Greetings!

The 2018 NKU vision statement states that "NKU will be acclaimed by students, alumni, the region, and the commonwealth for our dedication to the development and wellbeing of our people." One of the objectives in the 2013-18 Human and Organizational Development Implementation Plan states that the University shall "engage in practices that build a solid foundation for individual and organizational effectiveness and wellbeing."

In support of these priorities, I am very pleased to announce an exciting partnership made possible by the generous support of Cincinnati-based Mayerson Foundation, led by Neal and Donna Mayerson.

In the summer of 2015, NKU held a Staff Development Day, bringing together for the first time in its history over 800 staff members and their supervisors to learn how to leverage character strengths to create a positive work culture and improve employee wellbeing. The Mayerson Foundation and the VIA Institute financially and programmatically sponsored the program and worked closely with the NKU Staff Development Day Committee to make the event a success.

Two months ago, the Mayerson Foundation, VIA Institute, the Mayerson Academy, and NKU entered into a formal agreement that continues this work, once again with a significant commitment of resources and expertise from these partners. At the heart of this agreement is the implementation of training and development for NKU employees.

So far, nearly 40 campus leaders attended a Path to Engagement workshop. And this Fall, 22 of them will be certified to facilitate these workshops across the campus. A second workshop, aimed at managers/supervisors, will roll out in early 2017.

A cross-divisional committee, composed of faculty, staff, and administrators from across campus, is overseeing this training program. The Division of Administration and Finance is serving as an early pilot for this initiative, and a number of other departments and individuals are actively engaged.

We will keep you informed as we expand professional development opportunities that help employees leverage their strengths and be their best selves. In the meantime, if you are interested in getting involved, please contact Lori Southwood, Senior Director for Human Resources (southwoodl1@nku.edu), Frank Braun, Faculty Consultant to the project (braunf@nku.edu), or me (moores4@nku.edu).

I now invite you to read about some of the exciting projects and happenings within the Division of Administration & Finance. Our goal is to provide excellent service to the campus community, and one of the ways we accomplish this goal is through effective communications with the University community. If you have any suggestions or ideas about what should be included in this newsletter, please email me (moores4@nku.edu) or Justin Duncan (duncanj6@nku.edu).

Happy Fall y’all!

Sue
FUELING THE FLAME
Acknowledgements & Accomplishments

Renovations complete in Student Accounts Services office
The Student Account Services office was renovated to provide a welcoming environment for students and enhance our ability to provide the highest level of personal customer service. The much needed facelift also took care of several other issues including, ADA accessibility, security upgrades, and several deferred maintenance issues. Student Account Services continues to hear positive feedback daily from numerous faculty, staff and students about the renovation and the new open, customer friendly design.

Parking lot restoration & maintenance Summer 2016
The office of Parking Services in association with the office of Roads and Grounds teamed up to identify, plan, and oversee $390,000 work of restoration and maintenance work on university parking lots. Parking lots “T, I, Regents Admin Drive, Q, and the Operations and Maintenance building.” Along with general restoration and maintenance curbs were replaced, drains installed and repaired, and a state-of-the-art Bio-Swale was built to improve drainage as well as appearance at the south end of Lot I. Extensive work was also completed by our Roads and Grounds crew across the Callahan Hall parking lots.

NKU Gotcha Bike Program Ridership
In the first four months of operation the “NKU GOTCHA Bike Program” posted favorable results! The following statistics are a very positive sign of great things to come and enforce our commitment to provide programming that has a positive ecological impact for our university. In just four months of operation, GOTCHA Bike Riders have...
  o saved $3,211 on the purchase of gas,
  o reduced NKU’s carbon footprint by 4,883 pounds,
  o and burned 221,506 calories.

Launch of Management Dashboard
Institutional Research, in collaboration with Information Technology, launched a new Management Dashboard at the Academic Affairs Council meeting on September 15. Following the introduction, a group of Beta Testers from each college will be accessing the system to provide feedback and test the robustness of the system before wider release is available. The Management Dashboard provides detailed information on enrollment, degrees, faculty/staff, and credit hours, including details at the college and department level that are used for the new budget model.

Organizational changes in Facilities Management
In an effort to better support the University’s strategic goal of improving organizational effectiveness and optimize available resources, some organizational restructuring was done, as summarized below:
  • Becki Lanter—in a new role as Director of Sustainability and Energy Management. She retains responsibility related to Sustainability and assumes leadership of the Power Plant, HVAC, and Electric Shop.
  • Bob Fox—is now supervising the Electric Shop in addition to the Power Plant and HVAC Shop after reorganization as Superintendent of Mechanical and Electrical Systems.
  • Tom Koenig—assumed the role of Facilities Business Manager. He now reports directly to the AVP and assists with Facilities Management financial issues. Previously, his responsibilities focused on O&M only.
  • Karen Dawn—assumed the role of Administrative Specialist. Karen is now responsible for supporting the Directors of O&M and Sustainability and Energy Management with personnel and administrative matters.

Another clean financial audit!
Our external auditors, BKD, completed the audit of our financial statements for the year ended June 30, 2016. The auditors anticipate issuing an unmodified or “clean” opinion. An unmodified or “clean” opinion means the auditors have found our financial statements to provide a true and fair view in all material respects and is the opinion that we always hope to get in an audit. Kudos to the staff in the Comptroller’s office!

Changes to University Class Schedule moves from paper to online process
Enrollment Management and IT partnered on a significant improvement for managing changes to the University’s schedule of classes. The Event Planning Workflow replaces the paper form process with an online request and workflow process. This change will save significant time in processing for college departments, the Registrar’s Office, and students.

LIGHTING THE WAY
Employee Spotlight

Holly Vasquez
Pro-card Administrator, Procurement Services
Holly works in Procurement Services as the

Jim Kaufman
Director of Real Property Dev., Facilities Management
As the Director of Real Property Development

Deb Luszczynski-Tarka
Records/Information Coordinator, Human Resources
Deb joined NKU in 2006 and has remained a
Pro-card Administrator where she handles all the responsibilities related to the use of the Pro-card; as well as the training and operational logistics of the program. Holly is married to Tony from Caracas, Venezuela whom she met at NKU where he was one of the first Venezuelan students on NKU’s campus. Upon Tony’s graduation from NKU, they moved to Caracas Venezuela, where Holly had to learn Spanish quickly. Holly has two daughters Rachel and Lauren, both of which graduated from NKU.

At NKU, opportunities to interact with students on a regular basis is limited. After completing the MPA program at NKU in 2013, I had the opportunity to teach University 101 for 3 semesters to incoming freshmen where I not only helped students get involved on campus, but also covered a lot of life success skills for both in and outside the classroom. I never imagined that the curriculum would help me overcome obstacles and find a greater balance and meaning in my own life.

In February 2015, my 5 year old son Liam was diagnosed with Acute Lymphoblastic Leukemia (ALL), a life-threatening cancer of the white blood cells and bone marrow. He was immediately rushed to Cincinnati Children’s Hospital where his diagnosis was confirmed and a treatment plan was implemented. He spent the next 2 months in the oncology unit at Children’s. He continues to receive daily chemo and regular hospital visits through 2019 after his 8th birthday.

Fortunately, Liam has responded well to his treatment plan and the leukemia is currently in remission. This experience not only reinforced the importance of having balance in my life, but also how to overcome those things in life that we do not control. We don’t always control our destiny, but we have the ability to make our destiny brighter. When things get difficult and feel overwhelming, we keep our heads up and move forward. This is the same lesson that I always tried to share with my students.

This year, Liam was selected to be the Hero of the Year for the Leukemia & Lymphoma Society’s Light the Night Walk. Team Liam is working hard to raise money to find out why people get leukemia and to identify new treatment options. Click on the link to learn more about Team Liam and to support LLS.

golden nuggets

**hot tips to help you!**

- A faculty/staff member walks into a bar...
  - We are transitioning walk-in technology assistance for faculty/staff to the Norse Tech Bar (instead of the IT Help Desk), effective immediately. The Norse Tech Bar operates similarly to a Genius Bar® in that you can bring your device or question to us and we will personally walk you through the resolution. Whether your question is software or hardware related, stop by and we will do our best to assist. The Norse Tech Bar will continue to serve students as well so please remind your students that this great (and free) resource exists!

- If it’s broke, let’s fix it! To request repairs or service from Facilities Management use SchoolDude Work Order System.
  - For Emergency Repairs or Immediate Response:
    - Monday-Friday, 7:30am-4:00pm, Call Work Control at: 5560
    - Off Hours & Holidays, Call Power Plant at: 5548
    - For Police/EMT Assistance, Call Campus Policy at: 7777 or 911

- Tips on Monitoring Budget throughout a Fiscal Year
  - Reports available to unit administrators in Business Warehouse (BW)
    - University Credit Balance Report – this report is used to display any credit balances, if they exist (refer to the Budget Policy regarding credit balances)
    - University Budget Management Report – this report is used to display your expenses and available balance as of the day you run the report (BW is updated nightly)
  - Note: All the data outlined above may be reviewed in real time using the ZFBC report

- Did you know NKU has a Data Quality Resolution Process? Data quality is crucial to operational and transactional processes and the reliability of business analytics (BA) and business intelligence (BI) reporting and NKU has an established Data Quality Resolution Process. Please visit http://datagovernance.nku.edu/quality.html to learn more or to submit an issue.

7/24/2017  Mail - blochj1@nku.edu
• **Move over Webster’s!** Northern Kentucky University’s [Data Dictionary/Report Repository](https://outlook.office.com/owa/?realm=mymail.nku.edu&path=/mail/search) is an online tool available to assist users with general data warehouse reporting terminology.

• **Did you know that there is a Manager’s Toolkit section of the HR website?** Here you can find information about Benefits, Employee Relations, Compensation, Payroll, Training, HR Operations and Employment. This will help departments determine what forms to use when and other helpful guides for HR processes. We are also available by phone. Just call x5200 and we will connect you with the right resource to assist you.

• **Did you know October is National Disability Employment Month?** ADA rights include access to reasonable accommodations, such as changes or adjustments to the workplace, that help an individual with a disability do their job and enjoy the benefits afforded to employees without disabilities. The Office of Human Resources’ Employee Relations department is available to answer your questions about the Americans with Disabilities Act (ADA). The Office of Human Resources provides [services to employees with disabilities](https://it.nku.edu). To apply for reasonable accommodations by contact us at (859) 572-5200 or visit our [website](https://it.nku.edu). Also, please join us at the [NKU Benefits Fair](https://it.nku.edu) on September 22, 2016 from 11am – 3pm to learn more. An ADA Lunch and Learn session will be available during the month of October.

• **Did you know that October is ALSO National Cyber Security Month?**
  • Believe it or not, October is almost here and with it comes National Cyber Security Awareness Month! One of the best methods of protection from cyber security threats is AWARENESS. Studies have shown that a substantial number of cyber-attacks involve the unintended actions of users. During the month of October, IT will be sharing best practices and providing video based training/tips to improve your cyber security awareness. It’s important that we all take these threats seriously and take appropriate measures to mitigate our collective risks. Watch for information at [it.nku.edu](https://it.nku.edu) and follow us on Twitter at [@nkucio](https://twitter.com/nkucio).