Business Administrator Services (BAS) Forum
Oct. 2020

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ON WITH PURPOSE

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Division of Human Resources Short Term Staff Hiring Request Form

Presented by

Joe Richardson

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Short Term Staff Hiring Request Form

What is it?

- Form used to hire staff for no more than 4 months in part-time position with a maximum of 28 hours a week.
- Temporary in nature and the assignment cannot be renewed.
- Form should not be used to hire faculty or graduate assistants.

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Short Term Staff Hiring Request Form

Planning Your Request

- Form must be reviewed and approved by Department Heads, Deans if applicable, and up to and including the Executive Officer for your division.
- It can take time to obtain these signatures.
- If a form comes to HR without all signatures it gets re-routed, which may cause some delay.
- It is expected that these types of requests should always be posted to ensure that equal access is afforded to all qualified applicants. Please contact your Talent Acquisition Recruiter for more information.
- On the occasion when there is a request to waive someone into a position, the request will be reviewed by Affirmative Action.
- No one should be allowed to start working in your unit until all approvals, including those from Human Resources, are received.

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Short Term Staff Hiring Request Form

Current Trend

- **HR is receiving an increase in requests to waive an employee into a short-term position and by the time we receive the request, the person has already started working.**

- **This is a problem for several reasons:**
  - May delay when the person will receive their first paycheck.
  - There are federal requirements that dictate when certain paperwork must be completed relative to the hire date. If allowed to start before the paperwork is received and processed, we may be in violation of these requirements.

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Short Term Staff Hiring Request Form

Your Assistance is Requested

- We encourage you to remind others in your unit that, with a little bit of planning, we can make this process work better for everyone.

Important Resources

HR Recruiters:

- Angela Jackson – x28323; ayjackso@kent.edu
- Rachel Rundo – x28079; rrundo@kent.edu
- Short Term Staff Hiring Request Form
- Short Term Hiring Form Instructions and Other Information

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Questions?

Next Up

Holly Slocum and Alicia Marchand

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Lean Updates

Presented by

Holly Slocum and Alicia Marchand

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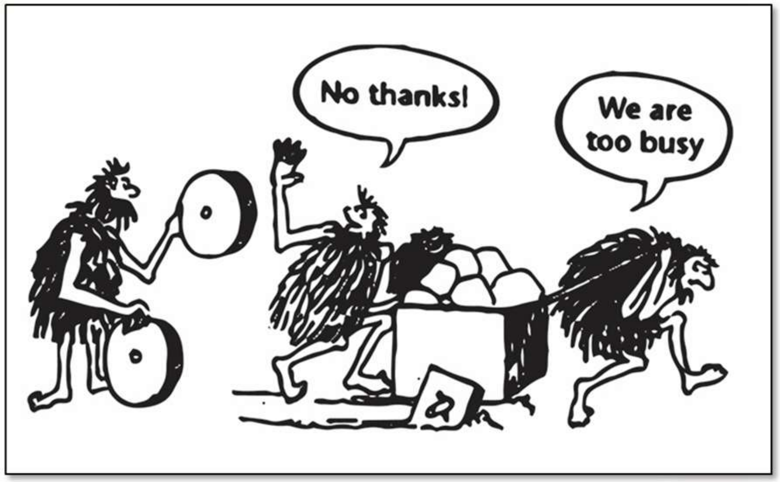
News from the Lean Office (www.kent.edu/lean)

- Lean Practitioner Training Updates
- Lean Community of Practice
- Submit An Improvement Idea
- Lean Liaison Updates



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Lean Liaisons

Academic Affairs
Jennifer Abate

Diversity, Equity and Inclusion
Vacant

Enrollment Management
Jennifer McDonough and Michealle Gabrovsek

Finance and Administration
Renee Romine

Intercollegiate Athletics
Matt Papatheodorou

Institutional Advancement
Nick Starvaggi

Research and Sponsored Programs
Lori Burchard

Student Affairs
Vacant

System Integration
Vacant

University Relations
Lindsey Myers

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Teams as a Hub for Collaboration

Teams channels

- Channel organization
- Filesharing
- Meetings in channels
- Private channels

Tips for Organization

- Keystroke shortcuts
- Team views
  - Hide teams
  - Mute channels
  - View one Team at a time

Tips Planner App Integration

- How to add to a Team
- Interface
- Create a project
  - Buckets
  - Tasks
    - Assign due date
    - Assign team members
    - Track progress

Questions

Up Next

Emily Hermon

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Accounts Payable and Payroll Update

Presented by Emily Hermon

Manager, Accounts Payable

Interim Manager, Payroll Operations

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Accounts Payable Update: Travel

- Policy/procedure
- Travel & expense management software

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LET BUSINESS FLOW

Accounts Payable Update: Online Resources

https://www.kent.edu/accountspayable

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Payroll Update: Timekeeping

The university is changing timekeeping applications, from Empower to TimeClock Plus.

Planned go-live is November 22.

Training available ~ November 9.

Questions?

Next Up

Melissa Ricchiuti

Update on the University Travel Services Provider

Presented by

Melissa Ricchiuti - Sourcing Analyst and Procurement Agent

Introduction of New Travel Services Provider

Christopherson Business Travel

Christopherson Business Travel

- **Selected as the new travel services provider for university business-related travel**
- **Result of an IUC-PG State-wide Travel Management RFP**
  - RFP managed by Ohio University and Bowling Green State University
  - Goals of RFP:
    - Adhere to Governor’s Affordability & Efficiency Mandate on Travel
    - Savings
    - Duty of Care
    - Easier Management of Travel Services for Members

Soft Launch to University – November 1st

- **Benefits to use reminders:**
  - Slightly reduced fee structure on each trip, not booking
    - Cost savings
    - Other online booking tools may be cheaper; however, inherit risk of purchase
  - All employees are pre-registered within CBT – link in FlashLine
    - Weekly upload; however, users must update profile preferences
  - Easy sharing of itinerary
    - Individual profile preferences, including membership numbers, emergency contact information, etc.
  - Access to negotiated discounts and best rates
    - GDS – Global Distribution System
  - 24/7 support, with an emergency after-hours desk line
  - Airbank: unused airline ticket tracker

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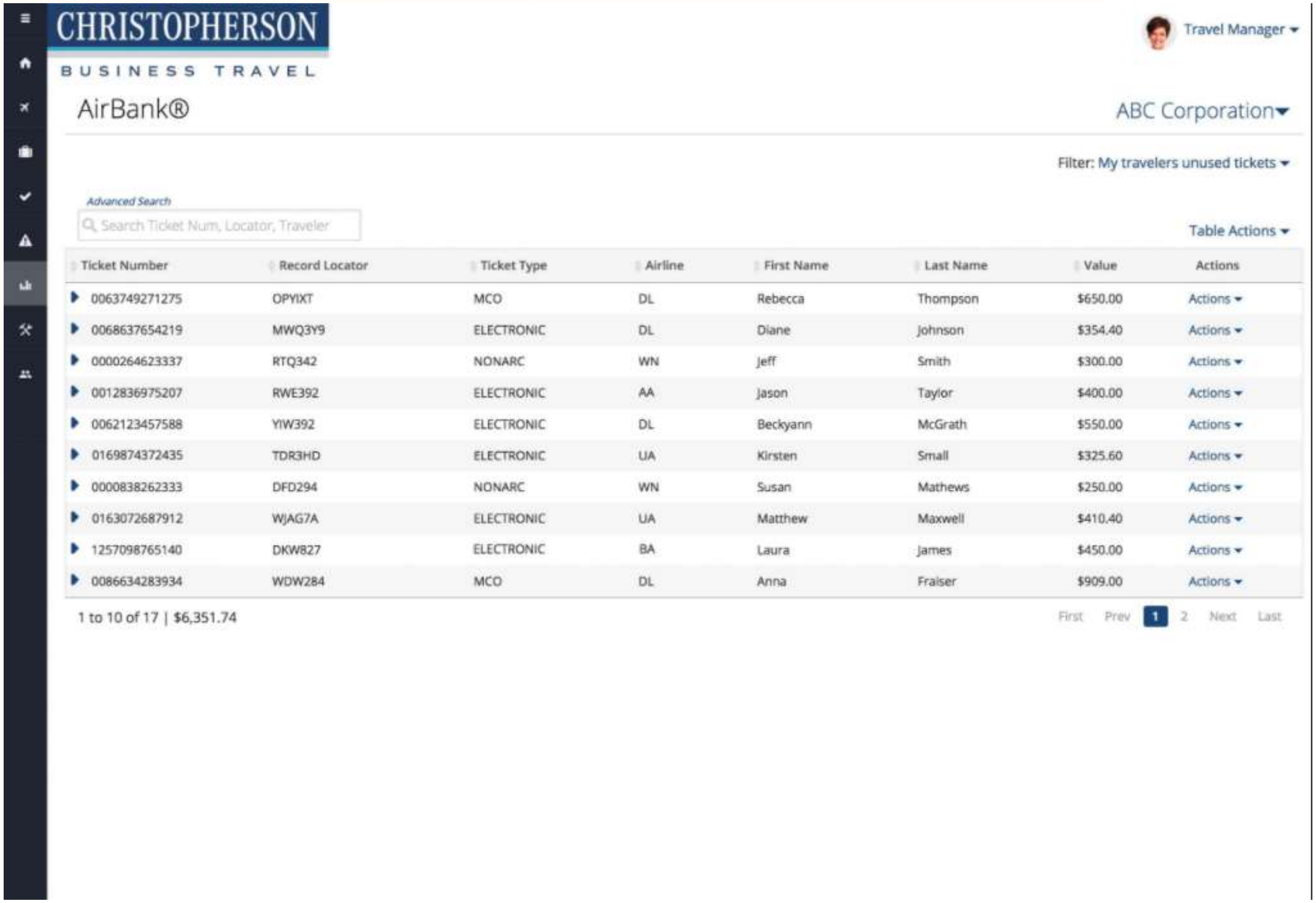
CBT's AirPortal 360

AirBank – Unused Ticket Portal

- **Easy to manage & track unused tickets**
- **Expirations auto-adjusted**
- **Pending expiration notices 120, 60, 30 days prior to loss**
- ***Reminder: Please contact Procurement if you have unused tickets with Direct Travel***



Ticket Number	Record Locator	Ticket Type	Airline	First Name	Last Name	Value	Actions
0063749271275	OPYIXT	MCO	DL	Rebecca	Thompson	$650.00	Actions
0068637654219	MWQ3Y9	ELECTRONIC	DL	Diane	Johnson	$354.40	Actions
0000264623337	RTQ342	NONARC	WN	Jeff	Smith	$300.00	Actions
0012836975207	RWE392	ELECTRONIC	AA	Jason	Taylor	$400.00	Actions
0062123457588	YIW392	ELECTRONIC	DL	Beckyann	McGrath	$550.00	Actions
0169874372435	TDR3HD	ELECTRONIC	UA	Kirsten	Small	$325.60	Actions
0000838262333	DFD294	NONARC	WN	Susan	Mathews	$250.00	Actions
0163072687912	WJAG7A	ELECTRONIC	UA	Matthew	Maxwell	$410.40	Actions
1257098765140	DKW827	ELECTRONIC	BA	Laura	James	$450.00	Actions
0086634283934	WDW284	MCO	DL	Anna	Fraiser	$909.00	Actions

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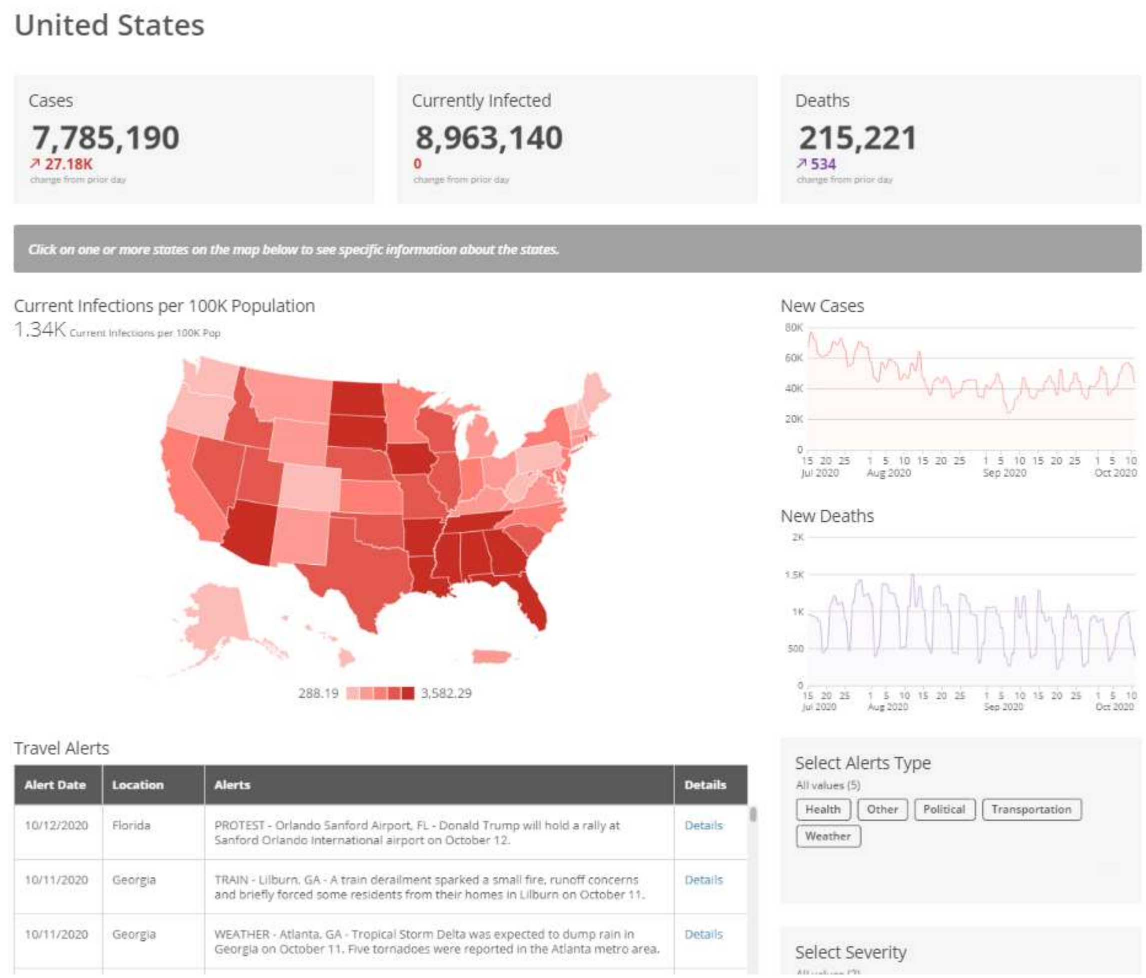
Dedicated COVID-19 Travel Advisory Website

https://www.cbtravel.com/information-about-covid-19/

Travel Vendor Health & Safety Guide

Bi-monthly Travel Partner Updates

State/Country Entry Restriction Database



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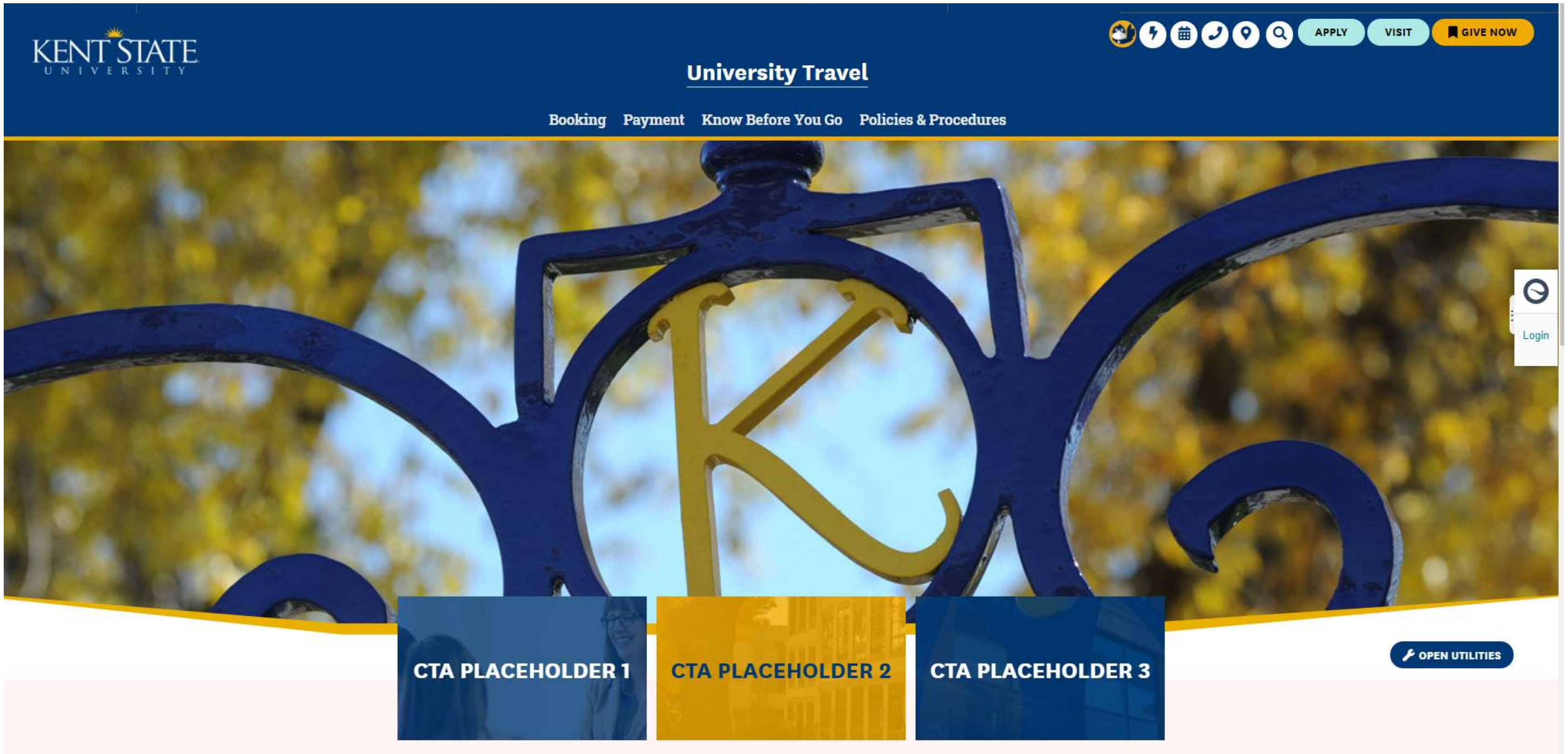
New University Travel Website – Coming Soon!



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Questions?

Up Next

Nicole Corll

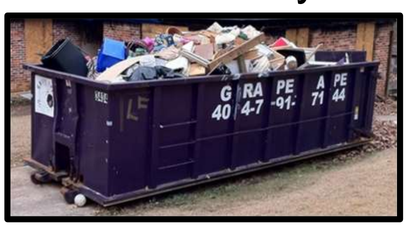
Campus Surplus

Nicole Corll, Sr. Associate Director
University Facilities Management

What is Campus Surplus?

- **As part of a Lean initiative, representatives from University Facilities Management, Procurement and Residence Services worked together with the objective of improving space utilization, decreasing off campus storage costs, and increasing furniture redistribution opportunities**

- **Goals**
  - Identify on campus storage
  - Eliminate off campus storage (savings of $25K)
  - Establish new policies on surplus redistribution
  - Redistribution website (Procurement to UFM)
  - Modify GovDeals (Department level to UFM)
  - Improve sustainability and keep items out of landfills



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Updated Policy

5 - 12.3 Administrative policy regarding acquisition, inventory control, and sales or other disposal of university property

- **The purpose of this policy is to document the responsibilities and requirements related to capital asset handling and recordkeeping of university property, including capital assets.**
- **Procurement is no longer responsible for disposal of asset**
- **Acquisition**
- **Sale**
  - Redistribution
  - Competitive bidding process
  - Exceptions

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Policy Added

5 - 12.301 Operational policy regarding disposal of university property

- **Subset of Administrative policy 5-12.3**
- **Documents the responsibilities and requirements related to the disposal and sale of KSU surplus property by UFM campus surplus**
- **UFM Campus Surplus ensures that surplus property is used to the fullest and most reasonable extent possible within the university and will dispose of surplus property in an economical and sustainable manner**
- **Capital assets require completion of inventory control property disposition form**
  - Original to Controllers and copy to Campus Surplus when picking up item
- **Allows for exceptions**
  - Specialty equipment, trade-ins, goodwill offerings, sentimental items, etc.

Overview 5-12.301

- **Functional items will be posted on the Redistribution website by Campus Surplus (UFM) for minimum of 30 days**
  - If a tagged asset is claimed, a inventory status form will need completed by receiving department
- **Campus Surplus will coordinate public bid (Gov Deals)**
  - With the exception of motor vehicles, FPO/UFM will keep net proceeds of all resale items less than $2,500. For items sold greater than $2,500, the releasing department will maintain 75% of the sale. This covers overhead and disposal costs.
    - Exceptions will be considered with approval from Associate VP of FPO
- **Regional Campuses do not have to offer items to other KSU departments. FPO/UFM will help with auction of surplus items through GovDeals**

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Regional Campuses and CPM

- **Policy does not require to post items on redistribution website**
  - We recommend redistributing internally to the best of your ability
- **Must complete inventory control disposition form for Controller's Office for capital assets**
- **Campus Surplus will coordinate public bid**
  - Completion of public bid form (GovDeals)
  - Send to KSUSurplus@kent.edu
  - Form available on Campus Surplus website
  - Campus surplus shall be credited with ten percent of the net proceeds or a flat $25 fee, whichever is more (excludes vehicles)

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Campus Surplus

- **If you have an item that needs removed from your building, please enter a work order in FlashTrack**
  - Department will not be charged labor to remove items from building (academic or auxiliary)
  - No longer requires departments to keep furniture or equipment on premise for 30 days

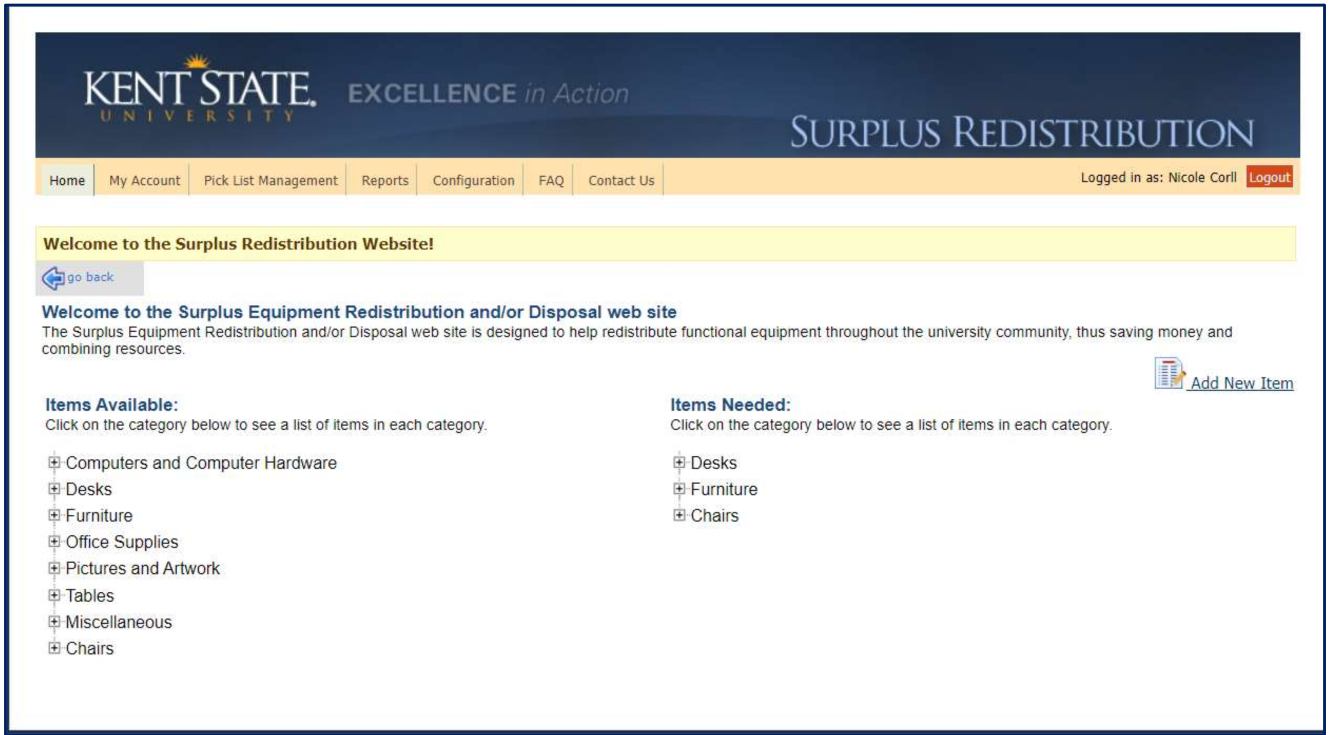
- **Functional items will be posted on the Redistribution website by Campus Surplus (UFM) for a minimum of 30 days**

- **Available for faculty and staff to view and claim furniture and miscellaneous office items**

- **Moving Services will deliver to office after items are claimed**

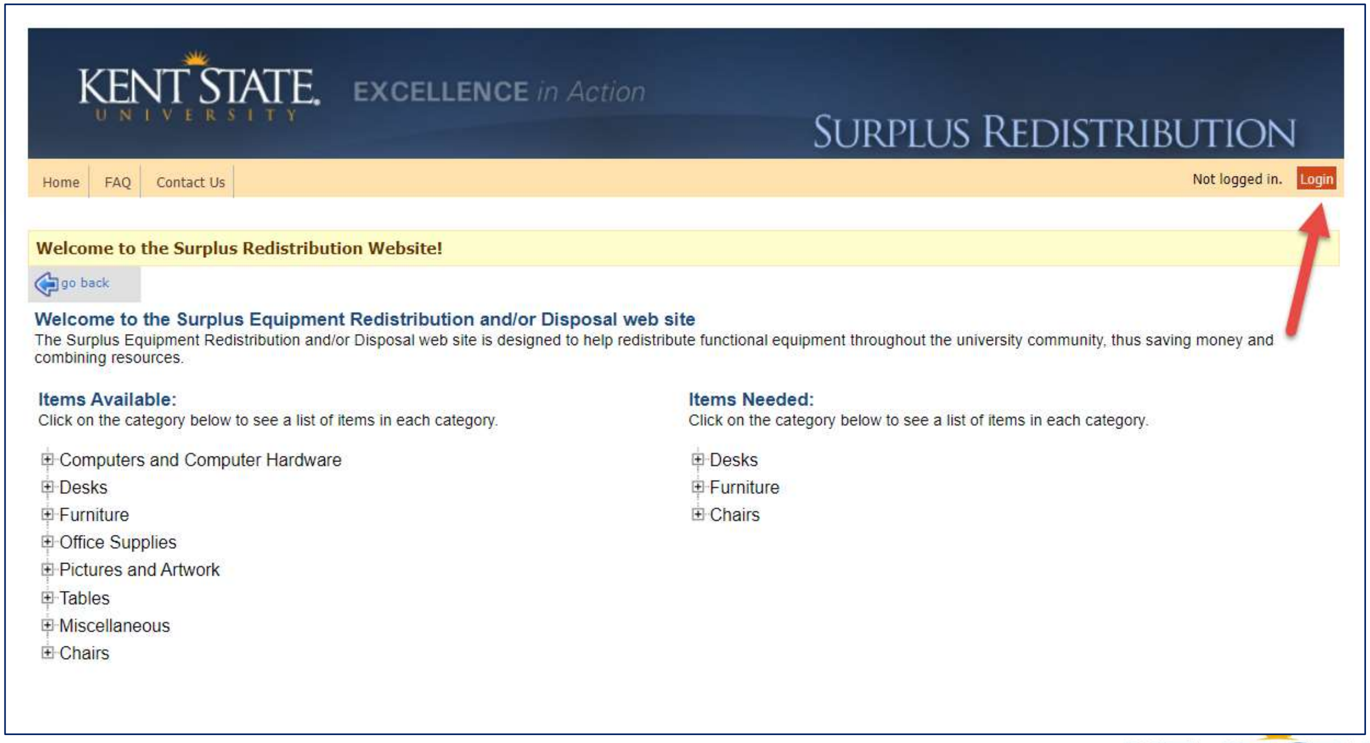
Surplus Redistribution Website

https://solutions.kent.edu/surplus



Surplus Redistribution Website

- **Login with Flashline credentials**



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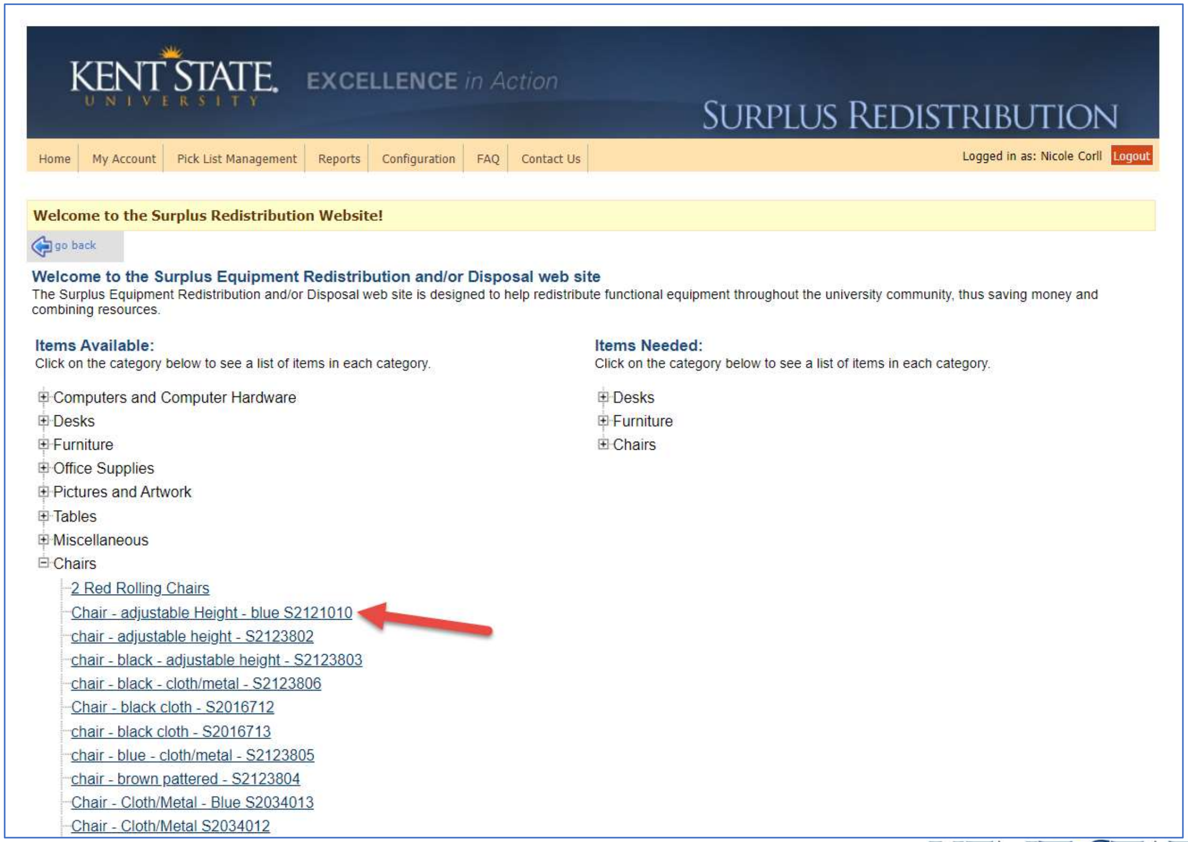
Surplus Redistribution Website

- **Review items available**
- **Picture and measurements**



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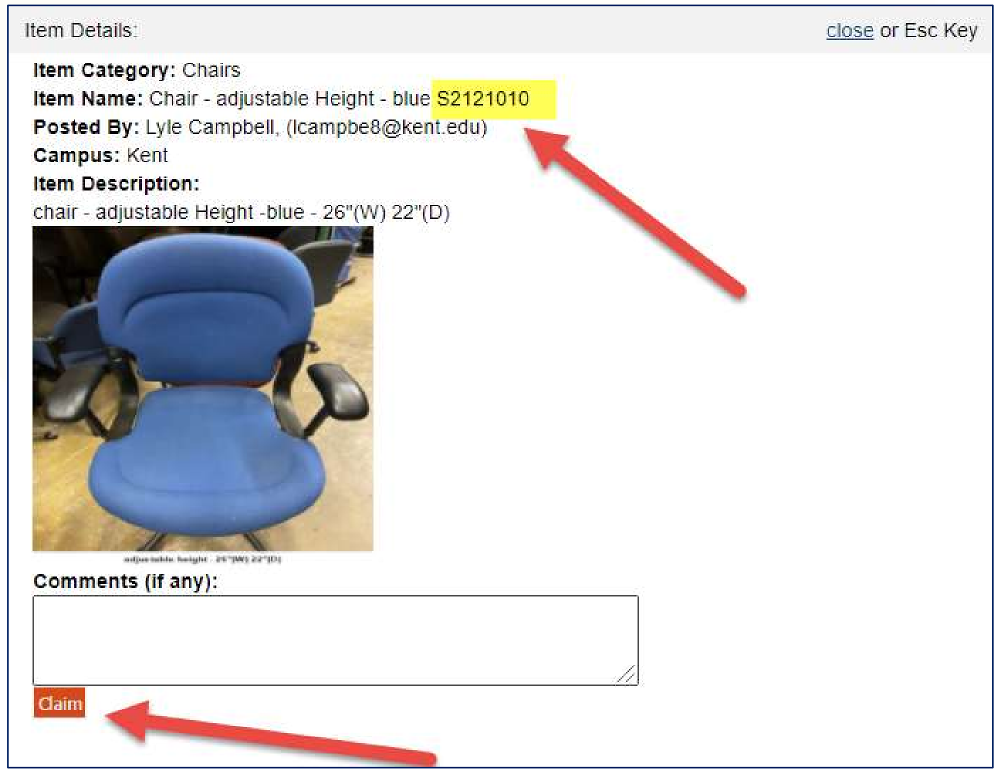
Surplus Redistribution Website

- **Claim**
- **Enter work order**
- **Reference item number**
- **Note: Regional Campuses may claim items but will need to coordinate pick at with Campus Surplus staff**



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Campus Surplus Store

- Surplus furniture is stored at the Administrative Service Building

- Jeff Brewster, Receiving and Distribution Supervisor, is the main point of contact for Campus Surplus
  - Direct: 330-672-8704
  - Email: jbrewste@kent.edu

- Faculty and staff can ‘shop’ for surplus furniture in lieu of purchasing new items

www.kent.edu/ufm/campus-surplus

Questions?

Next Up

Wendy Shih and Matthew Pahls

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IT Security

Presented by

Wendy Shih, Sr. Project Manager, IT Security

Matthew Pahls, Sr. Manager, IT Identity Management

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Introductions

- Matthew Pahls
- Sr. Manager IT

- Wendy Shih
- Security Program Manager

Agenda

- Updates from IT Security
- HECVAT Process Review Updates
- Working with PII

IT Security Updates

- Cybersecurity Awareness
- Employee Email Access Request Form (Third Party Form)
- Data Classification Standards Draft
- Access Management 10 Day SLA
- Enhanced Monitoring & Endpoint Protection
- Changes to login.kent.edu

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HECVAT Process Review

1. Why do we need HECVAT and what is it?

2. When and how to request the review?

3. Which Version will be needed?

Why do we need a HECVAT and what is it?

We purchase more and more third-party cloud-based products:

- Product specialty
- Cost & time saving

HECVAT = Higher Education Community Vendor Assessment ToolKit

- Designed by EDUCAUSE Higher Education Information Security Council, Internet2 & REN-ISAC
- To inspect product services and risks in higher education environment

When and how to request the HECVAT review?

When: Toward the end of RFP evaluation and before contract renewals (requires 10 business days upon receipt of HECVAT)

Submit Request by going to: Support.kent.edu > Support Request > Software & Product Assessment

Purposes:

- A starting point to assess vendor services, policies and resources
- Measure vendor security, data protection and risk management
- Protect University systems, data and access from third party application
- Recommend best practices

HECVAT – ask vendor for Full or Lite version?

- **Vendors may already have filled HECVAT available**
- **How will individuals or applications connect to our system or access data?**
- **What type of KSU sensitive data will be shared/stored?**

Restricted Data by law/regulations, e.g. credit card,Health info, SSN, driver license #, Passport #

Protected Data by regulations, e.g. FERPA (student data), Employee ID, address, research data

Personal or KSU Info you shouldn't share with public, e.g. directory, infrastructure, testing, eval.

All data stored in this product is publicly accessible {if true, then no HECVAT needed}

Not sure. (Then we will contact you to discuss.)

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Working with PII – Personally, Identifiable Information

- What is PII
- Why is safeguarding PII so important
- How can I protect myself
- How can I protect others

- If you are unsure, please reach out we are here to help

Security@kent.edu

Questions?

Up Next

Mike Pfahl

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Processing Contracts

Presented by

Mike Pfahl, Assoc. General Counsel

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Quick reminders

- Link to today's recordings will be available later today at https://www.kent.edu/bas/forum-information
- Provide your topic suggestions and feedback @ https://www.kent.edu/bas/forum-information
- Request to be added/removed from BAS listerve @ https://www.kent.edu/bas/forum-information
- Next BAS Forum – Mid February

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