

ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

Business Operations & Auxiliary Services; Facilities Management; Human Resources; Information Technology; Comptroller's Office

Message from Jeremy Alltop, Vice President, Administration & Finance / CFO

Happy New Fiscal Year! FY 23 is off to a great start as we prepare to welcome a new class of students this fall and welcome back those students who are returning to continue their education. July 1 also marks my first official day as your new Vice President of Administration & Finance and Chief Financial Officer. I am very excited about joining the Norse Nation and returning to Kentucky. I've had the chance to meet many of you already, and I look forward to getting to know you and working together to help promote student success and further NKU's mission. Feel free to stop me to say hello and introduce yourself if you see me around campus (I might very well be the person wandering around looking lost). I thank Ben Figueroa for his service as Interim Vice President and all of you for your diligent, hard work operating under the challenging circumstances of a global pandemic during the last two years.

Summer is certainly a busy time in the Division, from completing the budgetary process, closing out accounting periods and beginning a new year, and completing numerous facility maintenance and information technology projects while buildings and systems have lower utilization. These tasks are undertaken on top of the normal activities such as employee hiring and onboarding, ongoing projects, and running our auxiliary businesses. Thank you all in advance for your efforts this summer to help prepare our campus and infrastructure for a new school year.

Best Regards,



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NEW PEOPLE TO KNOW

Jeremy Alltop, VP Admin & Finance/CFO



Jeremy C. Alltop began his term as Northern Kentucky University's Vice President for Administration & Finance/Chief Financial Officer on July 1, 2022.

A West Virginia native, Jeremy brings more than a dozen years of senior level Higher Education and Academic Healthcare experience. Most recently, Jeremy served as the Vice President of Finance and Operations/Chief Financial & Operating Officer at Lamar University, a comprehensive regional University in Beaumont, Texas.

Jeremy holds a Bachelor of Business Administration in Management from Marshall University in Huntington, West Virginia, and a Master of Science in Administration/Public Administration from Central Michigan University in Mt. Pleasant, Michigan.

Fun facts:

- Recently purchased a home in Independence, Kentucky
- Owns a small farm in Mercer County, Kentucky
- Has two rescued dogs, Labrador mixes named Annabelle and Mocha

Jeremy enjoys the outdoors, small family farms/sustainable agriculture, thoroughbred racing/equine industry, good and rare bourbon, and college athletics.

His favorite trip so far - Ireland.



ADMIN. & FINANCE LUAU CELEBRATION RECAP

We had a fantastic time celebrating the Admin. & Finance nominees for Outstanding Service Awards. Congratulations to Ken Wolterman and Dave Groeschen for winning the Outstanding Service Awards! Thank you to President Vaidya, Coach Darrin Horn, and Ben Figueroa for addressing our division. Thank you, Lori Southwood, for presenting our winners and thanks to Chartwells for the wonderful food. To everyone involved in putting this event together, your help was much appreciated.





PROJECT UPDATES

Governor's School for Entrepreneurs (GSE)

The GSE program has returned for its fourth year at NKU. The collaboration between NKU and GSE is a unique experience for young entrepreneurs. The interactive teaching, exploration, and team building leads to exciting student "Demo Day" presentations. Participants pitch their team entrepreneurial ideas to judges who have successful business experience. A winner is awarded after the competition. This is an exciting experience for all involved. The first GSE session and Demo Day was completed on July 2. The second GSE session begins July 10 and concludes on July 30.

Residence Hall Camera Project

To improve student safety, IT partnered with Student Affairs and the University Police to install over 160 new high-definition cameras in the Residence Halls in preparation for the Fall 2022 semester. These cameras improve visibility and coverage into hallways and other public spaces, but do not affect students' private areas in the Residence Halls.

TRAINING OPPORTUNITIES

IT Training Sessions



The IT Training Team offers training sessions on several software packages used at NKU. Topics include Microsoft Word, Excel, Access, PowerPoint, Outlook, OneNote, OneDrive, as well as any software listed above. To schedule a session, or for more information about trainings offered, email it-training@nku.edu.

- If you are a website editor, training is offered for Adobe AEM, as well as sessions that focus on ensuring online content is accessible for all people.
- All faculty, staff, and students have access to Qualtrics survey software. Learn to create online surveys and forms, ranging from simple to complex in our training sessions.
- Do you only use Microsoft Teams for Instant Messaging? There are many other features that allow for easy communication between team members, including project management tools, shared notes, and file sharing. Teams can be created for business units, committees, and student groups.

Register for any of the above sessions using our [Training Registration System](#).

The Training Team can also schedule personalized trainings for single users or groups.

New Manager Certificate Program - Deadline Extended!

In case you missed it, the deadline to apply for this program has been extended to **Friday, July 15**, to give those who want the benefit of this learning experience the opportunity to take part. This program is for those who manage direct reports and have 0-3 years of experience in a manager role. The New Manager Certificate Program is an opportunity to gain or enhance the interpersonal (soft) skills necessary to be successful in the role of manager and the kind of manager and leader your team, department, and university needs you to be. This prestigious program is self-paced and includes self-assessment and coaching, online learning, and application of learned skills. Go [online](#) for more information, registration for the information session, review of program guide, and access to the application. If you have any questions, please contact [Dr. Marquita Barron](#), Director of Training and Development.

WELLNESS

New EAP Benefit

Sometimes reaching out for support can feel like one more thing to add to your to-do list, but getting support just got easier. Free and confidential chat and televideo therapy are now available through Talkspace for all benefit eligible NKU faculty, staff, and members of the household. Work with a counselor anytime and just about anywhere on the same kinds of issues for which you would see a counselor face-to-face. It's easy to get started. Simply log on to NKU's member website resourcesforliving.com with username MYNKUEAP and password EAP and select Services > Talkspace online therapy, or call 1-855-213-3093, TY 711 to learn more and get started.

For more information, see [Employee Assistance Program: Northern Kentucky University, Greater Cincinnati Region \(nku.edu\)](https://www.nku.edu/employee-assistance-program).



BUSINESS OFFICE'S YEAR END DEADLINES

July	1	Delivery of orders purchased with new-year funds can be received.
	5	For Pcard fiscal year end, all VISA transactions through June 27 must be reconciled.
	6	Cutoff date to reconcile procurement card for June 28-30 purchases.
		Information regarding FY2021-2022 payables is due to the Office of the Comptroller.
		Report any outstanding payables on project POs, grants POs and personal services contracts completed by June 30 that have not been invoiced and submitted for payment.
	8	Goods receipt of purchase order for goods and services received prior to June 30 must be entered in SAP.
		Parked documents to be charged against FY 2021-2022 must be in Accounts Payable.
		All NKU Foundation receipts in transit at June 30 must be deposited and posted.
	11	Documents to be charged against FY21-22 must be in Accounts Payables.
		Interdepartmental billings for FY21-22 must be submitted through MyNKU.
Office of Comptroller must be notified of all outstanding receivables to the University.		
Deadline for FY22 payroll allocations for pay dates 6/12 - 6/25.		
13	Expenditure recodes for FY21-22 must be submitted through MyNKU.	
	15	Deadline for FY22 interdepartmental bill and recode workflow approval.
		20
August	4	Budget transfers due to the Office of the Comptroller.

For more detailed closing procedures information, please visit:
<https://inside.nku.edu/comptroller/Closing.html>



REMINDERS

Dining Hours of Operations

Visit the [Dine on Campus](#) website to stay up-to-date with NKU dining summer hours of operations.

Salary History Tile in MyNKU

Employees can now review their salary from the past 5 years using the Salary History tile in [MyNKU](#). This feature also gives employees the opportunity to view their current pay grade and salary increase (in dollars and percentage). This tile is located under the Employee section of MyNKU.

In loving memory of



Bruce Smith

Forever in our Hearts

