

ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

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

Message from Benjamin Figueroa, Interim Vice President, Administration & Finance / CFO

Dear NKU Staff,

As we come to the end of the fiscal year, and also my tenure as your interim Vice President of Administration, I would like to formally and sincerely express my gratitude for the amazing work you all accomplished this past fiscal year, in particular as we began to transition back from the two trying years of the pandemic.

Your admirable qualities that directly contributed to the achievements of NKU are impressive and show exceptional dedication and appreciation to the University.

Your actions directly impacted how we serve students and faculty. I want you to know that I value the amount of effort you have put into your work. You are significantly appreciated as a part of this NKU team. Also, please take a moment to communicate your appreciation to others that made you successful this past year. Nothing happens in isolation, and the best work happens as a team.

Once again, thank you for your hard work. I look forward to hearing from President Vaidya about your future achievements and successes! Then again, Zoom me or Teams me, or drop by if you are ever in my neck of the woods, and let me know how you are doing.

Thank you!



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NEW LEADERSHIP ANNOUNCEMENT

Please join us in welcoming Jeremy Alltop as our new Vice President for Administration and Finance and Chief Financial Officer. Jeremy comes to NKU from Lamar University in Beaumont, Texas, where he currently serves as Vice President of Finance and Operations and Chief Financial and Operating Officer. He will join us on July 1, 2022.

Jeremy will be an exceptional leader for NKU as we continue to navigate and thrive in a pandemic-impacted world with an unpredictable economy. This is a role that he has the unique expertise to fill.

In his current role, Jeremy is responsible for the strategic financial and operational leadership of a university with an enrollment of 17,500 and a budget of \$380 million. He has improved the university's Composite Financial Index (CFI) score during challenging financial times and helped to secure new biennial state funding of more than \$32 million in operating funds and \$48 million in capital funds. He has also led emergency response activities for three major severe weather events and the COVID-19 pandemic.

Jeremy has served as the senior associate dean of administration and finance/chief financial and operating officer at the University of Nevada - Reno School of Medicine, where he coordinated efforts to transition a \$100 million Las Vegas campus into an independent medical school. He has held positions at The Ohio State University, the University of Kentucky, Indiana University and West Virginia University.

Jeremy earned a B.B.A. in Management from Marshall University and an M.S. in Administration/Public Administration from Central Michigan University.

We are excited to have Jeremy join Norse Nation!



Tiffany Boone (HR Specialist)

IT Graduates:

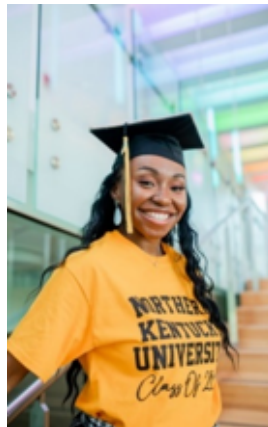
- JD Everett
- Ethan Guseman
- Yordan Ivanov
- Hunter Kolb
- Carly Motzer
- Bilal Munaf
- Victoria Ollier
- Dylan Shelton



Kamden (Jennifer Moeves)



Alyssa (Jennifer Taylor)



Danielle Polion
(IT Student Worker)



Kimber (Audra Points)



Trinity (Chandra Brown)



Johnny DuBois (Jennifer Taylor's)



NEW PEOPLE TO KNOW



Marty Chadwick, HVAC Tech

Marty joined NKU in February 2022. He is truly enjoying his time here while working with a bunch of great people. Learning the people and campus has been an adventure. When not working, Marty enjoys traveling with his wife of 38 years, doing outdoor activities, woodworking, and cooking.

Melissa Arthur, HR Assistant II

Melissa joined NKU in May 2022 and is currently working to complete her Bachelor of Arts in Organizational Leadership here at NKU. As an HR Assistant II, she handles a bit of everything, such as FMLA, Workers Comp, ADA, and Benefits. Melissa is an empathetic and compassionate person who wants to make whatever situation an employee is going through a bit easier. Melissa lives with her husband, Andrew, and their blended family of 5 children and 3 dogs. Fun fact: Melissa has met Taylor Swift and Chris Hemsworth.

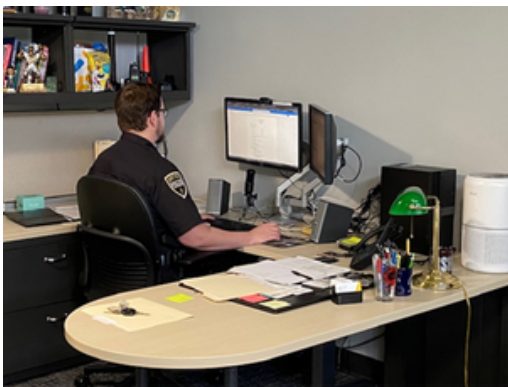




PROJECT UPDATES

University Police Move to New Building

The Honors House, vacant since the Honors College moved to Founders Hall in summer 2018, has been renovated for University Police through a coordinated effort of in-house labor and contractors retained for specialty aspects of the work. Completed in May, the new University Police facility provides an accessible, secure and modern space outfitted with resilient systems to support delivery of routine and emergency safety services around-the-clock. On the upper level are offices, a conference room, breakout spaces, and a modern dispatch office featuring a dedicated IT server room. The lower level includes an armory, property storage, and roll-call room. The project included renovation of several restrooms and replacement of all interior finishes. Various critical support systems were installed, including a new generator, upgraded fiber and data network services, and upgrades related to University Police’s responsibility to monitor campus safety 24/7.



PROJECT UPDATES

Annual Unrestricted Operating Budget (aka: The Budget Book)

The Annual Unrestricted Operating Budget prepared by the Budget Office includes the unrestricted general funds. This is distinct from the Foundation Budgets, which are prepared by Foundation Accounting. The Foundation endowment budgets are prepared in December for the upcoming fiscal year and the Foundation non-endowed scholarship budgets are prepared in February for the upcoming fiscal year. Grant budgets are prepared by the Research, Grants, and Contracts department at various times throughout the year. Although these budgets are prepared by other areas, the Budget Office works to show an all-funds approach and works with areas to maximize the use of their foundation and grant budgets.



[Click here to review the FY23 Budget](#)

The Annual Unrestricted Operating Budget must be completed by 6/30/22 according to **HB663 - Financial Disclosure of Postsecondary Institutions**, which states in part, "No later than June 30 of each year, the president or chief executive officer of each state institution or independent institution that is licensed or overseen by the Council on Postsecondary Education, and the chair of the governing board of each institution, shall jointly execute a signed, sworn statement attesting to whether the institution "...has an annual budget for the upcoming fiscal year that is preceded by sound planning, subject to sound fiscal procedures, and approved by the president of the institution and the chair of the governing board."

In the Annual Unrestricted Operating Budget resolution, The President recommends an authorized spending amount based on the collective efforts of his team and others in strategically planning and building the budget. Then the Board of Regents grants their approval of the recommended authorization once any questions are addressed. Key language at the end of the resolution --"Administrators of the various units shall not authorize nor incur any financial obligation more than the budget authorizations"-- means that we must stay within established budgets to remain fiscally responsible while we are supporting student success.

PROJECT UPDATES

Einstein Bros. Bagels - Project Delayed

The Construction/Restoration of the Einstein Bros. Bagel Restaurant located in Steely Library had been delayed due to significant supply chain difficulties. The work on the project has shifted from the Summer 2022 until late Fall 2022. Project updates will be provided as time moves along for this project.

BEFORE



AFTER



TRAINING OPPORTUNITIES



Attention NKU Leaders!

Webinar - The Impact of Stress on Physical and Mental Well-Being | Strategies for Campus Leaders

Vector Solutions, an online compliance training partner of NKU, and TimelyMD hosted a live webinar on June 8 that discussed the concept of population health that encompasses the impact on the quality of life for students, faculty, and staff. To listen to the webinar click [HERE](#). If you have any questions, please contact Dr. Marquita Barron, Director of Training and Development - barronm1@nku.edu.

IT Training Sessions

The IT Training Team offers training sessions on several software packages used at NKU.

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. 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.

WELLNESS

June is Men's Health Month - Get Involved!

Did you know there is a month entirely dedicated to raising awareness for issues impacting the health and wellness of men and boys? The month also coincides with Men's Health Week (June 13-19), a special awareness period created by Congress and the #ShowUsYourBlue campaign on June 17 when people are encouraged to wear blue to show their support for the health and well-being of boys and men. Here is a list of easy things to do to be active and aware all month long:



1. June is Men's Health Month, spread the word and make sure every man in your life is living well.
2. Schedule early screenings. They will not only save money overall but could also save a life and/or make life easier to manage if diseases are detected early on.
3. Exercise. It's summertime, which is the perfect time to get outside and get at least 30 minutes of exercise per day, as is recommended by the CDC. Exercise has been shown to improve overall physical health and has notable mental health benefits.
4. Remember to #WearBlue on Friday, June 17th - wear blue to work or wherever else you are go. Wear Blue Day helps spread awareness about men's health issues, and it is easy to participate.
5. Father's Day is coming up. Why not give the father figure in your life the gift of knowledge? There are many resources at <http://www.menshealthnetwork.org> to educate you and him about the risks of prostate cancer and other diseases.
6. Remember that anyone can assist in the men's health movement. Anyone can be supportive and help men make that first step towards a better life.



REMINDERS

June 17 - Russ Kerdolff Retirement Celebration

Please stop by The Eva G. and Oakley B. Farris Rooftop Patio located at the HIC building (5th floor) anytime between 11 a.m. to 1 p.m. to wish NKU Comptroller, Russ Kerdolff, a fantastic retirement after 41 Years of Service at NKU! Please click [here](#) to register if you're planning on attending. See page 11 for more information about Russ!

June 17 - Wear Blue Day!

Wear Blue Day helps spread awareness about men's health issues!

June 20 - NKU Closed in Observance of Juneteenth

June 22 - Truist Arena will be closed due to plumbing repairs

Dining Hours of Operations

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

BUSINESS OFFICE'S YEAR-END DEADLINES

May	1	Purchase requisitions that are to be received after June 30 and charged against FY 22-23 will be accepted after this date.
	20	Purchasing requisitions must be in purchasing by this date.
	25	Year-end closing workshops. Click here to register.
June	6	Overnight travel requests for travel in FY21-22 must be posted by this date.
	13	Receipts for FY21-22 petty cash disbursements must be submitted to Student Account Services for reimbursements.
	17	<ul style="list-style-type: none"> a. Copy cards must be purchased by this date to be charged to FY21-22. b. Copying services requisitions for FY21-22 must be received by EOD.
	30	All cash and checks must be delivered to Student Account Services in order to complete the final bank deposit for FY22.
July	5	For Pcard fiscal year end, all VISA transactions through June 27 must be reconciled.
	6	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	<ul style="list-style-type: none"> a. Documents to be charged against FY21-22 must be in Accounts Payables. b. Interdepartmental billings for FY21-22 must be submitted through MyNKU. c. Office of Comptroller must be notified of all outstanding receivables to the University.
	13	Expenditure recodes for FY21-22 must be submitted through MyNKU.

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

SPECIAL DEDICATION

Thank you, Russ Kerdolff, for 41 Years of Service!

After 41 years of dedicated service at Northern Kentucky University, Russ Kerdolff is retiring from his position as Assistant Vice President/Comptroller effective July 1, 2022. Since he began working at NKU in 1981, Russ has made a lasting impact on his colleagues and the University.



"Russ Kerdolff is one of the all-time greats in NKU pitching. He is one of only two pitchers to post a perfect season, going 11-0 in 1977 to lead the Norse to a school-best 49-7 record. Kerdolff is also the only NKU player to be selected as a CoSIDA Academic All-American."

"Russ is the most NKU knowledgeable and dedicated employee I've ever worked with. His passion drives everyone around him. He also has a great sense of humor."

Becky Bishop



"I have worked with Russ since I started at NKU in 1985. It is hard to imagine the Comptroller's office without him."

Barb Smith

