HOT OFF THE PRESS
Message from Sue Hodges Moore, Senior Vice President of Administration & Finance

Greetings!
The Division of Administration and Finance is firmly committed to improving transparency, enhancing communications, and seeking feedback and guidance across all aspects of our work. On no topic is this commitment more important than the development of the University's annual operating budget.

I want to invite you to attend one of the upcoming open budget forums. These forums are designed to give the campus community an opportunity to learn about the new budget model and participate in the process. There will be two forums, both in the University Center Ballroom on Wednesday, February 22 from 11:00am to 12:00pm and on Friday, February 24 from 2:00pm to 3:00pm.

In addition to detail about the new budget model, the forums will also include the latest information about NKU's current budget, projected financial conditions, and the proposed Kentucky performance funding model.

We will seek approval on the 2017-18 annual operating budget from the NKU Board of Regents at its April 26, 2017 meeting. The administration's recommendations will be all the better as a result of the guidance and advice we receive from you.

-Sue

FUELING THE FLAME
Acknowledgements & Accomplishments

Roof restoration becoming the new norm
A critical structural system improvement that can quickly absorb financial resources is roof replacement. The financial challenge for capital renewal programs is that roof costs have been escalating between 5% -8% annually, making it increasingly difficult to find ample resources to support complete roof replacements. NKU has recently adopted a proactive, more cost effective approach to roof care. Roof restoration, rather than complete replacement, extends roof life, saves resources, reduces replacement costs by up to 50%, and reduces landfill materials up to 10%, among other benefits. NKU has utilized restoration on the BAC building, saving an estimated $447,000. Savings like these will allow capital funds to be redirected to more pressing needs.

Steak-n-Shake
Monday, January 9th marked the opening of the new Steak-n-Shake restaurant in the Student Union food court. The opening was the culmination of nearly two years’ worth of design, planning, negotiation, and construction on behalf of Business & Auxiliary Services, the Budget Office, and Facilities & Maintenance. Based on the lines alone, we anticipate that Steak-n-Shake will have a long and happy life at NKU!

Online W-2's a collaborative effort
The Payroll Department in partnership with IT recently completed a project to allow employees to access their W-2’s online. This project has been in development and testing since the summer of 2016 and was recently rolled out to employees. From December 15, 2016 to January 14, 2017, employees were able to enroll to receive their 2016 W-2’s online. Since the end of the enrollment period, 1,184 online W-2’s have been created by the Payroll Department. As of January 19, employees who enrolled are now able to access their 2016 W-2’s online through myNKU. Improving the
W-2 process has provided efficiency, cost effectiveness, and has given employee’s access to their W-2’s earlier than ever. Next year, open enrollment for online 2017 W-2’s will coincide with annual enrollment for employee benefits and will run through December 31.

**New electronic recode and interdepartmental bill processes complete**

A big thank you to the Office of the Comptroller and Information Technology who recently rolled out a new online process in myNKU to request non payroll expense recodes and process interdepartmental bills (IBs). As a result, paper IB forms, manual approvals and email requests are no longer needed. The new requests can be easily processed and tracked through the electronic workflow in myNKU. Trainings are now available for the new recodes and IB processes. If you haven’t signed up for training yet, it’s not too late! Please visit [http://pod.nku.edu/podreg/allevents.asp?sort=date](http://pod.nku.edu/podreg/allevents.asp?sort=date) to register.

**IR Reports now includes graduate student data and expanded Student Success Metrics**

Institutional Research has recently modified and upgraded their Institutional Research web-based reporting application. This tool was previously used to track undergraduate first-time, full-time students from fall to fall, measuring their retention. Institutional Research expanded this application and now it can track student graduation, along with fall-to-fall retention. An additional upgrade was done by adding Graduate students into this reporting application. Graduate student persistence and graduation rates had not been readily available to the campus until the completion of this tool. IR has been demonstrating this new application to various stakeholders across the Division of Academic Affairs.

**NorseGIS helps university map building & utility systems and resources**

Operations & Maintenance, in collaboration with IT, developed a new program that provides detailed facilities information and associated panoramic (360 photography) photos to technicians in the field. The information will allow Operations and Maintenance employees to track real-time data using mobile devices and maintenance managers. Besides mapping of utilities and building systems, the NorseGIS program recently expanded to include a snow management module that was launched this season for Roads and Grounds staff. Other modules under development include a tree inventory module, an exterior light module, and the SchoolDude capital forecasting module. With the construction of HIC, the scope of work keeps growing. The entire software has been developed in-house with minimum financial investments. The lead developer was Chris Charnegie (Data Manager in Operations & Maintenance), who was invited to the 2016 APPA Annual Conference to present and share the achievement with other universities.

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**LIGHTING THE WAY**

**Employee Spotlight**

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<tr>
<th>Janel Bloch</th>
<th>Ward Wenstrup</th>
<th>Christopher Charnegie</th>
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<td><strong>Faculty Assistant to the CFO</strong></td>
<td><strong>Manager, AllCard Services</strong></td>
<td><strong>Data Manager, Operations &amp; Maintenance</strong></td>
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<td>Janel Bloch, who is the chair of the faculty senate budget committee, started a temporary assignment in the CFO Office in December 2016 where she will be acting as the faculty assistant to the CFO for budget matters until June 30, 2017. In this role, she will assist the CFO in communicating with and educating faculty/staff regarding the budget and other financial matters. Janel is in her 9th year at NKU in the Department of English where her focus is on workplace writing, teaching classes like business writing, technical writing, research methods, editing, grammar, and grant/proposal writing. She has a BBA in Accounting, MBA, Master of Technical and Scientific Communication, and a PhD in Rhetoric and Professional Communication.</td>
<td>Ward is the manager of the AllCard office and has been with NKU for 12 years. The signature character strength for Ward is DEPENDABILITY. He manages the university all-card system and is responsible for the acquisition, development, maintenance, and on campus use of the primary university ID-Card. Through his oversight we have expended the use of the card into most aspects of campus life. Ward enjoys working on his farm and repairing antique tractors. Ward is married with two children and has five pets: two golden doodle puppies, two horses, and one pot belly pig.</td>
<td>Chris Charnegie has served as a Data Manager in O&amp;M since spring of 2014. He oversees Work Control and Warehouse programs. Chris helped implement SchoolDude, the computerized maintenance management program which supports data-driven decision making. The recent development of warehouse material handing program provides improved tracking and reporting of materials for financial and operational audits. The signature character strength for Chris happens to be CREATIVITY. He enjoys developing computer programs and thus agreed to help O &amp; M develop software tools to improve effectiveness. Chris married Rebecca in October, 2015 and they reside in the northern Kentucky area. The two of them love animals and have adopted two dogs, Riley and Maya, and just recently acquired a cat named Nibler. Chris has always been a stout Green Bay Packers fan.</td>
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Janel’s signature character strength is JUDGMENT. Enjoying the opportunity to think things through and take all sides into account, she has served as a liaison among faculty, staff and administration in her work as Chair of the Faculty Senate Budget Committee, Faculty Senate representative on Staff, and now it can track student graduation, along with fall-to-fall retention. An additional upgrade was done by adding Graduate students into this reporting application. Graduate student persistence and graduation rates had not been readily available to the campus until the completion of this tool. IR has been demonstrating this new application to various stakeholders across the Division of Academic Affairs.

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GOLDEN NUGGETS

Hot tips to help you!

- Get a grip!
  - Safety does not have to come at the cost of style or be expensive. One way to avoid slip and fall situations in icy weather is to buy a pair of inexpensive ice cleats for your existing dress shoes. Since many manufacturers offer easy slip on styles that may be removed and stowed away when indoors, these could be a good way to ensure you remain safe outdoors without having to lug boots everywhere. If the idea appeals to you, perhaps you may like to Google it.

- Software tutorials at your fingertips!
  - Did you know that every NKU employee and student has instant access to thousands of video-based tutorials on hundreds of different software products? From Adobe Photoshop to Twitter to Microsoft Access, our subscription to Atomic Learning gives everyone on-demand access whether you are looking to learn a new software program or just need a two minute refresher on how to do a certain task.

FUELING OUR STRENGTHS

In honor of Valentine’s Day and National Women’s Heart Health Month, this issue’s signature strength is LOVE. According to VIA, LOVE is the capacity to build and value the relationships you have with others, particularly relationships in which sharing and caring are reciprocated. Someone with a high strength of LOVE works best in environments where they can connect with others and build strong, meaningful relationships.

Build your LOVE strength by:
- Perform one act of love a day. For example, check in with a colleague or student and let them know they are valued and appreciated. Make them a cup of coffee, compliment something they recently accomplished, engage them in a conversation about something you know they are passionate about.
- Love yourself! Find one thing you can do each day to care for yourself. For example, reserve 15 minutes for meditation, listen to your favorite music, go for a walk with someone you enjoy.