Message from Sue Hodges Moore, Senior Vice President of Administration & Finance

Greetings!

Summer is well underway! While the campus may seem relatively quiet, work in the Division of Administration and Finance is full-speed ahead. We’ve been busy keeping the campus beautiful, rolling out upgrades to the Management Dashboards and IR Reports, and finalizing the implementation of the new budget model. And the list goes on…

Despite our workload, it’s important that we take some time to reflect why we do this work and how we can be better at it. July’s strength of the month is forgiveness. All too often, forgiveness is associated with weakness, but I challenge you to think of forgiveness as one of the many tools of continuous improvement. Forgiveness allows us to bridge divides and foster trustworthiness in our peers. Forgiving ourselves releases anxiety, and allows us to refocus on what’s important.

In an article by Forbes contributor and CEO David K. Williams, the author says of his own company, “Within the fabric of our culture is the innate ability to forgive. It cascades through everything we do and is recognized by those who work with us and first-time visitors… We believe one of the reasons our people stay at our company is that they know that when they make mistakes, we will help them overcome and learn new skills to avoid making the same mistake again.” I encourage you to leverage forgiveness in the workplace. You can begin by trying some of the suggestions in the Fueling Our Strengths section below.

Speaking of forgiveness, Sue Ott Rowlands will be practicing plenty of it after the Division of Administration & Finance beats the Division of Academic Affairs in the first ever Sue vs. Sue Divisional Kickball Championship. We need some strong players on our side! Denny Sickinger is recruiting players for our team. If you are interested, please contact Denny at sickingerd2@nku.edu or extension 6522. We’ll go head-to-head against Academic Affairs on August 4 from 6:00-7:00pm at the Highland Heights City Building.

-Sue

FUELING THE FLAME

Acknowledgements & Accomplishments

New Greenhouse saves money, beautifies the campus, and pleases local Highland Heights residents

The O&M Green house was demolished to pave way for the Connector Road. Replacing the facility with a new building was not possible using right of way funds. The maintenance team accepted this challenge and renovated an existing old city maintenance building on Johns Hill Road. Using available funds, and utilizing in-house labor for most work, the old crumbling structure was converted into an aesthetically pleasing and extremely efficient greenhouse; all in time for spring planting. This innovative thinking and teamwork resulted in substantial cost avoidance and rejuvenation of an existing structure. The renovated facility has not only helped the horticulture technicians, it has also generated good comments by the neighbors, who appreciate the university’s commitment to make the environment beautiful.
Day of Service
To mark the start of Earth Week, volunteers gathered in front of the Student Union, where the a beautiful landscaped garden was created in the circle. President Mearns and his wife joined the many students, administrators and facilities staff in planting trees, spreading mulch and planting plants in the garden – to complete the look. The fruit of their labor will continue as a tribute to honor the Meaum for their service to NKU – for years to come.

Degree Audit Tool now live!
Congratulations to Academic Affairs, Information Technology and Student Government for a successful launch of the new degree audit. This well designed tool monitors student progress towards fulfillment of their degree including University, general education and program requirements. The Degree Audit is one phase of the larger Graduation Planning System project (scheduled for completion in summer of 2018) that will allow students to map the coursework for an entire degree.

NKU website updates
Marketing and Communications and Information Technology have continue to partner on NKU website launches using the new template and these will continue through December, 2017. Recent launches include the Registrar’s Office, Acalog, Alumni, Development, College of Arts and Sciences (Phase 1), Health Innovation Center and the Center for Environmental Education. If your website is not in the new design, website owners and editors should sign up for training as soon as possible to get started. Visit http://cmssupport.nku.edu to register.

Lunch & Learn/College Fair
Human Resources, in partnership with Staff Congress, recently completed a tuition waiver refresher lunch and learn. The lunch and learn was well attended and received a lot of positive feedback. From the positive outcome of the lunch and learn, plans have been made to hold the first NKU Employee College Fair, which will be held on June 20 from 11-1:30 in SU104. The Employee College Fair is an opportunity for NKU employees to discover educational paths available and to interact one-on-one with admissions and program representatives to explore paths that might be of interest to them.

Collaboration eases implementation of salary increases
Many thanks to the cross-functional team from HR (Dionna Sholler and Josie Kondaveeti), IT (Theresa Westlund, Celes Dreyer, Mark Washick, and Vimalan), and the budget office (Shari Rieselman and Angie Schaffer) who assisted with the FY18 salary increase process this year. Together, they worked to simplify what could have been a more complex process and provided hours of hands-on support and guidance to the many users on campus who were responsible for completing the compensation planning spreadsheets and entering the information into ECM.

LIGHTING THE WAY
Employee Spotlight

Ken Goins
Building Services, Operations & Maintenance Facilities Management

Ken Goins is nearing his 20th year with NKU. He started on the old Covington Campus and now works in the MEP building as a custodian. Kenny has received many letters through the years from his customers about his excellent work and his friendliness.

The Butler, Kentucky native lives on and works on a farm with his brother Roger. Kenny's hobbies are all related to the upkeep of the farm. Previous to his work at NKU, Kenny spent 5 years working for Georgetown College.

Kenny volunteers at Pendleton County Commodity, a service for food insecure residents.

Frank Wilfong
HVAC Mechanic, Operations & Maintenance Facilities Management

Frank Wilfong is our most senior mechanic in the HVAC department. He has been a part of the NKU Facilities Management Team for over 14 years. Frank represents NKU in a professional and courteous manner. He has formed positive relationships with faculty, staff and students across the campus. He supports his co-workers with his knowledge and expertise and is always willing to recognize the actions of others. Frank is very skilled at listening to the customer and is able to communicate issues that come up and gives a detailed explanation to the end-user. Frank is very punctual and reliable.

Frank has been married for 38 years and lives close to the campus. Two of his sons graduated from NKU and are doing well in life – the third lives with Frank and works in Northern Kentucky. When Frank is not at work, he can generally be found babysitting his grandchildren.

Genelle Antoine
Business Analyst, Finance Support Information Technology

Genelle has worked at NKU for 15 years; 6 in Procurement Services and 9 in Information Technology. As a Business Analyst on the Finance Business Support Group of IT, she completes testing and configuration for FI SAP functionality. She also provides SAP support to end-users and to the functional offices. She attributes her successful work ethic to her top two character strengths – Perseverance and Fairness.

She is originally from Barbados and migrated to the U.S. at the age of 13. She is married and has three boys, Matthew, Andre and Julian. In her spare time, she enjoys outdoor activities with her family and dog, Jonah, and is involved at church with children's ministries (as well as sharing her beautiful singing voice!).
**GOLDEN NUGGETS**

Hot tips to help you!

- With summer upon us, we finally get to keep our windows open at home (unless it's too hot, of course!) With this, comes a safety risk, especially if you have a gas stove in the kitchen. Always be careful with open flame gas stoves – because a draft of air can extinguish the fire, yet the gas will continue to flow!

- **Software Tutorials and Training**
  - Are you struggling with software? NKU faculty, staff and students have unlimited access to Atomic Learning, a service that offers thousands of online video tutorials on software including Blackboard, Adobe, Microsoft, SPSS and many more (as well as other non-software topics). Search for what you need and then watch at your own pace. Log in with your NKU username and password to start learning. And don't forget that IT also offers traditional, in-person class sessions, online classes and one-on-one consultations depending on the software and the needs of the user. Our classes cover our content management system (Adobe AEM/CQ), myNKU, survey software (Qualtrics) and more. View all on our website: [http://it.nku.edu/svccatalog/supporttraining/training.html](http://it.nku.edu/svccatalog/supporttraining/training.html)

- **Report Potential Data Quality Issues**
  - As part of the data governance effort, we have developed a process through which users can report potential data quality issues found in institutional data. If you see data in the Business Warehouse that doesn't appear to be correct, fill out our online form to prompt the data governance committee to investigate the potential data quality issue. Your help will go a long way towards creating and maintaining the most accurate data possible. [http://datagovernance.nku.edu/quality.html](http://datagovernance.nku.edu/quality.html)

- **Amazon Business Accounts**
  - Departments can join NKU’s Amazon Business account which offers a number of benefits. Prior to the establishment of the NKU Business account, departments sent info via email to Procurement Services. Procurement Services then placed the order under a central P-Card. Amazon Business allows departments to shop on Amazon directly using NKU’s multi-user tax exempt business account and get Free Two-Day shipping on eligible orders over $49. All orders placed by the department will still be approved by Procurement to ensure that all purchases are in line with university policy. Please note that office supplies should continue to be ordered through Staples Business Advantage, as NKU’s exclusive partner for office supplies. For more information on the office supply contract, how to order, or to be added to the Amazon Business account, please visit Procurement’s website at [http://procurement.nku.edu/price-contracts/Officesupply.html](http://procurement.nku.edu/price-contracts/Officesupply.html) or call x5265.

**FUELING OUR STRENGTHS**

July’s Strength of the Month is Forgiveness!

Forgiveness is a strength that describes your preference for moving on and mending a relationship with someone who has done you wrong.

Pulling on your forgiveness strength allows you to:

- Forgive those who have done or said hurtful things
- Give people a second chance after they make a mistake
- Not hold grudges or try to get even

Take advantage of this day to think about:

- Individuals who you might be denying forgiveness to (or full forgiveness). Are you still feeling a grudge towards someone that is causing a heaviness in your life?
- Past mistakes you may have made that are still giving you anxiety. Are there things you need to forgive yourself for to move forward?

If possible, take action to forgive yourself for a mistake or someone else who has done you wrong. Consider writing down the transgression and then ripping up the paper and committing to leave that hurt behind. Remember that forgiveness does not mean that you accept someone’s (or your own) bad behavior or that what happened was okay, it just means that you acknowledge the wrong doing and are willing to let go of that hurt to move forward.

You can learn more about the strength of forgiveness here: [www.viacharacter.org/www/Character-Strengths/Forgiveness](http://www.viacharacter.org/www/Character-Strengths/Forgiveness).