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August 2020

Message from Mike Hales, Interim Vice President-Administration & Finance/Chief Financial Officer (VPAF/CFO)

The beginning of the academic year is fast approaching! This fall semester will not be typical because the pandemic continues to challenge us in many ways. Some of us have been coming to campus throughout, maintaining operations and preparing for the fall semester. Others have been working remotely and will continue to do so. Those returning to campus will notice the increased cleaning and safety measures described in NKU's [Moving Forward](#) plan. Everyone will be wearing facial coverings. Meetings will continue to be held virtually. While it will indeed be a different environment, working together, we can still continue to help our students succeed.

Below are some reminders as we move forward:

- Please complete the re-entry training before coming to campus. Faculty and staff can access this training through [Safe Colleges](#) and student workers can access it through [Canvas](#).
- Each time you come to campus, be sure to complete the COVID-19 self-screen through the Healthy@NKU app within myNKU before leaving home.
- When on campus, always wear a facial covering both indoors and outdoors unless in private office space or while eating. For more information on facial coverings, please see the [Facial Coverings FAQ](#).
- Always remember the [Norse Nine](#), a list of things we can all do to help keep everyone on campus healthier.

Additional updates will be shared as they become available. Please also check the [NKU COVID-19](#) website for the latest university communications.

I sincerely appreciate all the effort everyone has put forth in helping NKU work through the challenges the pandemic has presented. Thank you again for all that you do.

Mike

DESIGNING SUCCESS

Acknowledgements & Accomplishments

Steely Library has audio/visual and networking equipment improvements!

Congratulations to IT and Steely Library staff for their great work on the audio/visual and networking equipment upgrades in Steely Library. These improvements have been completed to provide an enhanced teaching, learning, and research experience for everyone who uses the library.

Enhancements include:

- 8 teaching/conference/CITE rooms new audio/visual equipment upgrades
- 8 group study rooms with new display monitors
- New monitors for the Writing Center
- 20 wired switch upgrades
- 50 wireless access point upgrades

Plexiglas guards have been installed throughout campus.

Special and HUGE thank you go to the Building Trades leadership of Paul Hundemer and Paul Melville for the concept idea and designing of the clear Plexiglas guards that have been installed all over NKU's campus to help prevent the spread of infection. A HUGE thank also goes to the Building Trades team for constructing and installing these guards! This out-of-the box thinking and teamwork saved NKU about 75% of what the actual cost would have been if this work had been outsourced!

NKU has partnered with PaymentWorks!

Procurement Services is excited to announce a new vendor onboarding system. We have partnered with PaymentWorks to automate a process that until now has been done with paper forms. Now anyone authorized to add vendors to SAP for payments will be able to initiate and track this all online. This new system will increase security and reduce the potential for fraud because many of the verifications for things like vendor tax identification, address, and bank accounts will be done digitally and in conjunction with other enterprises in the PaymentWorks ecosystem who have previously confirmed vendors that want to do business with NKU. We will begin a soft launch of the program August 3-10 with a Go-Live date of Monday, August 17. Procurement staff have been training and testing the program internally for several months. An email for a Zoom training will be sent to those individual users who are typically responsible for adding vendors in their departments. Training will begin on Monday, August 10 – Wednesday, August 12. For more information, visit Procurement Services' [PaymentWorks](#) webpage.

GOLDEN NUGGETS

Hot tips to help you!

Accessibility Check




To check your Word, Excel, or PowerPoint documents for accessibility, open the document, then go to File > Check for Issues > Check Accessibility. This will bring up a column on the right outlining anything needing remediation.

The Budget Office's website will soon have a calendar for on-demand referencing of key dates!

One of the Budget Office's WEAVE goals for FY21 is to create a communication plan for when key information and due dates will be communicated during the year. The Budget Office's plan is to have a calendar on the Budget Office website for on-demand referencing of key dates, which will allow us to continue to enhance our internal and external communications and transparency. There will also be a space to capture any feedback you wish to provide as well. The Budget Office is striving to be more efficient and effective in support of student success and welcomes everyone's input.

LIGHTING THE WAY

Employee Spotlight

 <p>Jim Raleigh Client Support Specialist II Office of Information Technology</p>	 <p>Tiffany Budd Sustainability Operations Coordinator Operations & Maintenance</p>	 <p>Elizabeth Birkenhauer Associate Director Planning, Design & Construction</p>
<p>Jim has worked at NKU for 12 years. Working at NKU has been a family event. His brother and sister both worked at NKU, and he has a cousin who works at the Grant County campus. Jim's position as a Client Support Specialist II entails providing technology support to faculty, staff, and students. His office is in Founder's Hall, and he is on a team that supports technology in Founder's Hall, Health Informatics Center, Albright Health Center, Steely Library, and Callahan Hall. Jim's favorite part of his job is interacting with the people needing technology support. Lately Jim has been kept busy processing returned equipment.</p> <p>Jim and Trisha have been happily married for nearly 30 years and have 2 sons. His eldest son, an NKU graduate, just purchased his first home with his new bride. His youngest son will graduate from NKU in December 2020 with a degree in Business Entrepreneurship. Jim and Trisha are planning a Hawaiian cruise for their</p>	<p>Tiffany began her career at NKU 12 years ago. Her role in Facilities Management involves creating and implementing sustainability initiatives by helping students become more involved in sustainability, improving NKU's campus recycling rate, reducing NKU's carbon footprint, overseeing 3 community gardens and much, much more. Tiffany also manages the campus utility data and acts as the sustainability rep for on and off campus committees.</p> <p>Tiffany has always been passionate about environmental protection and sustainability since she was young. This is a dream job for her, and she enjoys everything about it!</p> <p>In her free time, Tiffany enjoys outdoor activities, reading, writing, gardening, and fixing up her house, which was built in 1886. Something you may not know about Tiffany is that she is a bourbon enthusiast and enjoys participating in tastings with friends.</p>	<p>Elizabeth (Liz) has been a member of the Planning, Design & Construction staff for nearly a year.</p> <p>Liz works on a variety of projects, including the new residence hall, Sbarro Pizza, and the Frank Ignatius Grein softball field renovation. She works closely with NKU's in-house Operations & Maintenance (O&M) staff as well as university partners and contractors on project scopes, schedules, and budgets. One of her favorite things about NKU is the people. Each person she encounters has a passion for what they do, and it really shows.</p> <p>Liz is currently working on her architectural license, and only has 2 out of 7 exams left!! One of her goals for 2020 is to complete the process and obtain her license.</p> <p>In her free time, Liz loves to be outside with her kids. They enjoy hiking, bike rides, going to the park, or just about any excuse</p>

30th anniversary this fall. They enjoy cruises, and this will be their 8th cruise.

When he isn't working on computers, Jim enjoys bowling, gardening (tomatoes and hot peppers), and his weekly golf outing! Jim also enjoys smoking meats and cooking, especially making Cajun food, and putting those tomatoes and hot peppers he grew to good use!

Tiffany's top strengths are Honesty, Love of Learning, Fairness, Leadership, and Creativity.

to be outside. Liz and her husband also love to travel, and they enjoy the way their travels can inspire them to turn on the skillet and try some new recipes, especially if it is seafood with a Spanish influence.

Liz's top strengths are Fairness, Kindness, Creativity, Judgement, and Honesty.