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Bulletin Board

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JACK WITT NAMED VICE PRESIDENT OF HUMAN RESOURCES



Following a national search, Kent State University has selected F. Jack Witt III as its new vice president for human resources. A Kent State alumnus, Witt currently serves as vice president of human resources and administration at Owens Community College in Toledo, Ohio. He joins Kent State on Sept. 6.

Witt will be the senior officer responsible for the oversight of the university's Division of Human Resources. He will direct the component activities of the division, which includes talent acquisition, equal opportunity and affirmative action, employee development, compensation, records, employee engagement, labor relations, wellness and benefits. He will report to Mark Polatajko,

the senior vice president for finance and administration.

"I am very excited to have Jack join Kent State as the vice president for human resources," Polatajko said. "His philosophy of 'employee care' and 'client service' speaks to the importance of valuing and being supportive of our faculty and staff."

As vice president for human resources, Witt will ensure that all human resources programs and initiatives are integrated and effective in supporting the overall mission, goals and objectives of the institution.

"I am looking forward to being part of the exciting developments at Kent State," Witt said. "The Division of Human Resources has implemented many important initiatives for the university. It is an honor to have the opportunity to work with the HR team – and the broader Kent community – with a focus on continuing to enhance the appreciation and success of employees and, by extension, of students."

Witt joined Owens Community College in 2012, where he is responsible for the overall leadership of human resources, labor relations and legal services. In conjunction with this, he is also designated an Assistant Attorney General (Education Section) in the Office of the Ohio Attorney General. He was previously vice president for human resources at Macomb Community College and director of human resources for Genesee County, both in Michigan. Prior to entering the public sector in 2005, Witt spent 25 years working in labor relations, employment law and human resources with several major corporations, including Ford Motor Co., May Department Stores (now Macy's Inc.), Kmart Corp. and A&P Co.

Fun Fact!

This summer, Pokémon Go created a spike in mobile gaming among students at KSU. Games include trading cards, videos and Go adventures.

Source: *kentwired.com*

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SEAN FOY BRINGS FITNESS AND FUN TO KENT STATE



Clad in their blue and white “On the Move” t-shirts, nearly 150 faculty, staff and students came to the Kent Student Center Ballroom recently to see Sean Foy, the front man of the 12-week WELCOA challenge, who brought an interesting mix of facts and fun related to weight management and healthy living.

The event kicked off with employees from Institutional Advancement, which received WELCOA’s Most Spirited Division award, demonstrating an exercise called the KA-Broom Challenge played with a broom, a paper plate, a marshmallow and a cup. Seven to 10 players form two lines on either side of two 8-foot tables. Players use one hand to flip the plate with the broom and send the marshmallow into the cup being held by the opposite hand. When the marshmallow is caught, the broom is passed to the next contender. The team that completes the task first wins.

An internationally renowned authority on fitness, weight management and healthy living, Foy spoke to employees at the Trumbull campus earlier in the day. At the Student Center he told anecdotal stories about friends, family and colleagues who pledged to live a healthier lifestyle for various personal reasons. He enlightened the audience with new information about the old adage, “No pain, no gain.”

“What we learned is it’s not true,” Foy said. “If you do just a little bit of movement, it’s better than no movement at all. One or two minutes...is better than zero movement. You’re going to feel better.”

Foy revealed that the average American sits anywhere from 7 to 15 hours, which essentially negates the health benefits of a 30-minute daily walk. Moreover, the more we sit, the more our bodies become better at storing fat. He said standing is much more beneficial than sitting. In fact, researchers have now coined the phrase: Sitting is the new smoking.

“Did you know you have two ages?” he asked. “You have your birth age and your body age,” he said, pointing out changes to the body over time, such as a 2 to 5 percent decline in metabolism every ten years past the age of 25, due largely to inactivity.

One of Foy’s strategies for better health is that fitness should be simple and doable.

“Research has proven that people can burn an extra 200 to 300 calories a day, lose about 35 pounds a year, increase metabolism and switch on the fat-burning enzyme just by performing simple moves,” he said. Further, science has discovered that fidgeting burns calories, and that we should get use to moving every hour.



Move to a Groove

Foy put the audience through an exercise to test their balance, asking them to stand on one leg with eyes closed, noting that anyone who couldn’t hold the move longer than four seconds had the balance of a 70 year-old. He urged everyone to practice the move while brushing their teeth and during brief breaks at the office.

Other approaches to better health is that fitness should be personal, measureable and progressive. “The best exercise in the world is the one you will do,” said Foy. “Find what you like to do and your life will change.”

Foy pointed out that one of the best exercises to do is jumping rope, with or without the rope. Seconds later he had everyone laughing and jumping with an imaginary rope to Ferrell Williams’ hit tune “Happy.”

Next, attendees were asked to perform a “signature” dance move to Beyoncé’s “Single Ladies” and simulate a running motion – arms pumping the air, feet pounding the floor – while seated.

Lastly, Foy urged the audience to find and challenge a workout buddy and make fitness purposeful and fun.

“If you know what your purpose is in life, you can connect your calling to your health.”

Institute for Excellence class of 2016/17

Administrator Cohort I4E 2016-2017	
Amy Wilkens	College of Communication and Information
Brendan Walsh	Security and Access Management, Information Services
C. Dawn Sharnsky	Information Services
Douglas Delahanty	RASP
Ellen Glickman	Exercise Physiology
Gregory Farabee	Center for Corp. & Prof. Development
Jennifer Miller	College of Public Health
Jennifer O'Connell	Office of Sexual and Relationship Violence Support Services
Kathleen S. Abel	Advancement Services
Lashonda Taylor	University Ceremonies
Megan Nicole Krippel	Student Services
Min Gao	Liquid Crystal Institute
Munk Altanbal Otgonyin	Systems Development, Information Services
Nicole Corll	University Facilities Management
Roberta Bain	IS, Course Management
Robin Pijor	Career Services Center
Sarah J. Malcolm	Office of Global Education
Tia Laughlin	Human Resources Records
Tim Pagliari	Information Services
Timothy W. Davies	University Communications & Marketing

Individual Contributor Cohort I4E 2016- 2017	
Full Name	Department
Amelia Corrigan	College of Business International Programs Office
Clarke Earley	Chemistry
David A. Chappell	Geauga Student Services
Devdatta Yogi	Graduation Planning System (GPS)
Erin Michael McLaughlin	Chemistry & Biochemistry
Rachel Cordy	Academic Success Center
Jonathan Prenosil	Information Services / Residence Services
Joy Wesoloski	Alumni Relations
Kendra L. Wilson	Division of Student Affairs
Kevin McCreary	Research and Sponsored Programs
Kristin Carvajal	Student Support Services
Laurie M. Wagner	Health Sciences
Lisa Froning	Vacca Office of Student Services, College of Education, HHS
Mark Meszar	Information Services
MaryAnne Nestor	Office of Continuing and Distance Education (OCDE)
Moneeka Rae Pelley	East Liverpool Campus - Computer Dept.
Nicole Brooks	Security and Access Management
Phelan Fletcher	Recreational Services
Richard D. Lutz	Office of the University Architect
Thomas A Smith	Systems Development



Monica Guinn



Julie Rayl

NEW FACES

The division announces our newest team members

Monica Guinn - Administrative Secretary

Monica supports Training and Organizational Development, and comes to KSU from the City of Akron Law Department. Other employers include National Cash Advance, Brinks Inc. and KeyBank. She is currently studying business administration at Everest University.

Julie Rayl - Special Assistant

Julie provides support for Compensation, Records and Talent Acquisition. She has over 17 years of experience in secretarial and administrative support at a variety of organizations, including Summa Health Systems and First Merit Bank. Her most recent experience is serving as a Special Assistant at KSU's University College.

Salary Increase Announced for Unrepresented Employees

The Board of Trustees on May 11, 2016, approved the operating budget for FY 2017. Recognizing the important role our employees play in advancing the goals and objectives outlined in the [Strategic Roadmap](#), the budget includes a 2-percent funding increase for salaries of classified and unclassified employees not represented by a union. This is an across-the-board increase in pay effective on **Sept. 1** for eligible employees. The following are noteworthy dates:

Classified Employee Pay Increase Timetable

- The pay increase will take effect **Aug. 21, 2016**, since it is the start of the pay period that includes **Sept. 1, 2016**. The increase will be reflected in the **Sept. 16, 2016**, paycheck.
- Employees hired on or after **Aug. 21, 2016**, will not be eligible for the increase.
- Upon completion of a probationary period, employees hired between May 1, 2016, and **Aug. 20, 2016**, will be eligible for the pay increase.
- To be eligible for a pay increase, classified employees must have a current satisfactory, signed performance evaluation on file in Human Resources. Employees who receive an overall performance rating of "Needs to Improve" on their evaluation will not receive any pay increase until they reach the "Usually Meets" level of performance.
- Employees must be eligible for a paycheck on Sept. 16, 2016, in order to receive the pay increase.

Unclassified Employees Pay Increase Timetable

- Pay increases for unclassified employees are effective **Sept. 1, 2016**, and will be reflected in the **Sept. 15, 2016** paycheck.
- Employees hired on or after June 1, 2016, will not be eligible for the increase.
- Employees with promotions, market and/or salary adjustments effective on or after June 1, 2016, will be eligible for the pay increase unless indicated otherwise through discussions with the Compensation Department.
- To be eligible for a pay increase, unclassified employees must have a current satisfactory, signed performance evaluation on file in Human Resources. Employees who receive an overall rating of "Unsatisfactory" on their performance evaluation will not receive any pay increase.
- Continuing unclassified employees will be eligible for this pay increase. Grant-funded and term positions will be determined on a case-by-case basis by the applicable department and approved by the appropriate appointing authority through the initiation and processing of appropriate paperwork. However, all of these groups must have met the performance evaluation eligibility criteria as stated above.
- Employees must be eligible for a paycheck on Sept. 15, 2016, in order to receive the pay increase.

The salary increase is just one part of your overall compensation package, which also includes university contributions for health benefits, retirement plans, tuition waiver, vacation and sick leave. For questions regarding compensation, please contact the Compensation office at 330-672-8325 or compensation@kent.edu.

TITLE IX WORKSHOPS FOR FACULTY AND STAFF AND STUDENTS

Beginning fall, 2016, Compliance and EO/AA will conduct customized Title IX trainings for faculty, staff and students on the following topics: What is Title IX? Defining sexual harassment/sexual misconduct; how to report Title IX issues; statistics on sexual violence; the university’s responsibility and much more.

Workshops will occur once a month for faculty/staff and students from September through December 2016. Below is the schedule for the facilitator-led workshops. Dates are subject to change or cancellation. All sessions will be held at **Heer Hall in Room 107**. Sign up at www.kent.edu/hr/title-ix-workshops-faculty-staff-and-students.

Audience	Date	Times
Faculty and Staff	Tues, Sept. 20, 2016	1:30 - 2:30 p.m.
Students	Tues, Sept. 20, 2016	2:30 - 3:30 p.m.
Faculty and Staff	Wed, Oct. 19, 2016	1:30 - 2:30 p.m.
Students	Wed, Oct. 19, 2016	2:30 - 3:30 p.m.
Faculty and Staff	Wed, Nov. 16, 2016	10 - 11 a.m.
Students	Wed, Nov. 16, 2016	11 a.m. - noon
Faculty and Staff	Wed, Dec. 7, 2016	10 - 11 a.m.
Students	Wed, Dec. 7, 2016	11 a.m. - noon

2016 - 2017 Holiday Shut Down Schedule

Kent State University’s Holiday shutdown for 2016 will begin Friday, Dec. 23, 2016. In addition, the university will close Monday, Dec. 26 thru Monday, Jan. 2, 2017. All offices will re-open on Tuesday, Jan. 3, 2017.

Pay Dates:

The semi-monthly and bi-weekly pays will both occur on Dec. 22, 2016. The Jan. 2017 pays will occur on the following dates:

- Bi-weekly, Jan. 6 & Jan. 20, 2017
- Semi-monthly, Jan. 13 & Jan. 31, 2017
- Yellow = Christmas Eve (President’s Day), Christmas Day, and New Year’s Day Observed
- Green = Additional days (total of 4)

December/January

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December					22	23	24
	25	26	27	28	29	30	31
January	1	2	3	4	5	6	7

Kent State Partners With uConfirm for Employment Verification

Are you buying a home? Applying for a loan? Renting an apartment or purchasing a car? Car dealers, landlords, lenders and others who need proof of your employment and income, use uConfirm's online service to complete the verification process.



Kent State University has contracted with uConfirm, a leading national provider of employment verification solutions for employers, to make the employment verification process more secure and improve workflow. The company can also help speed up the verification process for employees and verifiers.

Around the middle of August, employees who need their employment or income verified should refer the verifier to uConfirm's web site at www.uconfirm.com, where they will complete the verification process. Email questions to uConfirm's customer support center, support@uconfirm.com, or call 404-382-5400 and select Option 2.

No special codes are required by verifiers. If needed, verifiers will provide uConfirm with a copy of the authorization you previously signed. Further, this is a free service for employees. If you are charged by a verifier for uConfirm's service or if a verifier refuses to use uConfirm's service, please contact uConfirm for assistance.

Kent State University's account manager at uConfirm is Doris Dzirson. She may be contacted for special assistance toll free at 866-312-8266, ext. 108, or email doris.dzirson@uconfirm.com.

OPPORTUNITY KNOCKS!

Opportunities to Support Students

- [Footloose](#), July 28—August 14, directed by Terri Kent
- [Welcome Weekend DKS](#), Aug. 25—28
- [Run the World 5K Run/Walk 2016](#), Sept. 10
- [\(dis\)ABLED BEAUTY](#), runs through Mar. 12, 2017

Opportunities for Employees

- Open Football Practice, Aug. 18
- [Employee Appreciation Day](#), Sept. 13
- Benefits Open Enrollment, Oct. 19, (Kent)

Opportunities for Growth & Development

- [Beyond Compliance](#)
- [Communication Skills Workshops](#)
- [Online Workshops](#)
- [Diversity Workshops](#)
- [Personal Development](#)

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

Opportunities for Well Being

- [Healthy Hydration Challenge](#), Aug. 15—Sept. 11
- [Biometric Screenings](#), Aug. 16 and 25, Sept. 7
- [Healthy Convenience Food Lunch/Learn](#), Aug. 18
- [Health Coaching](#), Sept. 6
- Portage County Heart Walk, Sept. 17 (NEOMED)
- EAP Showcase Webinar, Depression, Oct. 12

Job Description Website Update

The Human Resources Compensation team is completing a project to update the university's job description website. The HR and IS project team completed development on this project in under two months using the Agile project methodology. The new website application incorporates several new features for departments, individual employees and other casual users of the website, including:

- Each job description will display its pay grade and pay range
- Summary job information is available for each description to assist users in deciding which jobs to view in more detail
- Enhanced search and filter capabilities
- Ability to view job descriptions on a mobile device

When creating a draft job description using the web site application, users have the ability to:

- Add and change job description content
- Link comments to the job description content for reviewers to address
- Keep track of the most current draft version
- See any edits/changes made to the draft from the prior published version

Human Resources expects the new site to go live in late August. Employees who are typically involved in the job description process will have the opportunity to attend open lab sessions in August. More announcements to come.

If you have any questions, please contact Vanessa Vesely, manager of compensation at 330-672-8325, or vvesely@kent.edu.

EMPLOYEE APPRECIATION SET FOR SEPT. 13

Kent State University faculty and staff will be recognized with a complimentary lunch, entertainment, games, giveaways, dancing and fun on [Tues., Sept. 13, from 11 a.m. - 2 p.m.](#) in the Kent Student Center Ballroom. A [special evening event](#) will be held for second- and third-shift workers from 10 - 11:30 p.m.

Registration is open. If you would like to attend, please register by selecting the day or evening event button on the [Employee Appreciation Day homepage](#). All employees registered by Sept. 2 at 11:59 p.m. will automatically be entered to win a prize.

To provide a consistent experience for all employees, lunch and events will be held concurrently throughout the three-hour period so departments can schedule release time for staff. Workers are not required to use designated sick or vacation leave to attend. Participation in this event should be coordinated with guidance from your supervisor or manager.

All regional campus employees are invited to attend the Sept. 13 event on the Kent campus. However, regional campus employees will be recognized during an employee appreciation component at designated open enrollment and wellness fairs this fall. Details and dates for these visits will be included in open enrollment communications.

The Employee Appreciation Committee and university administration is excited to bring this special event to all full- and part-time faculty and staff. For questions, please contact the Employee Engagement and Outreach Office at 330-672-2100, or engage@kent.edu.

Please note: Although the university certainly values its graduate assistants and student employees, Employee Appreciation Day events are intended for all full- and part-time faculty and staff. This does not include graduate assistants and student employees.



“Education is the most powerful weapon which
you can use to change the world.”

- Nelson Mandela -

Continued from page 1

Admitted to the Ohio Bar in 1978, he is a member of the American Bar Association and the Society for Human Resources Management. He earned a certificate in benefits and compensation management from the International Foundation of Employee Benefit Plans and is an HR Certified Professional by the International Public Management Association for Human Resources.

For 16 years Witt taught courses on labor relations and collective bargaining, human resource management, employee benefits, legal studies, and business ethics and policy at New York University Management Institute (1995-1998), Cornell University School of Industrial and Labor Relations (1999-2000) and Wayne State University School of Business Administration and College of Liberal Arts and Sciences (2004-present).

Witt earned a Bachelor of Arts degree in Political Science from Tulane University, a master's degree in Public Administration from Kent State, and a Master of Business Administration and Juris Doctor degree from Case Western Reserve University.

Witt and his wife, Leslie, will relocate to the Kent area from Toledo. They have two grown children.

Vacation Reminders from Human Resources

If you are an employee who accrues vacation, be sure to check your leave balances to see if you are at risk of losing any accrued vacation time. According to the university policy regarding annual vacation leave for non-teaching unclassified and classified personnel, the maximum amount of vacation an employee can accrue is that which can be earned in a three-year period.



Employees who are over their accrual maximum must use the time by Sept. 30; if not, you will lose any vacation hours accrued beyond the maximum. Vacation hours are earned each pay period and vary according to the employee's years of service with Kent State and job appointment (i.e., classified or unclassified status). An explanation of vacation accrual rates, eligibility and usage is available at www.kent.edu/hr/benefits/vacation-holidays.

All employees who earn vacation are reminded to report and submit their leave promptly. Accurate and timely reporting is important to make sure the time is being deducted correctly, and that you are not exceeding your accrual maximum.

Employees can easily check their leave balance in FlashLine. After logging in, click on “Employee” and then click on “Dashboard.” Once you are in your Dashboard, click on the “Employee Profile Dashboard” located in the Top Employee Resources panel. You may then compare your balance with the Vacation Leave Accrual chart that can be found at the web site listed above. Email notifications are expected to go out the second week of August.

The HR Records office will be contacting employees by email if they are at risk of losing any vacation hours over the policy maximum. If you have questions, please contact a member of the HR Records team at 330-672-8316.

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Visit our homepage at
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