

Center for University Learning

For Faculty & Staff

Newsletter

T Training L Learning C Connecting

Promoting professional and personal development opportunities. Volume 3, Issue 2 July 2007

We've Gone Paperless!

That's right, the Center for University Learning catalog will no longer be circulated as a hard-copy due to our NEW and improved online registration system! Find out all the details inside this issue of TLC on page 3.

Parking Changes in FY08

Pending Board of Regents approval in August, construction of the new 2,600 space parking deck, to be located at the north end of the current surface parking lot north of the Burruss Building, will begin in August. The deck will be funded by tax exempt bonds to be paid back by fees and fines since BOR policy does not allow institutions to use state funds for parking and transportation infrastructure and operating costs. In spring 2008, the construction of the Health & Human Services (HHS) Building and the Dining Hall, to be located toward the southwest quadrant of the same parking lot, will also begin. Together, these construction sites will decrease on-campus parking until completion of the Central Deck. Student fees are increasing to \$110 per semester this fall and faculty/staff annual fees are increasing to \$50 from the existing \$20 effective September 1st. Any future Faculty/Staff parking fee increases are part of the Phase 2 (Spring 2008 until Central Deck opens) and Phase 3 (after the Central Deck opens) discussions currently underway on campus. The current plan is to identify changes for Phase 2 by October and changes for Phase 3 by March so that people can make choices first for January 2008 and then for when the Central Deck opens.

To assist in the transitional period, a parking committee has been formed to serve in an advisory capacity to assist decision makers with the parking initiative and its progress. Members include representatives from Faculty, Administrators and Staff Senates, Auxiliary Services, and Public Safety. Card Services, American Association of University Professors (AAUP), Human Resources, and the Payroll Department are advisory members.

To address the reduction in parking on the core campus, KSU has obtained access to two temporary off-campus parking sites. These locations include Town Point and the Bank of America (B of A) deck. During construction, there will be up to 8 shuttles supporting these off-site locations (the schedule of how many shuttles will be running can be found at <http://www.kennesaw.edu/parking/shuttles.shtml>). The Town Point shuttles will be in operation from 4:45 am to midnight and the B of A shuttles will be in operation from 7am to 8:30pm (because the B of A agreement limits our access to 7 a.m. to 9 p.m.). The schedules and stops of these shuttles will be adjusted based on demand. (continued on page 4)

Learn more about our services inside this issue

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Mission Statement:

The Center for University Learning exists to instill and inspire the culture of learning throughout the organization by providing quality training and learning initiatives that promote and encourage professional, personal and leadership development for KSU faculty and staff.



New KSU NEO Website Launched

For the past few weeks the New Hire Project team has been diligently working to address concerns related to providing new hires with campus services and online access effective the day he or she starts work at KSU.

Team members: Martha Roth, Dana Carter, Christina Coronado, Anita Sales and Leesa Hay, with consultation help from Amy Philips, Human Resources, Motaz Sharkasi, ITS and Chris Ward, KSU Webmaster, concentrated their efforts on training the new hire through a web-based online orientation process. And as a result, have designed the New Employee Orientation (NEO) Website.

The new website will not take the place of existing orientations but will instead:

- a) provide a step-by-step checklist for the new hire to follow, and
- b) provide links to existing information ranging from Campus Policies to Parking.

**The NEO website is located at:
www.kennesaw.edu/hr/newhires**

Employee of the Month

The Employee of the Month is supervised and awarded throughout the year by Staff Development, made up of members of Staff Senate. Once a month, the nominations that have been gathered are put to a vote by the committee and the results determine the Employee of the month for that month.

The Employee of the Month receives several awards, including a \$100.00 check from the KSU Foundation, a \$25.00 check from the KSU Bookstore, a \$25.00 gift certificate to Sidelines Grill, a framed certificate, and a banner.

In addition to the Staff Employee of the Month, the Staff Development Committee facilitates the voting for the annual general staff awards which are held annually in April.

**To nominate an Employee of the Month,
fill out the form located at:
www.kennesaw.edu/staff/eomform.shtml**

Customer Service Recognition Program



The Shining STAR Award is given to those employees who give *“that little bit extra”* in their work performance as well as acknowledge all those individuals who have demonstrated outstanding customer service. The following is a list of our award winners and nominees.

Congratulations!

March Winner: Chris Ward

April Winner: Percy Ivey

May Winner: Candace Doughty

June Winner: Ben Huck

Other nominees for the quarter

| | |
|----------------|---------------------|
| Tisha McCalla | Michelle Hildebrand |
| Anna Szaniecka | Fred Mason |
| Anita Sales | Kristie Teasley |
| Carmen Diaz | Christi Jones |
| Michele Smith | Julie Rowe |
| Eileen Wirpsa | Donna Adams |
| Tim Ste. Marie | Cynthia Elery |
| Jeannie Wearn | Shane McDonald |
| Margie Drivick | Linda Williams |
| Terry Echols | Zachary Farley |
| Anita Jackson | Candis Lobik |
| Fred Mason | Paula Bridges |
| Toni Waters | Lucy Simon |
| Karen Gardner | Sherry Kronenberger |
| Daniel McKeon | Raveena Kamra |
| Shane Blalock | Ramona Earl |
| Suzy Milwood | Janice Sanders |
| | Michael Davis |

Remember, nominations from peers is not only acceptable but encouraged.

If you have experienced **“Shining Star”** customer service, and would like to nominate a KSU employee, please visit

www.kennesaw.edu/shiningstar
to complete the nomination form.

Center for University Learning Introduces New Registration System

The Center for University Learning is pleased to announce that beginning this fall, the Center, in conjunction with Information Technology Systems (ITS), will replace its current registration system with its new and improved *ComputerTrain* Learning Management System, powered by Element K.

This process was designed to better meet your needs and is being implemented to encourage our customer base to sign up for all classes via their computer with ease, accuracy and reliability. With this system, as a staff/faculty member, you will have easier access to review all information on upcoming classroom training programs, the ability to register online while reviewing course descriptions, access to obtaining your class transcripts, as well as the ability to complete various on-line training sessions that will be offered by ITS. The system will also allow, on the administrative end, a more efficient reporting and database system as well as ease of usability.

In alignment with this transition, the Center will also shift to a paperless catalog and will be promoting all training programs online. In addition, the Center will **no longer be distributing hard copies of our training catalog to the KSU community, however, directions on how to use the new system will be circulated campus-wide by mid August and be available on our website.** The new registration system will give us the flexibility to continue to market our training programs similar to our paper catalog, but only in a more efficient and unique medium/format than what was done in the past.

The Center prides itself on delivering high quality training programs at Kennesaw. We are sure that you will find the upcoming improvements most beneficial. The Center's staff will be available to assist you and/or anyone with any specific questions regarding the new procedures. To learn more about this new system, or if you have questions regarding this change, please call our office at ext. 3450.

New Wellness Center Program Graduates First Class

In spring 2007 the KSU Wellness Center launched its brand new **Wellness and Lifestyle Management Program** which replaced the Holistic Wellness Certificate that had been offered in the past. This newly structured 8-week program began on Feb 15, 2007 with a total of 9 participants meeting every other Thursday afternoon until its completion on May 31, 2007. The program concluded with a graduation reception with each participant receiving a certificate of completion. The Wellness and Lifestyle Management Program offers courses and activities that focus on improving one's overall wellness in six different dimensions: Physical, Intellectual, Social, Emotional, Occupational and Spiritual. Congratulations to Jan Brodie (not shown), Dana Carter (not shown), Leslie Clark-Malzhan (not shown), Dacia Davis, Kristi Graham-Lowman, Anita Jackson, Alan Lebish, Kathy Lynn, and Judith Walper (not shown) for completing the Wellness and Lifestyle Management Program as its first graduates.



If you have any questions regarding this wellness program, or any other training opportunity at the Wellness Center, please visit the Center's website at http://www.kennesaw.edu/col_hhs/wellness/. For further information on how to register for the next upcoming program in spring 2008, please contact Sarah Brooks at ext. 3244.

Parking Changes in FY08 (continued from front page)

What are the benefits of Parking Off-Campus? If you currently park on the main campus and choose to park at either Town Point or the B of A lot, four time-sensitive options are available to you:

1. Sign up **before August 10th** and you will receive free parking until the central deck opens and pay only \$50 (\$4.17 per month) for parking one year after the Central Deck opens regardless of potential future increases in Phases 2 and 3 for parking permits.
2. Sign up **between August 10th** and August 30th and receive free parking until the Central Deck opens, and pay only \$50 (\$4.17 per month) for parking for six months after the Central Deck opens regardless of potential increases in Phases 2 and 3 for parking permits.
3. Sign up **after August 30th** and you will receive free parking until the Central Deck opens.
4. If you participate in a Van Pool or a Car Pool, or you take CCT, walk, ride your bike or get to campus in any manner other than driving your car and parking, you may turn in your campus parking sticker (car pools need to keep at least one) and get the same benefits as those using the off campus parking. In return you will receive:
 - 1) Parking on campus for the Van Pool or Car Pool.
 - 2) A waiver of all Parking and Transportation fees until the Central Deck opens.
 - a) This means:
 - i) For the people surrendering their campus parking sticker, the \$50 Parking and Transportation Infrastructure (PTI) Fee does not have to be paid for the period between September 1, 2007 and the opening of the Central Deck.
 - ii) The Parking Permit Fee (whatever it winds up being) does not have to be paid for the same period by anyone in the van or car pool.
 - 3) Van pools: when the central deck is completed, all members will start paying the \$50 (PTI) fee but will not have to pay the parking fee. One limited use parking sticker will be provided to the van pool so that it can be used by any member who needs to drive in separately for a day due to personal reasons.
 - 4) Car pools: when the central deck is completed, all members of will start paying the \$50 PTI fee and only one will have to pay the parking fee.
 - 5) Bus, walk, bike: when the central deck opens you will start paying the \$50 PTI fee but you will not have to pay the parking fee.
 - 6) Note, for all of these options if you turn in your parking sticker you will not be able to park anywhere on campus except visitor parking which will be a fee based lot.

IF YOU ARE IN A CAR POOL OR VAN POOL SIGNING UP FOR THIS OPTION DOES NOT CHANGE WHERE YOU PARK, IT ONLY SAVES YOU MONEY AS A THANKYOU FOR HELPING TO REDUCE THE DEMAND FOR PARKING ON CAMPUS.

To sign up for any of the above options, email parking@kennesaw.edu. For general information regarding parking visit <http://www.kennesaw.edu/parking/>. Come try the new shuttles starting August 10th and enjoy ice cream as you ride the proposed routes.

Parking Changes Timeline

- Early August – Distribution at various locations on campus of new parking decals
- August 10th – Construction shuttle commences
- August 13th – Open Forum to Address Parking Issues at 4pm in Science Building, Room 109
- August 14th – Open Forum to Address Parking Issues at 12pm in Burruss Building, Room 151
- Sept 1st – Increase in Annual fee to \$50
- August/Sept 2007 – Central Deck construction commences
- August/Sept 2007 – Visitors pay to park
- July-Oct 2007 – Campus discussions on parking fees & policies for Spring 2008 (Phase 2)
- Nov 2007-March 2008 – Campus discussions on fees and policies once Central Deck opens (Phase 3)

KSU Administrators Senate Update

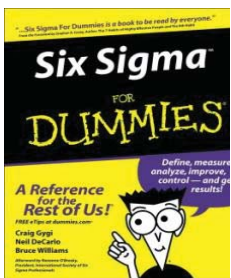
This Spring campus administrators held a general election to select their representatives for the new University Administrators Senate. Nominations were called for in April and elections were held in May. The following is the slate of officers for the upcoming year:

President, Linda Lyons
 Ex Officio and KSU Athletic Board Representative, Dr. Bob Mattox
 President-Elect, Wayne Dennison
 Secretary, Sandy Stoudenmire
 Academic Affairs Representative, Kris Turnbull
 Business & Finance Representative, Rita Adams
 Chief Information Officer and Human Resources Representative, Betty Childres
 Global Diversity, Legal & Community Affairs, President's Reports and University Advancement Representative, Dr. Cheryl Wayne
 Student Success and Enrollment Services Representative, Cheryl Matson
 Liaison to Staff Senate, David Baugher
 Liaison to Faculty Senate, Susan Dalton

Linda Lyons, President of the Administrators Senate for the coming year, plans to continue carrying on the good work started by Dr. Mattox. "As president, my primary platform for the upcoming year will be based on building deeper collaborations with all the senates, increasing networking opportunities amongst Administrators by implementing one or two social events per year, and broadening our awareness by inviting guest speakers to each meeting that will discuss those issues that have an impact on our success as administrators."

The KSU Administrators Senate meets the 2nd Tuesday of every month. For more details about the Administrators Senate, please contact Linda, or any of the above representatives, at UAC@kennesaw.edu or visit our website at www.kennesaw.edu/administrators/.

Suggested Book of the Quarter



Millions of people work in companies that use Six Sigma to achieve quantum leaps in performance – in everything from products and processes to systems and even environments. But for beginners, Six Sigma can seem confusing and mysterious. Relax! Six Sigma for Dummies explains it all – whether you need help implementing the methodology or just understanding it.

Called "The Reference for the Rest of Us," this book by BMG's Neil DeCarlo, Craig Gygi, and Bruce Williams provides tools and tips for making sense of Six Sigma. It shows you how to improve workplace performance and how to reap many benefits using this powerful methodology. Stop by the Center for University Learning and check out a copy today!

***The CUL's Resource Library also offers computer access, training videos, books, the Chronicle for Higher Education and much more!
 Come visit the Center and see for yourself!***

The Resource Library is located at the KSU Center, Room 176. All materials are available to enjoy at the Resource Library or to check out for your convenience.

Hours of operation are 8am-5pm - Monday through Friday.

KSU Staff Senate Welcomes New Senators and Elects Officers

- On June 19th Nu'Nicka Epps, 2007–2008 Staff Senate Chair, welcomed returning and new senators to the organization during a luncheon and short business meeting. Ms. Epps praised the accomplishments of the last year's Senate lead by James Shuey. Under Mr. Shuey's direction, the senate focused on new initiatives like the Feed the Future Program and the creation of a Resolutions Committee. "This year we need a focus on public relations in an effort to find creative ways to reach more of our staff," said Ms. Epps.

- New officers were elected at the July 24th meeting. Chair-Elect is Kathy Rechsteiner, Human Resources; Secretary is Jeanette Eberhart, President's Office; Treasurer is Carolyn (Christy) Bohannon, Business Services. Liaisons include: Nu'Nicka Epps, (voting) and Paul Underwood (non-voting), Parking Committee; Holly Miller, Administrative Senate; Kallie Rodriguez, Faculty Senate; Beth Krug, Joe Leeper, Sarah Johnson, Connie Crabtree and Kristi Graham-Lowman, Human Resources Advisory Council.

- The "Opening of School" general staff session will be held on Monday, August 13 at 10:15 a.m. in Burruss Building, room 151. All KSU staff are invited to attend to hear from key speakers and receive information on various topics, projects, and events for the coming year.

- **For additional information and a list of senators, please visit the KSU Staff Senate website at www.kennesaw.edu/staff.**

Coming This Fall:

Frontline Supervisor and Mid-Level Managers Training Series

Purpose of Training Series:

1. To increase the leadership capacity of the university by improving the management skills of KSU managers and frontline supervisors
2. To create greater consistency in understanding and application of KSU policies and procedures
3. To maximize employee performance, job competencies and resourcefulness

Frontline Supervisor Certificate Program:

Targeted audiences are individuals who are making the transition from peer to boss and who need to acquire basic supervisory skills and tools to assist them in being a success in their new leadership role.

Manager Skill Development Series: Targeted audiences are individuals who are currently in, or have been promoted to, a mid-level manager's position. Duties include supervising and managing the work of others within their unit, may periodically perform the tasks of the people they supervise, conduct the performance appraisal for both exempt and non-exempt staff, and holds budgetary responsibilities for the unit.

All participants will receive a certificate upon completion of these training programs.

Further details will be posted in the online fall catalog.

Kronos Upgrade Complete

The Kronos upgrade to v5.2 is complete and the application is available for all employees, clock swipe and web entry.

Things to Remember:

- You may access Kronos by entering the following URL in the address field in your internet browser: www.kennesaw.edu/kronos or by clicking the 'Kronos' link from the KSU Intranet web page, campus.kennesaw.edu.
- Kronos v5.2 requires Java 1.5.7.
- The User Name and Password for the Kronos application for web entry employees (not clock swipe) **is the same as your KSU NetID and Password.**
- Clock swipe employees will use their KSU ID after the new clocks are installed over this coming weekend of July 28.
- The procedure to record student time has changed. Students who do not swipe a clock are using the 'Time Stamp' functionality in Kronos. This change is detailed in the updated tutorials.
- The updated Kronos tutorials may be found at: **<http://its.kennesaw.edu/kronos/>**
- If you need assistance accessing Kronos, or installing Java, please call the KSU HelpDesk at X6999 or email 'Service'.
- For other Kronos issues, please email the payroll office at payroll@kennesaw.edu.