhD**, Office of Employee Engagement and Outreach, at 330-672-8075.

Fun Fact!

**Did you know that 37%  
of KSU employees are  
also KSU alumni?**

*Source: Institutional Advancement*

## FlashFit MOV Challenge 2015

The Division of Human Resources and the Department of Recreational Services collaborated to launch the FlashFit MOVChallenge on Feb. 1, 2015. This 90-day fitness competition pits students against faculty/staff in a friendly competition. Participants use a MOVband (a wrist-worn monitor) to track their daily activity and movement and electronically synchronize their MOVband data on the challenge website. Participants in each group who meet the progressively challenging goals will be eligible for prize drawings at the 30, 60 and 90 day marks. Participants are tasked with movement goals of 90 miles at 30 days, 240 miles at the 60-day mark, and 450 miles by the end of the 90-day period.

President Warren joined in the kickoff celebration, which was held on Jan. 26, at the Student Recreation and Wellness Center. She shared words of encouragement and support for the event and challenged both students and faculty/staff to engage in healthy competition. Faculty, staff, and students who attended the kickoff also enjoyed a Zumba demonstration, healthy snacks, photo opportunities and raffle prize opportunities.

**Mark McLeod**, university benefits manager, stated that more than 250 employees and 150 students have accepted the challenge and joined the competition.

Faculty and staff participants who meet the goals at each 30-day milestone date will be placed into a drawing to receive a \$50 gift card for Dick's Sporting Goods or iTunes. The ultimate FlashFit MOVChallenge winner for the students and the faculty/staff participants will be announced at the end of the competition. The top faculty/staff member that completes the entire challenge will win an iPad mini with retina display and a \$25 iTunes gift card. The grand prize for the top student is an iPad Air 2. A travelling "Golden Arm" trophy will be awarded to the winning group!



## Division of Human Resources Adds “Shredding Mania” to RecycleMania

RecycleMania is a friendly competition and benchmarking tool for college and university recycling programs to promote waste reduction activities to their campus communities. On **March 17**, the **Division of Human Resources** will partner with the Sustainability Office to host **Shred Mania** from **7:30am to 3pm** as part of the RecycleMania competition.

Shred Mania is open to students, faculty, staff and Kent community. “Shred Mania will allow participants to recycle unwanted personal or business paper documents utilizing a secured on-site document destruction service,” says **Tia Laughlin**, human resources records and operations manager. Materials permitted at Shred Mania include: documents, drawings, photos, blueprints, coupons, tickets, checks, magazines, spiral notebooks, hanging folders, paper bags and brochures. It is not necessary to remove paper/binding clips or staples from your documents in order to have them shredded. However, if you are disposing of university records, please make sure you are following university retention periods and complete a record destruction request at <http://www.kent.edu/generalcounsel/records/index.cfm> prior to shredding. All shredding will take place at the **Administrative Services Building** loading dock.

While students and residence halls compete during this eight-week competition, faculty and staff also can join in this competition and even enter to win weekly prizes. The office with the most participation wins the grand prize and bragging rights.

To see how you can get involved in RecycleMania 2015 and make Kent State University a winner, visit [www.kent.edu/sustainability/faculty-and-staff-competition](http://www.kent.edu/sustainability/faculty-and-staff-competition). And don't forget, mark your calendars now for **Shred Mania** on **March 17!**

For questions, contact **Leah Graham**, outreach recycling coordinator, at 330-672-8023 or [lgraha13@kent.edu](mailto:lgraha13@kent.edu).



Kent State University faculty and staff can participate in RecycleMania, an eight-week competition to promote waste reduction activities on campus.

## Save the Date - Spring Employee Recognition Events

Mark your calendars now for the university's two annual spring employee recognition events.

The **Office Support Staff Luncheon** will be held Wed., **April 29**, in the Kent Student Center Ballroom. The cross-divisional committee has been working hard to bring together the various components of this luncheon that recognizes university employees who provide office support in departments throughout Kent State's campuses. "I believe that the support staff will be very pleased with the end result as they come to enjoy and be appreciated during this annual event," says **Kim Hauge**, communications manager for human resources and committee chair. Invitations will be mailed the first week in April. Managers and supervisors are asked to coordinate work coverage in their units so those who are invited may attend.



The **20-Year Club** dinner will take place on Wed., **May 20**, in the Kent Student Center. "This year, we will have 31 staff members who will mark 20 years of continuous service at Kent State," says **Geraldine Nelson, PhD**, executive director for employee engagement and outreach. The list of inductees and dinner information is available on the [20-Year Club website](#).

For registration information on either event, you may contact **Sandra Cole** at [scole3@kent.edu](mailto:scole3@kent.edu).



**VETERANS'  
JOB FAIR**  
**APRIL 28, 2015**  
Kent Student Center  
10 a.m. – 2 p.m., Room 306



### Serving Those Who Have Served Us

The **Division of Human Resources** is pleased to partner with Career Services and the Center for Adult and Veteran Services to bring a unique job fair experience for our armed force veterans. Working as integral collaborators with Kent State, are OhioMeans Jobs Portage County and the U. S. Department of Veterans Affairs. The ***Serving Those Who Have Served Us*** Veterans' Job Fair is targeted to help and support Ohio's veterans, particularly unemployed and underemployed veterans of Portage and Summit counties.

There are three areas of emphasis in this job fair all aimed at creating an empowering experience for our veterans. First, we seek to create unique opportunities for veterans to speak with employers that have specific job openings and a willingness to consider veterans for hire. Secondly, we aim to provide targeted services for our attending veterans to assist them in getting connected with services and programs that they, or their spouse, may be eligible for through the Veterans Administration. Lastly, the fair will include targeted presentations regarding the "nuts and bolts" of job searching, interviewing, resume building, networking, building a LinkedIn profile, and how to maximize GI benefits.

This event will be limited to no more than 30 employers that share in our mutual goals. The job fair will take place on Wed., **April 28, 2015**, at Kent State University at the Kent Student Center located in Risman Plaza. Fair hours will be from 10 am to 2 pm, with the veterans resource room being accessible as early as 9 am.

For more information, including a day at a glance, list of frequently asked questions, and registration information, please visit our website at <http://www.kent.edu/hr/veteranjobfair.cfm>. For additional questions, you may contact **Donna Sansonetti**, director, compensation and talent acquisition, at 330-672-8333.

## It's Performance Evaluation Time

Performance evaluations for classified and unclassified employees will take place over the next several weeks. **March 18** through **May 29** has been designated as the time to conduct the 2015 on-line performance evaluations for **classified** employees. The **unclassified** performance evaluation period is scheduled for **April 1** through **June 5**.

Managers and supervisors of classified employees will receive e-mail notification prior to March 18 with detailed information regarding the process and access instructions. As a reminder, recent enhancements include a performance log that can be used by your employees throughout the year to record personal accomplishments, trainings and discussions.

There are also two webinars available for supervisors and managers. The first, *Navigating the Online Evaluation Process*, will familiarize evaluators with the online assessment tool and will be offered on **April 2, 2015** from 2 – 3 pm. and again on **April 28**, from 10 – 11 am. The second webinar, *Assessing and Improving the Performance of Others*, is a webinar for new managers and supervisors and will be offered on **April 7, 2015**, from 2 - 3 pm.

Evaluators can register for either of these webinars at <http://www.kent.edu/hr/employee/performance/performance-evaluation-resources.cfm>. If you are unable to attend one of the sessions, they will be recorded and available for viewing a few days after the presentation.

If a department would like a Human Resources representative to come to their unit and present an overview of the evaluation process, contact **Karen Watson** at 330-672-4636 or [kswatson@kent.edu](mailto:kswatson@kent.edu).



## BC BEYOND COMPLIANCE

### Beyond Compliance Takes a Preventative Approach Offers a Variety of Training Outlets

The Beyond Compliance initiative provides annual training for Kent State faculty and staff and sees this initiative as a best practice for effective prevention.

Beyond Compliance training provides a mix of learning opportunities that are geared toward relevant laws, university policies and violence prevention. While some fulfill annual compliance mandates, all provide a wealth of information designed to heighten awareness and offer prevention solutions.

For Kent State University faculty and staff, we have set a goal for a minimum of **two** hours of Beyond Compliance training. A variety of options are available for training, including webinars, online courses and facilitator-led sessions. In addition, and to accommodate our part-time faculty and staff as well as second and third-shift employees, we have alternative delivery options to assist in meeting their Beyond Compliance goals. Please contact the Training and Development office for more details at the number shown below.

For more information regarding the Beyond Compliance initiative, including which training sessions fulfill the Beyond Compliance goal, visit our web page at [www.kent.edu/hr/training/bc.cfm](http://www.kent.edu/hr/training/bc.cfm). There you will find upcoming instructor-led as well as webinar sessions, registration links, and more.

For additional questions regarding Beyond Compliance, please contact **Renee Romine**, training and development manager, at 330-672-2100 or the **Training and Development Office** at [hrd@kent.edu](mailto:hrd@kent.edu).

## Institute for Excellence 2015



This March, the Division of Human Resources will launch its fifth year of the Institute for Excellence (I4E). The Institute for Excellence is Kent State’s leadership development initiative. and has been ranked **#14 in the country** by Leadership Excellence magazine. As part of the program, which is for leaders at all levels of the university, participants spend time with the university’s executive officers and learn about their leadership styles and lessons learned along their journey. Participants also explore numerous models and strategies to change their behavior and increase their ability to lead more effectively.

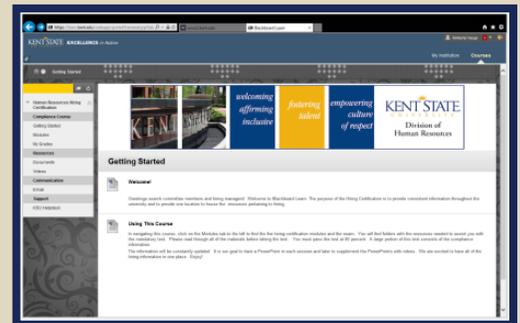
During this 10-month leadership development program, participants learn a lot about themselves and from their various experiences in the program. These changes benefit the individual, the department and the university.

The Institute for Excellence now has 130 graduates of the program. These graduates are expected to continue their leadership growth by attending I4E events each year. “With a critical mass of growing leaders, the Institute for Excellence is an essential component to shaping the culture of the university and intentionally creating the change that ensures the continued success of Kent State University,” says **Bob Hall**, director for training and organizational development.

## Human Resources Hiring Certification Program

The Office of Equal Opportunity and Affirmative Action (EOAA), Talent Acquisition, Training and Development and Compensation departments have collaborated to implement the new *online search committee training*. This training is part of the Hiring Certification Program and is accessible using Blackboard at: <https://learn.kent.edu>.

This training was designed with hiring managers and search committee participants in mind, but is available for all Kent State University employees. Most importantly, the training provides a standard process to be followed for university hiring within its five modules covering employment law, affirmative action, behavioral based interview questions, process workflows, making the salary offer, and more.



The program is self-paced, and a short quiz is given at the end of each module. A minimum score of 80 percent is required for passing. However, testers can retake the quiz as frequently as needed with no waiting period between retakes. Once certified, the certification is good for two years and the participant has the option of recertifying.

If you have questions, please contact **Erin Barton**, affirmative action coordinator, at 330-672-7535 or [ebarton2@kent.edu](mailto:ebarton2@kent.edu).

## Online Job Site - Update

The Human Resources Talent Acquisition team continues to work on the upgrade to the People Admin online applicant tracking system (jobs.kent.edu) platform. The project team is completing the design phase of this very important initiative. Some of the benefits that you will see with this upgrade include:

- The ability to use a messaging system to communicate with applicants and end users (i.e. hiring managers).
- The ability to edit supplemental questions and notify applicants of changes.
- Ability to see actionable items assigned to hiring officials to increase efficiency with the job posting and applicant hiring process.
- Talent Acquisition will have the ability to forward specific job postings to potential candidates to encourage them to apply.
- The ability to generate new system generated and adhoc reports from the system related to compliance, sourcing information, etc.
- Single sign-in system through Flashline for hiring managers.



Additional updates will be provided in the upcoming weeks. We anticipate providing training to internal department users (hiring managers) and others in March 2015, with an estimated go-live later this spring.

If you have any questions, please contact **Mary Jane Hannahs**, manager, talent acquisition, at 330-672-8331.

## Dr. Geraldine Hayes-Nelson Named President of Portage County NAACP



**Geraldine Hayes-Nelson**, executive director of employee engagement, climate and outreach in the Division of Human Resources, has been named president of the Portage County NAACP (National Association for the Advancement of Colored People).

Hayes-Nelson, who has been deeply involved with the Portage County NAACP for years, was pleasantly surprised by the honor but also recognizes the work that needs to be done. “It’s a challenging time, and as I began to contemplate more, what really set in is us working together for justice and equality.”

In her employee engagement role, Hayes-Nelson brings together the Division of Human Resources in collaboration with campus divisions and units in the delivery of employee appreciation and recognition programs. As an educator, Hayes-Nelson is proactive in engaging higher education and Ohio citizens at all levels in working together for change, and seeks avenues to address discrimination and social injustice.

The Division of Human Resources congratulates Dr. Geraldine Nelson on this great honor and knows she will serve the Portage County NAACP well in her role as president.



## Employee, Family and Friends Days

Kent State University’s Division of Human Resources continues to grow its Employee, Family and Friends program. After successfully offering employees complimentary tickets to select football games this fall, the division repeated that performance with complimentary tickets to four men’s and women’s basketball games.

The winter program allowed employees to pick from four dates and allowed each Kent State employee to reserve up to **four** complimentary tickets for each of the qualifying Kent State basketball games. Employees were able to choose from premier games such as Kent vs. Miami U, Kent vs. Akron, Kent vs. Buffalo, and Kent vs. Ohio U. More than **400** employees took advantage of the offer reserving approximately **900** tickets total.

The Employee, Family and Friends days are available to all active full- and part-time faculty and staff. In addition to the complimentary tickets, employees also receive a complimentary giveaway item and reduced pricing for concessions. “This program continues to grow in popularity among the faculty and staff who have taken advantage of the football and basketball offers and see it as a great way to spend time with family and friends and support our student athletes,” says **Kim Hauge**, communications and project manager for human resources.

For a listing of all men’s and women’s basketball games, and other valued employee offers, employees can visit the Employee Engagement website at <http://www2.kent.edu/hr/outreach/appreciation.cfm>.

### Game Schedule

#### Men’s

- **January 17:** KSU vs. Ohio University, 7:00 p.m.



- **February 7:** KSU vs. Miami U, 7:00 p.m.



- **February 28:** KSU vs. Buffalo, 7:00 p.m.



#### Women’s

- **February 25:** KSU vs. Akron, 7:00 p.m.



## We Bid a Fond Farewell to Ann Lacey



**Ann Lacey** has worked for two organizations her entire professional career; the U.S. Air Force and Kent State University. She started with the U.S. Air Force in 1976 in medical personnel at Misawa AFB in Japan. Lacey then served at Loring AFB in Maine, Myrtle Beach AFB in S. Carolina, and Ramstein AFB in Germany. She was selected for a special duty assignment as a Basic Military Training Instructor (TI), also known as a drill sergeant in San Antonio, Texas. She left active duty in 1987 and served as a reservist in Youngstown, Ohio.

Lacey started at Kent State University on Jan. 19, 1989. Lacey has worked in two divisions: Business & Finance and Human Resources. She spent her first several months in payroll assisting with the timekeeping transition of time cards to the Kronos system. She has worked most of her time in Human Resources in several departments including records, employee relations and development, and most recently in the human resources training and development department. One of her most vivid memories of her earlier days at Kent State are the strips and strips of tape from the adding machines used to calculate administrative salaries for payroll. As Ann reflected on her time here, she shared the following:

- What has been most impactful? The phenomenal people and relationships she’s developed campus-wide throughout the years.
- What has been her greatest contribution? Her ‘can do, will do’ work ethic, until the job is done.
- Famous last words: “Be kind to one another and laugh every day! I hope it matters that I was here.”

*Contributing author: James R. Lacey*

## New Faces

### *The division is pleased to announce our newest team members*

The Division of Human Resources welcomes **Courtney Calhoun** as Human Capital Manager. Calhoun comes to the Division of Human Resources with more than 30 years of human resource, investigative, mediation and employment law experience. His previous employment was with the State of Ohio Civil Rights Commission and Bridgestone Firestone. As human capital manager, Calhoun will support human resources’ initiatives to enhance the working environment for Kent State employees. This includes, change management, turnover reduction, and improved employee relations through mentoring and training supervisors and managers in the areas of employee management, performance reviews and disciplinary actions. Calhoun holds a bachelor’s degree in political science from the University of Akron.

The Division of Human Resources is pleased to welcome **Beth Hoff** as personnel assistant in the records and operations office. Hoff comes to the division with more than 14 years of human resource, payroll, benefit administration and personnel specialist experience. In her role at Kent State, Hoff will be responsible for processing classified and unclassified personnel actions, employment verifications, Cognos reporting data, unemployment claims and unclassified leave administration. Hoff holds a bachelor’s degree in psychology from Seton Hall University

The Division of Human Resources welcomes **Cherrie Reger** as administrative secretary in the talent acquisition department. Reger has been an outstanding employee of Kent State University since 1998 working in recreational services. Reger is a life-long learner holding three degrees from Kent State University! She holds two associate degrees and a bachelor’s degree in business administration. In her new role, Reger will support the recruiting and hiring functions as part of the talent acquisition team.

The Division of Human Resources is pleased to welcome **Amber Saviers** as organizational development specialist. In her role, Saviers will be working with university departments to help them improve their organizational efficiencies, strategic planning and change management initiatives. Prior to joining Kent State, she worked at the Ohio Department of Public Safety. Saviers is also a Kent State University graduate with a bachelor’s of science in health care administration.



Courtney Calhoun



Beth Hoff



Cherrie Reger



Amber Saviers

*The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence.*

*- Confucius -*

## Human Resources Leadership

### Interim Vice President for Division of Human Resources

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