

**Agenda**  
**Kent State University Staff Council Meeting**  
**April 08, 2025**

**Welcome and Introduction of Guests-Heidi Covan**

**New Performance Management Initiative-Betsy Mccafferty, Associate Vice President,  
People Culture and Belonging**

**Higher Learning Commission Site Visit on April 14-15-Hollie Simpson, Associate Director,  
Accreditation Minutes-Virginia Wright**

Approval of March 11, 2025, minutes

**Discussion-Heidi Covan**

- Status of Recommendations for At-Large Position to be filled
- Poll for retreat date of either June 17 or June 18
- Location of Retreat

**Shared Governance Update-Craig Berger**

**Committee Reports-Judy Yasenosky**

- E-Board
- Finance Committee
- Communications Committee
- Elections & Bylaws Review Committee
- Membership/Activities/Professional Development Committee
- Advocacy Committee

# Kent State University Staff Council Meeting

April 08, 2025

Teams Meeting

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The meeting began at 2:00 pm. In attendance: Kara Barnett, Erin Beseda, Heidi Covan, Paul Creed III, Anita Francisco, Tiffany Griffin, Melissa Halozan, Crystal Hamon, Susan Kieklak, Keturah Kneuss, Jaclyn Macomber, Katie Mattise, Darcy McBride, Nikki Mills, Monica Morson, Phillip Nelson, Barbara Ozimek, Ruth Pittman, Meagan Richards, Shaunte Rouse, Cheryl Slusarczyk, Megan Smeznik, Mariah Taylor, Jen Villanueva, Virginia Wright, Judith Yasenosky. Guests: Betsy McCafferty and Hollie Simpson

## Welcome and Announcements-Heidi Covan

Heidi welcomed everyone to the meeting. A poll was posted for members to vote on a date for the retreat.

## New Performance Management Initiative-Betsy McCafferty, Associate Vice President, People, Culture and Belonging

- Page Up Performance is new evaluation system this year.
- Rollout will be in the next few weeks
- Previous system (via Desktop) was in place for 20 years
- KSU sent RFP and Page Up selected as system. Reasons selected:
  1. KSU is currently using Page Up system for hiring, recruiting, and marketing
  2. Page Up integrates with Banner
  3. Page Up will save staff time because 30-40% of time is spent sending emails to supervisors. Page Up system will automatically send notifications
  4. Page Up system is widely used at large and small Universities throughout the country
  5. Moving to Page Up is an important step to help employees reach goals or milestones. The journaling and goal alignments are beneficial for employees.
  6. System focuses more on career and professional development for employees
  7. App on phone allows notes to be uploaded to the system
  8. Sample reporting provides information regarding the status of evaluations (how many evaluations are completed or not completed).
  9. Via Desktop did not even submit an RFP for KSU to consider. (Note that KSU employees can still log in to the old system if needed to refer to prior information.)
- Kick off is in April
- 2025 Cycle
  1. Supervisor puts Performance Plan information for employee into the system. (Note: information will then import for future years)
  2. Employee self-evaluation information is put into the system by employee. This is optional (not required). If employee opts out, system goes to the next step.
  3. Supervisor evaluates employee, sees the measures, rates accomplishments of goals and performance of job duties
  4. System notifies supervisor and employee to review together. Employee can add comments.
  5. Must check completion box
- Page Up piloting in 2025. Survey to be sent in September regarding features. Survey questions ask if more explanation is needed and where the explanation is needed to fine tune for 2026.

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- People, Culture, and Belonging (PCB) developing step-by-step guide
  1. Job duties
  2. Core competencies
  3. Current goals (must list at least 1)
  4. Goals for next year (must list at least 1)
  5. Development (training employee has or needs to have as well as goals and how the manager can provide support)
  6. Next steps
- Work with Compensation if employee is working outside their classification.
- System provides effective communication and teamwork between employee and manager by getting into more specifics
- Ratings are provided by sliding the slider bar to rate with ratings like old system with Meets Expectations, etc.
- System allows for copying and pasting from previous year

Q: Will there be some type of training? Or website with the step-by-step guide?

A: There will be a training guide with screenshots, videos, and training sessions that will be recorded. There is a team within PCB that has a dedicated email: [performance@kent.edu](mailto:performance@kent.edu).

Q: Employees may not be willing to share comments in the new system. What can employees do who are not comfortable entering comments?

A: Feedback would be part of the evaluation survey PCB will be sending out in fall. Specialized questions go to PCB and not the supervisor. Employees can make notations that would be private to track something or maybe the employee doesn't want to put something in writing. System allows employees and managers to score side by side.

Q: What motivates employees to strive for the highest performance review rating if someone who meets expectations receives the same cost-of-living increase as someone who exceeds expectations?

A: The University is a long way from having merit. In the previous system, merit was not possible. The system has better performance to perhaps have merit in the future if merit is ever done. The system allows feedback year-round. Changing demographics studies show that employees want more feedback regarding their job and not just once a year, and employees need to have consistent measures.

Q: Would Compensation look at evaluations?

A: Employees could be directed to Compensation. The University wants employees and managers to at least look at providing feedback once a year, talking with the employees and making sure that things line up regarding classifications and duties.

Q: What motivates employees to strive for the highest performance ratings if they have a supervisor who doesn't give high ratings based on principle? How does the system strive for more consistency? Some supervisors may give best ratings as 3 and other supervisors may give best ratings as 4 or 5. How would you achieve consistency in the training?

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A: There will be more training. Some employees could only get 20% of level 3 rating. Then the employee does learning development and training and now the employee receives level 5 as the new 3. It is more an application of the system and how managers do things. The system pulls data that would be reviewed to see if trends are up or down.

Q: How does the new system allow for merit? Old system had no consistency. How do employees see in the new system?

A: Don't know and don't want to give wrong answer regarding merit. She does know that other institutions have used Page Up system for merit. The University is at least moving forward. It is outside her ability to answer if the University will consider merit in the future.

She would like to come back in the fall after they have feedback from supervisors and staff.

## **Higher Learning Commission Site Visit on April 14-15, 2025-Hollie Simpson, Associate Director, Accreditation**

- On April 14 and 15, Higher Learning Commission (a team of peer reviewers from other universities) will be at Kent State University to determine if Kent State University meets standards.
- Kent State University is on 10 year cycle that goes through various steps.
- Meetings are held with stakeholders (faculty, staff, students) and more targeted areas.
- Staff can get involved by attending staff open session next Monday in 306 KSC . Please reach out if you have questions.
- The team may ask questions about
  - the climate
  - how your job impacts the mission
- <https://www.kent.edu/kent/accreditation/2025-accreditation-reaffirmation>
- The University is trying to let as many people as possible know about the sessions.

Q: Will there be a virtual option for Regional Campuses?

A: The University will be sending out links to the Regional Campuses that will be shared via the deans. The University would like wide involvement of in-person attendance as much as possible at Kent Campus.

Q: Are there important things to know for areas that are not working directly with students?

A: Go to the faculty and staff web page and look at Kent State's vision, mission, and core values statement. How do you fit into the mission of Kent State University? Also look at the listing of sample questions to give you an idea of what could be asked. Staff should attend and be yourself. The Higher Learning Commission wants to hear your voice.

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Q: Why isn't the link shared with everyone?

A: The University wants reviewers to have face-to-face interactions. Higher Learning Commission will also be visiting 4 Regional Campuses for brief visits. Kent Campus has the majority of the meetings.

Q: What happens if Kent State University doesn't pass accreditation?

A: The University is certain that we are in good shape. If no accreditation, the University would no longer receive Federal Student Financial Aid. Most student rely on financial aid. No accreditation could lead to the demise of the institution.

Q: Is there an appeals process?

A: The University is not worried about their chances of passing accreditation, wants everyone to be involved and let their voices be heard.

## Minutes-Virginia Wright

- Virginia called for a motion to approve the minutes from the March 11, 2025, meeting. Cheryl Slusarczyk made a motion, and Judy Yasenosky seconded the motion.

## Shared Governance Update-Crystal Hamon

- Ad hoc committee will be meeting with Amoaba Gooden to determine next steps and give us pointers on what we can do to create shared governance
- Document regarding other institutions in Teams for review
- Have more meetings in May if interested in being more involved

## Committee Reports

- E-Board-Heidi Covan
  - Welcome to new Staff Council member Tiffany Griffin from Stark Campus
  - BAS presentation next week
  - OSCE meeting on Friday
- Finance Committee - Judith Yasenosky/Nikki Mills
  - OSCE dues paid for 2024
  - Sent information to committee chairs to send budget requests
  - Reminder to turn in budget requests
  - Budget requests need to be sent to PCB by May 1
- Communications Committee-Ruth Pittman
  - Met March 20
  - Still working on website
  - Discussed Staff Council Newsletter
    - Will be using News tab on website and Faculty Staff Newsletter through Kelsey Tomlinson in PCB due to lack of resources
    - Requested presentations from Betsy McCafferty and Hollie Simpson to post on website
- Elections & Bylaws Review Committee-Shaunte Rouse

# Kent State University Staff Council Meeting

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**Teams Meeting**

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- A Doodle pool was posted on Teams and in chat for meeting dates for the 2025 comprehensive bylaw review meetings for all members. Please fill in, attend or send feedback.
- Membership/Activities/Professional Development Committee-Kara Barnett
  - Ballot is open for E-Board replacement. Link posted in Teams and in chat for voting. Please vote if you have not voted.
  - Met last month with Kelsey Tomlinson for discussion regarding staff appreciation proposal for staff shout-outs
  - Possible changes in eligibility for Staff Council membership
- Advocacy Committee-Susan Kieklak
  - Biggest thing committee is currently working on is anti-bullying policy (with Amoaba Gooden, Faculty Senate, and Staff Council Executive Board)

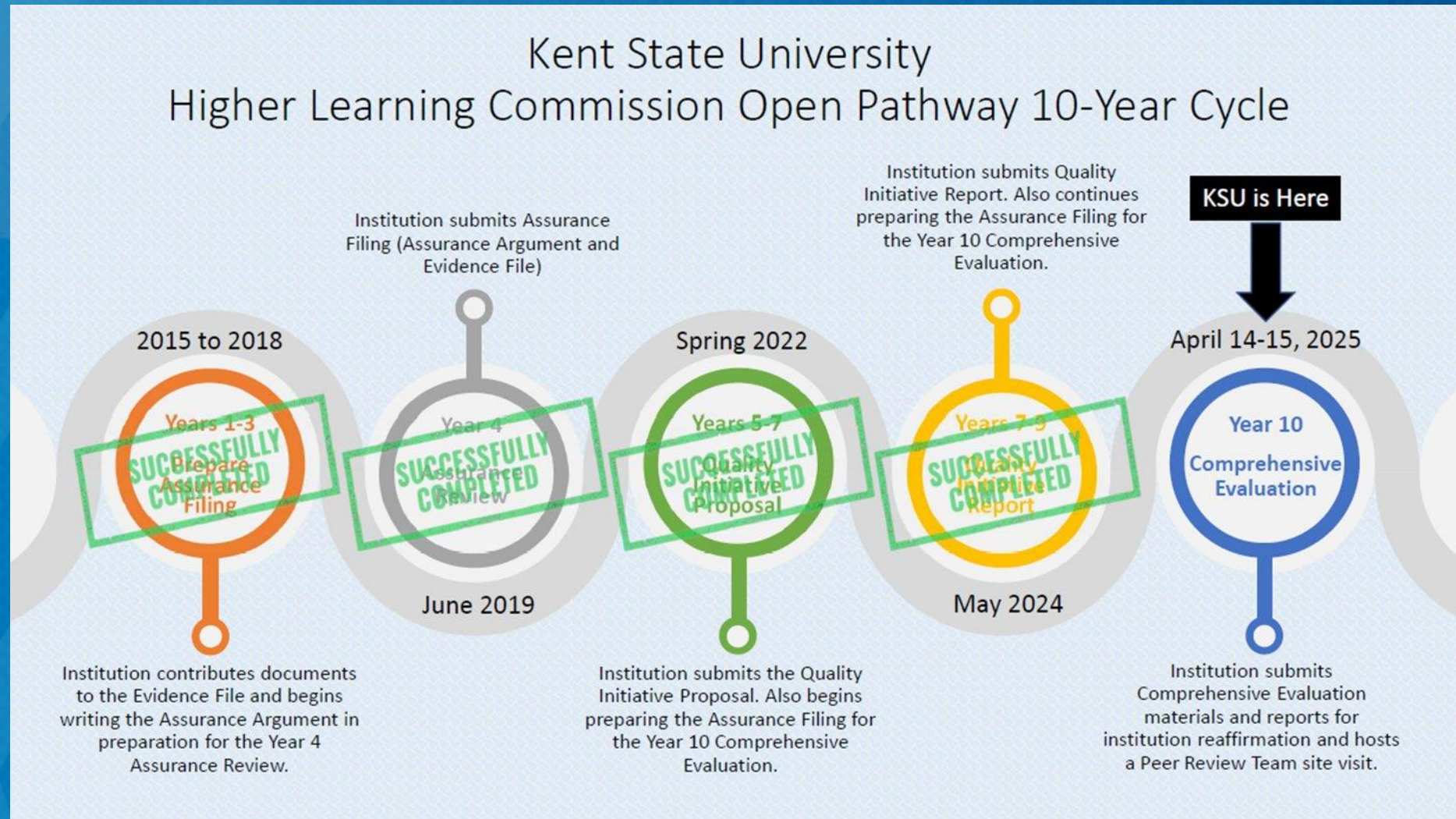
**Meeting Adjourned at 3:06 pm**

# **Kent State's Accreditation Site Visit**

**April 14-15, 2025**



# Open Pathway timeline



# Ways to be involved

## Websites to review:

- [Kent State Accreditation Overview](#)
- [2025 HLC Accreditation Review](#)
- [What Faculty and Staff Need to Know](#)

# Ways to be involved - continued

## Meetings to attend:

### Open to everyone

- Criterion 3 – Monday, April 14 at 10:45am Kent Student Center 306
- Criterion 5 – Monday, April 14 at 10:45am Kent Student Center 310
- Criterion 2 – Monday, April 14 at 2:00pm Kent Student Center 310
- Criterion 4 – Monday, April 14 at 2:00pm Kent Student Center 306
- Criterion 1 – Monday, April 14 at 4:15pm Kent Student Center 310

### Staff open session

- Monday, April 14 at 3:00 pm Kent Student Center 306



PageUp

Performance Management Solution

Betsy McCafferty

AVP, People and Culture

Division of People, Culture and Belonging



# PageUp Talent Management



Recruitment Marketing Essentials



Text Engage



Employee Connections



Internal Mobility



Applicant Tracking System



Contractor / Rehire



Onboarding *(future consideration)*



Learning *(future consideration)*



Performance



Succession



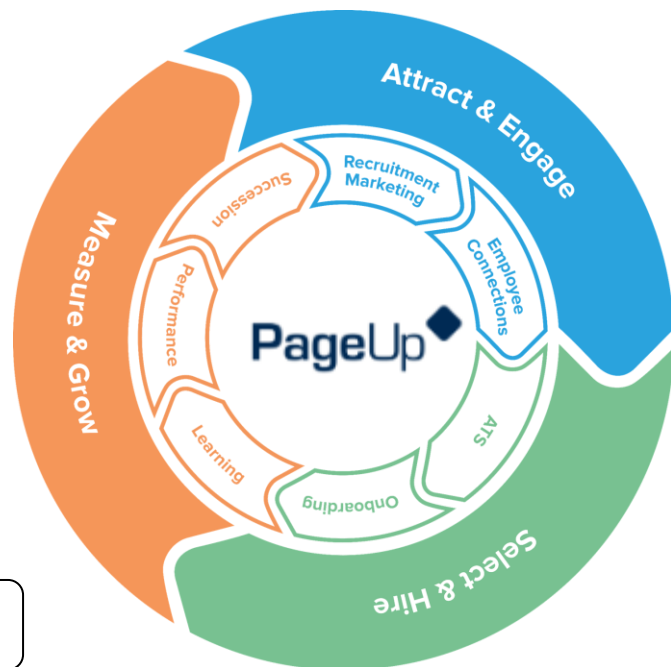
Advanced Analytics



Marketplace



2-Way Integration with Banner



# Higher Ed Specialists



THE UNIVERSITY OF  
ALABAMA



MICHIGAN STATE  
UNIVERSITY



CSU The California  
State University

COLUMBIA UNIVERSITY  
IN THE CITY OF NEW YORK

UF UNIVERSITY of  
FLORIDA



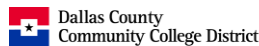
Quinnipiac  
university



TCU  
TEXAS CHRISTIAN UNIVERSITY



PEPPERDINE  
UNIVERSITY



KANSAS STATE  
UNIVERSITY

UPSTATE  
MEDICAL UNIVERSITY



UConn



UNION  
COLLEGE



DAVIDSON



UNIVERSITY OF  
WISCONSIN  
OSHKOSH



UNIVERSITY of  
DAYTON

Bucknell  
UNIVERSITY



University  
of Mary  
Washington

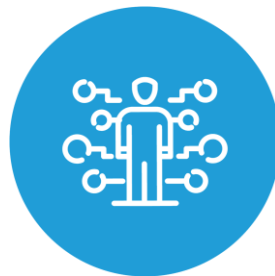
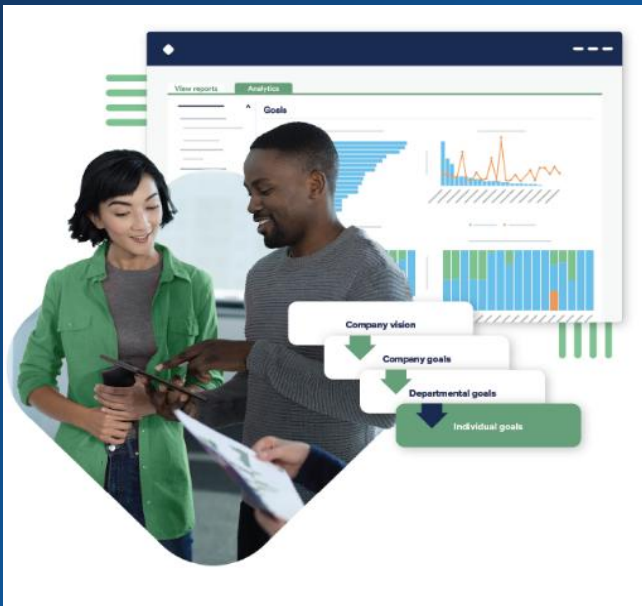
MARIST

TEACHERS COLLEGE  
COLUMBIA UNIVERSITY



PageUp

# Why PageUp Performance?



2-Way Banner  
Integration,  
Automated  
Messaging



Goal  
Alignment



Career and  
Professional  
Development



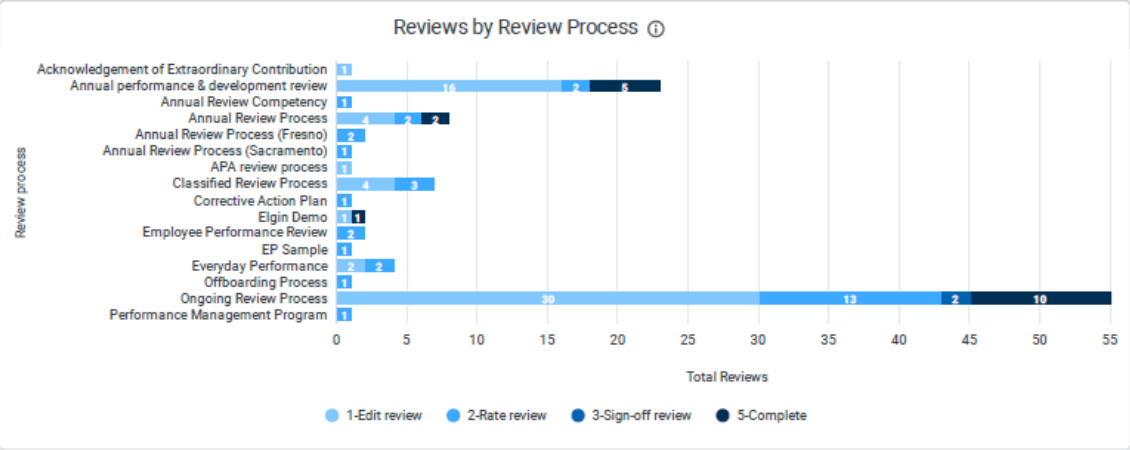
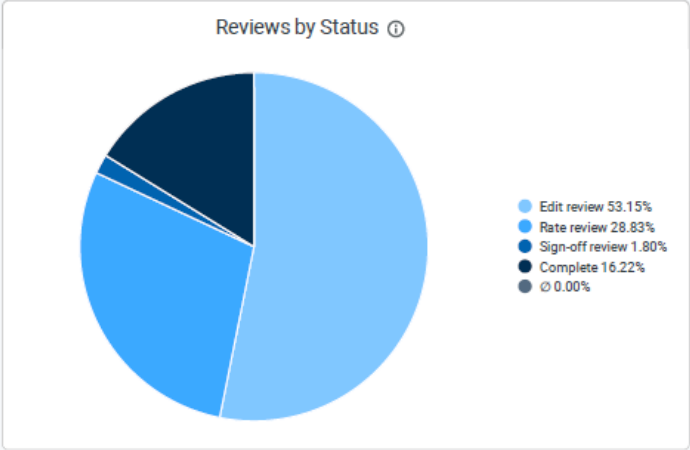
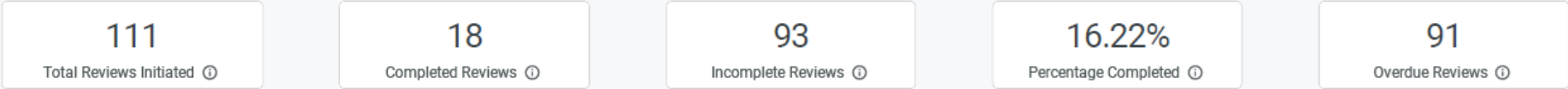
Everyday  
Performance  
App

# SAMPLE

## Reporting & Analytics- Review Status

### Performance Review Status

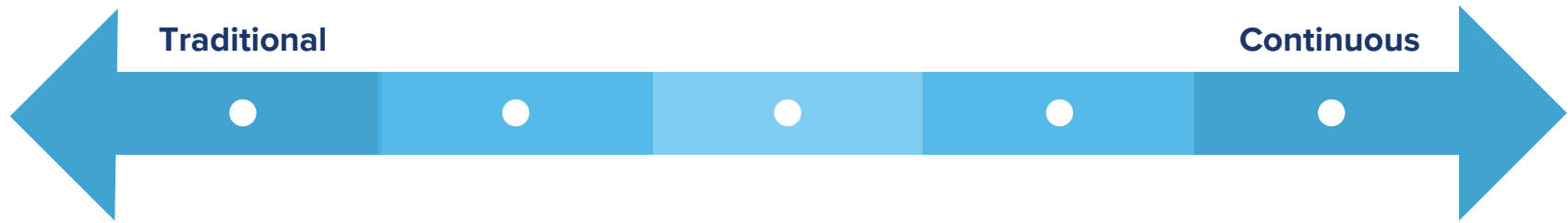
Deleted is No    Archived is No    Employee Active is Yes    Employee Archived is No



# Objectives of Page Up Performance

- More informal, continuous feedback and recognition
- Professional development focus
- Opportunity to discuss career goals
- Goal alignment
- Clarify expectations
- Fewer forms and more consistent core competencies

# The Performance Spectrum...



Process-oriented;  
Bi-annual / annual process.

**Benefits:**

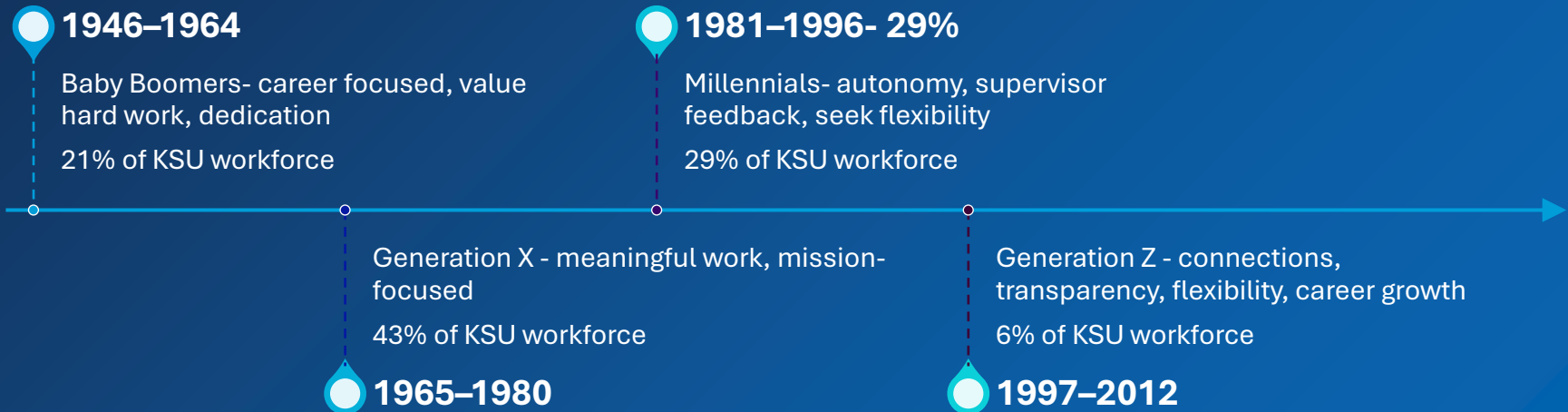
Accountability, operational efficiency and effectiveness.

Everyday feedback;  
Frequent review and alignment.

**Benefits:**

Developmental, Retention and Engagement

# Generational Views of the Workplace



# Performance & Employee Engagement

Meaningful work,  
purpose

Clear expectations  
and alignment

Career  
advancement

Professional  
development

Relationship with  
manager

Recognition and  
appreciation

Work/Life Balance

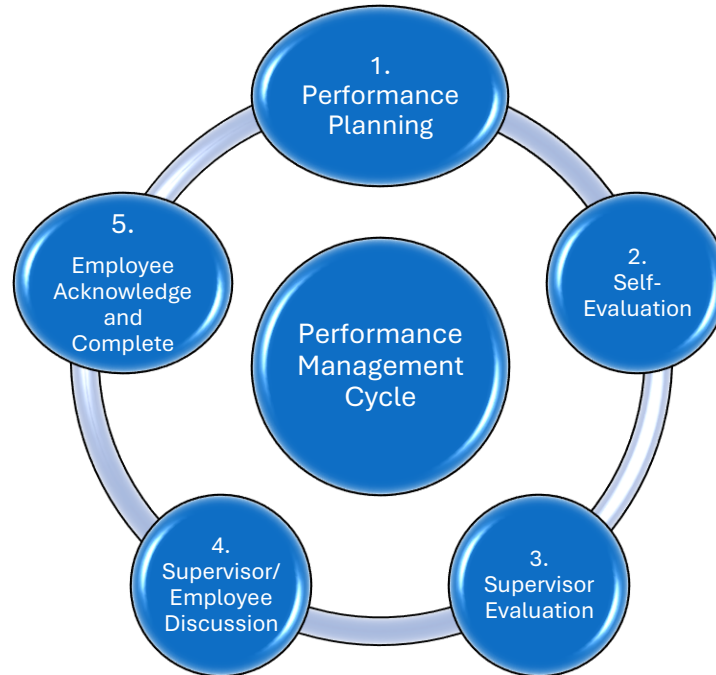
Support and well-  
being

Open and  
transparent  
communication

Positive culture  
that values respect  
and belonging

# The 2025 Performance Management Cycle

The performance management process is intended to create an ongoing dialogue for supervisors and employees to assess how well an individual's performance meets the requirements of the job. Following is an overview of the performance management cycle.



[Start](#)[Job Duties](#)[Core Competencies](#)[Current Goals](#)[Next Year's Goals](#)[Development plan](#)[Next steps](#)

Total performance weighting: **100%**

Actions ▼

### Welcome to your Performance Evaluation Portal!

The performance evaluation process is designed to be a collaborative connection between an employee and their supervisor. At Kent State University, we encourage ongoing feedback and conversation so that you, as the employee, can play an active part in supporting university priorities as well as your own professional goals. Use this portal to record your performance, objectives and behaviors along the way!

The performance evaluation process is broken down into the following sections:

#### Section 1: Job Duties \*NEW!\*

As part of your self-evaluation, you will rate your performance in reference to your assigned job duties. Use journal entries throughout the year to document your key accomplishments. Use this portal to rate your performance.

#### Section 2: Core Competencies

We've identified six categories of assessment for all Kent State employees to provide a clear and consistent standard for success.

#### Section 3: Current Goals

Use this section to add your 2024 goals to PageUp and assess goal accomplishments, and/or key results. You may also add comments and journal entries. Refer to your performance goals from the 2024 review period via your Flashline access to viDesktop here; <https://videsktop.kent.edu/>. Click on 'Self Evaluations' link within the Performance Management column.

#### Section 4: Next Year's Goals

This section is designed to be completed during the performance evaluation period. Now that you're approaching the end of this review period, it's time to think ahead. What goals do you have for next year? Use this section to capture them for future reflection.

#### Section 5: Development

Use this section to provide feedback on your professional development and career aspirations.

#### Section 6: Next Steps

## Gino Zielinski - Kent April-July 2025 Review

[Start](#)[Job Duties](#)[Core Competencies](#)[Current Goals](#)[Next Year's Goals](#)[Development plan](#)[Next steps](#)

### Job Duties

✓ Saved Last saved: Apr 8, 2025, 12:19pm

Actions ▾

*Job duties must be referenced externally.*

**Employee:** Reflect on the last year and rate your performance against these job duties as a whole. You can optionally add a comment, attach a Journal entry, or upload supplementary documentation to support your rating.

**Supervisor:** Reflect on the last year and rate their performance against these job duties as a whole. You can optionally add a comment or upload supplementary documentation to support your rating.

#### Job Duties

Using the slider scale to the right, move the slider bar to the left or to the right to rate your overall job knowledge and execution of job duties.

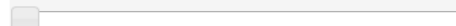
*In the Jobs Summary box below, you may add additional job duties that are not included in your job description.*

🗨 External feedback

Add comment ▾

There are no comments for this goal.

Gino Zielinski



Not rated

## Core Competencies

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Actions ▾

**Employee:** Review the competencies below and rate your performance for each competency over the past year. Using the add comment drop down in each section, you can optionally include comments, attach Journal entries, or upload supplementary documents to support your rating.

**Supervisor:** Rate the performance of your employee for each competency below. Using the add comment drop down in each section, you can optionally include comments or upload supplementary documents to support your rating.

### ▼ Effective Communication

- Demonstrates clarity and effectiveness in verbal, non-verbal, interpersonal, and written communication.
- Listens and seeks to understand others.
- Responds professionally to inquiries, instructions, constructive feedback, and suggestions.

📎 Development activities for this item [Add](#)

Add comment ▾

Link journal entry

Upload file

There are no comments for this goal.

Gino Zielinski

Not rated

### ▼ Teamwork/Collaboration

- Works effectively with employees across the university system.
- Actively contributes to team success.
- Supports and promotes a cooperative work environment.

📎 Development activities for this item [Add](#)

Add comment ▾

Gino Zielinski

Not rated

**Employee:** Reflect upon the prior year's goals and objectives. Consider:

- What were the measures used to gauge your progress?
- What were the ultimate outcomes?
- What was the timeline appointed to each goal or objective?

You must add at least one goal for the year, and you can add additional goals as needed.

**Employee Instructions:**

1. In the "Add Goal Here" item below, if the "pencil" icon is visible, click on it to shift into edit mode, or simply click inside the text box to edit if no "pencil" icon is visible.
2. Update the title to reflect a goal for the year, and describe your goal, including measurable outcomes. You can also add an attachment for further documentation if needed.
4. Click **Save**.
5. To add more than one goal, click the "Add Current Goals" button below.
6. When you have finished adding and saving each goal, rate your performance for each goal using the slider to the right.

**Supervisor:** Please review the goal(s) below and rate the employee's progress against the goals below. Feel free to leave comments and upload any documents relating to the goal(s).

▼ Add Goal, Accomplishment or Key Result Here Current



1. Use the "pencil" icon to the right of this window to shift into Edit Mode.
2. Update the title of above to reflect a goal, accomplishment, or key result from the past year.
3. In this text box, describe your goal, including measurable outcomes. You can also add an attachment for further documentation if needed.
4. Click Save.
5. To add more than one goal, click the "Add Current Goals" button below.

**Target date:** 31 Jul 2025

**External feedback** Request

**Gino Zielinski**



Not rated

Add comment





## Development plan


**Employee:** The questions below are available to you to communicate the guidance, opportunities, and resources you have received or would like from your supervisor in creating a professional development plan. Please note that your supervisor will be able to view your responses in this section.

**Supervisor:** Please review the employee's responses and be sure to discuss with the employee during the discussion phase. You may add comments in this section at the bottom.

What specific guidance or resources from your supervisor have you found most beneficial in enhancing your job performance?

**B** *I* U |   |        |   Source

What additional guidance or resources from your supervisor would have been beneficial in enhancing your job performance?

**B** *I* U |   |        |   Source

What specific opportunities have you been provided that expanded your ability to sustain and model the Kent State University Culture?

(i.e. trainings your department has organized, community agreements, campus events, etc.)

**B** *I* U |   |        |   Source

**Questions?**