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# ADMIN BULLETIN



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DEPARTMENT OF ADMINISTRATION NEWSLETTER

JANUARY 18, 2024

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*Two employees from YWCA of Topeka showing off some donations from the charity drive last month!*

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# A Message from our Secretary



Hello DofA! Happy New Year!

We are off to the races into the new year and the 2024 legislative session. As Budget Director, making sure the Governor's budget priorities are passed is going to be my goal over the next few months; there are a lot of important initiatives to get to this session. As Secretary of Administration, I'm excited to tell the story of the amazing work the Department of Administration executes every day.

I would like to thank you all for your participation in the charity drive last month—both with donations and the pickup process. From what I've heard, it was a very successful day. DofA donated two pallets of food to Harvesters, three huge carts at Helping Hands Humane Society, and ten big boxes of family supplies for YWCA. These contributions make such a positive impact on our community, especially during

the holiday season. If you have ideas or interest for charity events in the future, please reach out to Samir in my office.

We are introducing something new in our newsletters for 2024: a section called "Ask Adam." This will be an opportunity for staff to submit questions to me, anonymously, and have them answered in the newsletter. The first question is included in this edition. If you are interested in submitting a question for a future newsletter, please follow the link below.

With your commitment, dedication, and hard work, we will make 2024 a great year. As always, thank you for all that you do, and here's to a happy, healthy, and successful new year!

ACP

[Click here to submit a question for February's Ask Adam.](#)

## ASK ADAM



Q

*"What do you want DofA Employees to know about the Legislative Session?"*

A

*"Each legislative session is unique, and we are fortunate to have a front row seat to see how state government functions. I view each session as an opportunity to tell the story of the work that is being done by state employees, and to ensure that we are helping to create a better future for those that we serve. Sessions are equal parts long and short, slow and fast, action packed and mundane. But they are an essential part of what we do, and being prepared for each session is the key to implementing sound policy. I would encourage each of you to find a piece of legislation that interests you, and to track its progress through session – it really is fascinating to watch the process play out!"*



# New Hires & Retirees for the Month of January

Join us in welcoming our newest members of DofA.

## New Hires

**Kaitlyn Haines**; Business Systems Analyst – Office of Accounts and Reports

**Jennifer Alison**; Custodial Specialist – Office of Facilities and Property Management

**Cecilia Schoovaerts**; Custodial Specialist – Office of Facilities and Property Management

**Christian Wendland**; Electrician – Office of Facilities and Property Management

**Isaac Rinke**; Printing Production Technician – Office of Printing and Mailing

**Kindra Gribble**; Procurement Officer III – Office of Procurement and Contracts

**Steven George**; General Maintenance and Repair Tech. – Office of Facilities and Property Management

**Charles Tryon**; Architect III – Office of Facilities and Property Management

**Neda Shabani**; Budget/Fiscal Manager – Office of Financial Management



## Retirees

*No retirees for the month of January*

## Employee Kudos: Bill Lorsen

"[Bill] did an amazing job (by himself) moving several large items along with other miscellaneous items from our suite and I can't help but feel a thank you card is not enough. THANK YOU!"



This kudos was submitted by the Office of Financial Management for their appreciation of Bill Lorsen at Surplus Property. Thanks, Bill!

Want to thank someone for going above and beyond? Send your Kudos messages to:  
[Kaylee.Berroth@ks.gov](mailto:Kaylee.Berroth@ks.gov)

# What's new this month

With a new year, the beginning of the Legislative Session, and kickoff of Docking Reconstruction, January is a busy month for all of us at DofA. Let's see what's on the agenda for this month.

## Memorial Hall Renovation



New photos of the recently updated Memorial Hall auditorium. This space is reservable through OFPM and seats 116.

## Kansas Wise Cardmaking



### Don't Forget!

The Kansas Wise January Event is next Tuesday, January 23rd at 1PM in the Landon State Office Building (Room 509) or via Zoom.

The event is a Cardmaking class held by Shelly Bartron. Participants will be creating a handmade Thank You Card to express your gratitude to your clients, colleagues, and mentors in a creative and personal way.

Remember, this is a hybrid event, so if you plan on attending via Zoom, you should have received a link in an email upon signing up. These communications are sent via the Kansas WISE Newsletter. To stay informed on future events, [subscribe here](#).

## DOCKING UPDATES



Center stairs now removed. Decking is placed and ready to infill the first floor slab. This will be the future Fire Fighters' Control Room.



Elevator shaft openings are infilled with decking and concrete.



This is about 8 truckloads worth of steel staged and ready to begin construction.

# Employee Spotlight

## Tim Hund

**State P-Card Administrator,  
Office of Procurement and Contracts**

Tim Hund has been a part of DofA since joining the team at OPC in 1999. He is the State's P-Card Administrator.

*"I administer the state p-card program (p-cards are used for small dollar purchases of supplies, to pay for travel expenses, and purchase fuel for state vehicles, etc.) I also audit p-card transactions to ensure compliance with the state's purchasing and accounting rules."*

Tim also helps with troubleshooting across all agencies.

*"I assist agencies (and cardholders) when they encounter card problems or have questions about the card program, state rules, etc."*

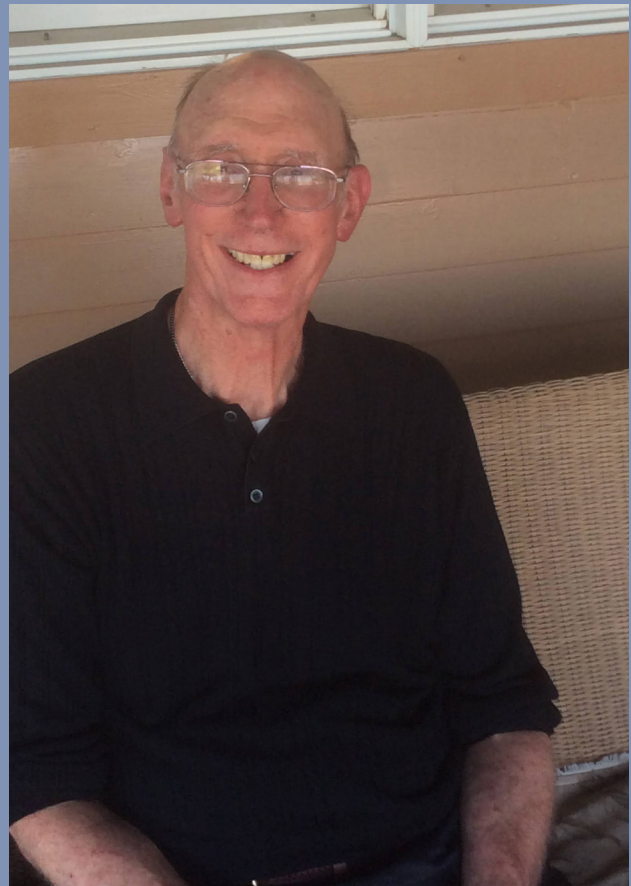
Before working at DofA, Tim also worked as an accountant at the Kansas Department of Agriculture for several years. Prior to working at the State, he also worked at a major oil company as an auditor/accountant for 16 years.

Many aspects of his job are rewarding, but he noted a couple examples that stand out the most—

*"I enjoy working with and assisting my fellow employees. I also enjoy helping resolve complex issues that arise."*

Outside of work, Tim enjoys a life with various hobbies and spends time with loved ones and his many pets.

*"I enjoy being outdoors and doing yard work. We have two dogs (toy poodle and a Lab), an assortment of outdoor cats, and three chickens. I have four children (three have completed college). My youngest daughter has cerebral palsy which has helped me to have more empathy for those less fortunate than myself. While she has special challenges, she also has a lot of special gifts that make my personal life much richer."*





# Meet the newest graduates of KU's ELA Program

The State Employee Health Benefits Plan congratulates Emari Clark, Membership Services, Gabby Orth, Health Plan Operations and Sara Phelps, HealthQuest Program on their graduation on December 13th from the KU's Emerging Leaders Academy. In the article below, you'll hear more about their experiences, and what advice they'd offer to anyone interested in the program.



Three members of the SEHP team, Emari Clark, Gabby Orth, and Sara Phelps recently graduated from KU's Emerging Leader Academy. They had a graduation ceremony on December 13 via Zoom to celebrate the completion of the program and to share their personal experiences. Each of them were asked to share a quote to be read at graduation:

Emari: "Become the kind of leader that people would follow voluntarily, even if you had no title or position." —Brian Tracy

Gabby: "This class has really taught me a lot about being a great leader and has inspired me to look for more classes to take to gain more knowledge, to further myself in my job."

Sara: "Be open to what's in front of you and remember to stay humble."

These three started their ELA classes in August, attending classes once a week for nine weeks up until their graduation in mid-

December. All ELA sessions are a full day, 9:00am-4:00pm classes, with online classes being broken up to avoid fatigue.

These classes teach qualities of good leaders, and help students learn and develop their own leadership philosophies to implement in future or current careers. Gabby says that "[they] learned about better ways to communicate with a team and how to help everyone feel listened to." Gabby said that she "would like to take that knowledge and implement that into [her] current role but also implement it into a future leadership role."

Emari had a valuable takeaway from the program, regarding the importance of a strong leader and how it creates a solid foundation for a smooth-operating team: "I strive to be a reliable and patient leader in my current and future roles. I enjoy acquiring new knowledge as it enables me to grow, but I also find pleasure in imparting knowledge to others as it helps my team to progress. After all, a Team's strength is determined by its weakest member."

As a leader, my goal is to empower others and help them become even stronger, regardless of where I am."

## What is ELA?

KU's Emerging Leader's Academy (ELA) is a professional development program designed for Public Sector employees. The program's classes help prepare individuals for leadership roles, and helps them develop practices in current roles, by undergoing coaching sessions with mentors, and participating in a shadow session with a leader.

There are two sessions in the spring and fall each year. Every session is designed helps students to create a broad, practical understanding of working in public service environments. The classes help widen their horizons and help young professionals move up in careers. There are many hands-on activities throughout the sessions that help foster individual growth and provide experiences that help students grow long-term career successes.

## Sharing experiences

When asked about their most valuable experience with ELA, the answers were all very unique but had a common theme: anyone can be a leader if given the correct tools to prosper. Emari said it best, that "...education will always lead to progression, and leaders can be born and thrive in any position with the right tools."

Another common theme was effort. Putting in effort regardless of the circumstances will almost always lead to a positive outcome. "I think the most valuable thing that I took away was to try to be a leader even if you're not in a leadership role," said Gabby, "No matter how hard it might be to be able to throw ideas out there, give it a try and let others know that you want to learn more." Sara, too, had similar sentiments, that you should "Always be true to yourself and be authentic with your leadership style. Be sure to embrace your leadership style and be flexible to change because you realize that every individual has multiple different parts to their leadership style so utilize each aspect as best you can in an ever-changing work environment."

Another part of the ELA program is a shadowing experience. where individuals have the chance to choose a colleague to shadow. This allows them to learn about the job expectations for someone in a leadership role,

and gives them hands-on experiences. Sara remarked that "having the opportunity to learn about someone else's role and responsibilities helps to step outside your daily routine and see the importance of every individual's unique place to help make things run smoothly." Shadowing opportunities allow one to wear different shoes and experience a different perspective, as well as work with someone you wouldn't normally have the chance to work with.

## Advice from the Grads

The graduates were asked to leave one piece of advice for those that are interested in attending an ELA session, and here's what they had to say:

Emari: "My advice to those who wish to attend ELA is to be open, and confident. The class usually includes those from various positions in their careers and those who have just started their career. There is a lot of knowledge to be gained in each session. You must be willing to accept you may not always know the answer."

Gabby: "Take all the notes that you can. While some items are a little bit difficult to understand, there is a wealth of knowledge that comes out of this class to help someone progress to be an amazing leader. "

Sara: "The best advice I can give would be to go in without expectation and with an open mind. Be open to new experiences and be willing to accept that your leadership style may not be what you expected but don't shy away from it because throughout the course you will see that it truly is your style."





# Did you know?

This section is a one-stop-shop for useful links, important information and how-tos. In this edition, check out the next ELA session schedules, updates to the Docking State Office Building, and useful features of LinkedIn Learning.



Above is a photo of the Docking Building completely to ground level.

To follow along with any updates or to find photos of the progress, follow this link: [DSOB Reconstruction](#)





## INTERESTED IN EMERGING LEADER'S ACADEMY?

Spring 2024 sessions are right around the corner! There are a few options: February 21 through June 14, in Olathe, KS. February 22, lasting through June 13 - this is a zoom session. Or, if a different in-person session is preferred, there is one in Topeka starting February 23, through June 13. Details for all of these sessions are below.

[February 21, 2024 to June 14, 2024, \(Olathe, KS\)](#)

[February 22, 2024 to June 13, 2024, Online using Zoom \(ONLINE\)](#)

[February 23, 2024 to June 14, 2024, Kansas Health Institute \(Topeka, KS\)](#)

**If you are interested in attending any of these sessions, please reach out to your supervisor.**

## Take your learning on the go

### LINKEDIN LEARNING ON THE GO

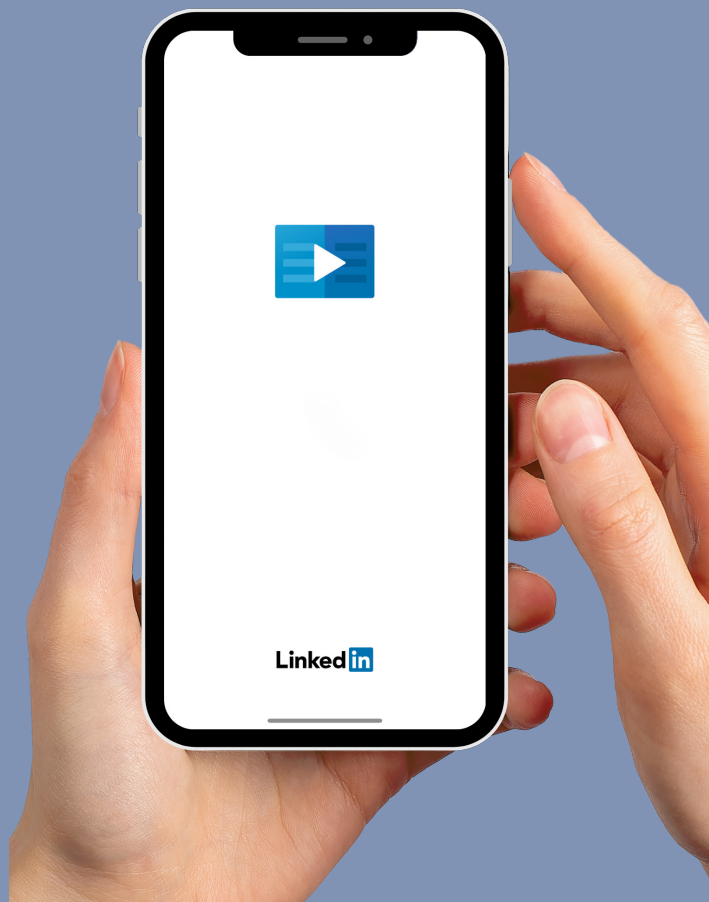
With the LinkedIn Learning Mobile App, you can:

- Watch anywhere, anytime
- Download courses for offline viewing
- Listen to content in audio-only mode
- Set learning reminders

If you haven't set up your LIL account yet, head over to the DofA Website & follow the instructions to set up an account!

[Set Up LinkedIn Learning Account](#)

*Do you have something to add to the "Did you know?" section? Please email [Kaylee.Berroth@ks.gov](mailto:Kaylee.Berroth@ks.gov).*



# Happy 163rd birthday, Kansas!

January 29 is Kansas Day! Test your Kansas Trivia knowledge and check out a calendar of events for the day.

**1:** Which city is the oldest in Kansas?

- a. Lawrence
- b. Leavenworth
- c. Lecompton
- d. Kansas City

**2:** Where is the Kansas State Fair Held each year?

- a. Wichita
- b. Hutchinson
- c. Topeka
- d. Salina

**3:** Which city is known as the “Oasis on the Plains?”

- a. Colby
- b. Lakin
- c. Waterville
- d. Valley Falls

**4:** Which Kansan was named the National Football League’s Rookie of the Year in 1965?

- a. John Riggins
- b. Gale Sayers
- c. Lynn Dickey
- d. Barry Sayers

**5:** Which is the windiest city in Kansas?

- a. Dodge City
- b. Windom
- c. Strong City
- d. Ellsworth



## KANSAS DAY SCHEDULE

Check out Kansas Tourism for their 2024 celebration:

[Kansas Day 2024](#)

Take a look at a calendar of events for the day:

[KS Tourism Event Calendar](#)

List of events happening in Topeka on Kansas Day:

[Visit Topeka Event Calendar](#)

Kansas Events for the Weekend before:

[Events in Kansas - 1-27, 1-28](#)



## ANSWER KEY

1. B    2. B    3. A    4. B    5. A

