

ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

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

Message from Jackson "Andy" Meeks Director of Business Operations and Auxiliary Services

As I sit here at my desk this morning, the sun is shining brightly with an expected high of 72°F this afternoon.

After a long winter season, spring has finally arrived here at NKU. Get up and take a long walk around the plaza and Loch Norse, stop by Einstein's Bros. Bagels, and get a cup of coffee, but most of all let the warm sunshine restore your energy and resolve.

Have a great spring! Summer is on the way.

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KUDOS TO...

The IT Help Desk workers are the unsung heroes of IT, always ready to lend a helping hand when folks encounter technical difficulties or need assistance with software or hardware issues. Their patience, expertise, and willingness to go above and beyond to ensure that we are satisfied with their service is greatly appreciated. They work tirelessly behind the scenes, answering calls and emails, troubleshooting problems, and providing guidance to those of us who may not be as tech-savvy.

Mary Paula Schuh, Audra Points and Donna Neace - were each recognized in the 31 Wise Women of NKU campaign celebrating Women's History Month in March.

Mary Paula Schuh and Tiffany Budd - each received the Regents Distinguished Service Award.



PROJECT UPDATE - SUSTAINABILITY

Facilities Management once again proved that one person's trash can be another's treasure. During the Spring semester, Building Services staff made cardboard stock available to the Art & Design program for use in Sculpture. See images of the projects that the students completed using materials that were intended to be recycled. The Facilities team continues to partner with academics whenever possible to promote sustainability, raise environmental awareness, and help students.

You can see these amazing creations in person at the Ceramics/Sculpture building Mon - Fri from 9:00 am - 4:30 p.m.



by: McKenna Brennen



by: Chris Whelan



by: Taryn Frank



by: McKenna Brennen



by: Grady Gartland



by: Maggie Finn



by: Peyton Oka

PROJECT UPDATES

Spring Challenge



Spring not only brings flowers and good weather, but it is also a time of the year when bugs, insects, and pests begin showing up in the buildings. If you notice such problems in your area, please contact Building Services by filling out a work request. Did you know you can request a sustainable/eco-friendly option? White vinegar is an effective bug repellent that has been in use on campus for years. If you prefer, vinegar can be tried first before calling in our pest control contractor if the problem persists.

Some natural plants like marigolds, petunias, mums, lavender, rosemary, basil, mint, and thyme can also discourage bugs. Additionally, placing a spice mixture in a small plate on your window sill is also known to make pests leave. Turmeric, black pepper, salt, cayenne, paprika, and cinnamon all act as pest repellents. Try these simple proactive steps to make your space more comfortable by making it less comfortable for pests. Anytime we avoid spraying bug killers it helps the environment and protects our health.

For questions or comments about pest control, please contact Jim Parker at extension 5970.



PROJECT UPDATES

Community Garden Applications are Now Open

NKU Sustainability manages three community gardens that are available for any student, staff, faculty or community member to use, free of charge. Garden plots are assigned on a first-come basis. We are currently accepting applications for the Asbury and Highland Heights gardens. Please visit the [community garden website](#) to learn more about the gardens and expectations for gardeners. Submit completed application and waiver to Tiffany Budd (buddt1@nku.edu).

To adopt a plot, take the following steps:

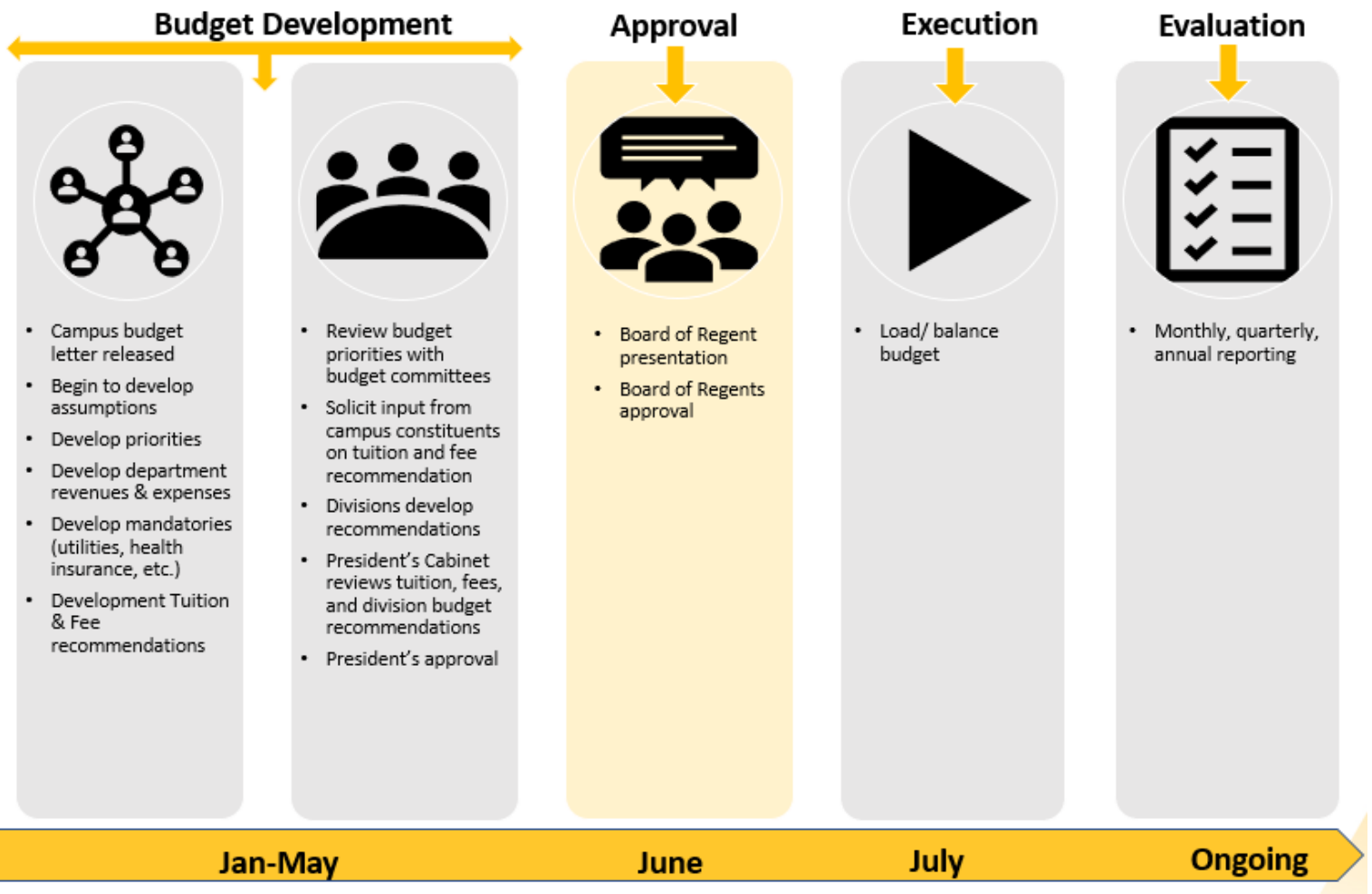
- Review the [Community Garden Guidelines](#)
- Ensure that you will be able to care for a community garden plot for the entirety of the growing season
- Download the waiver of liability, application form, and rules and expectations contract
- Send your signed waiver, application, and rules/expectations contract to Tiffany Budd: buddt1@nku.edu

BUDGET

Key Dates for FY24 (July 1, 2023 - June 30, 2024)

Thank you for your hard work as we continue to develop the FY24 budget. Please reference the key due dates and overall snapshot of the process. If you have any questions or concerns, please contact the [budget office](#).

Activity	Start	End
Solicit input from Campus constituents (Budget Committees, Staff Congress, Faculty Senate, SGA)	1/31/23	5/31/23
Ongoing budget reviews	1/31/23	5/31/23
Board of Regents Budget Presentation	6/14/23	6/14/23
Load board approved budget	7/1/23	7/1/23





TRAINING OPPORTUNITIES

Human Resources

REMINDER / REQUIRED: 2023 Annual Compliance Refresher Training & 2022-2023 Staff Performance Evaluation

Both the annual compliance refresher training and performance evaluation process are underway. First, the completion of the annual compliance refresher **by all faculty and staff** was due on Friday, March 31. Although new employees who started at NKU on or after January 1, 2023 are not required to complete the refresher, they are required to complete the 30, 60, and 90-day courses for new employees. Both the refresher and new employee courses are located within [Vector Solutions](#) (previously SafeColleges). Information on this and other possible compliance requirements are listed on the [Compliance Training website](#). Second, the [Staff Performance Evaluation Process](#) should be completed by **Friday, April 28**. A copy of the completed staff evaluation form needs to be submitted to Human Resources via Qualtrics.

HR Training and Development: New Employees, Professional Development, Manager/Leader Development, & Future of Employee Learning and Performance Management

On the [Training & Development site](#), employees will find a gamut of resources for learning and growth opportunities of various kinds. The future of employee learning and development is a testimonial of the commitment that NKU has toward employee growth and career progression.

If you have any questions, please contact [Dr. Marquita Barron](#).



TRAINING OPPORTUNITIES

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.

Procurement Services Training

Procurement Services is offering trainings on a one-on-one basis or for departments!

Training: 101 Basic Procurement, PSC and how to/life of a requisition in SAP.

If interested, please reach out to purchasing@nku.edu to set a time and date for the training.

WELLNESS

National Minority Health Month



Did you know that April is National Minority Health Month? It is estimated that only 14 percent of the U.S. population has proficient health literacy. It is estimated that over 60 percent of racial and ethnic minority patients over 18 believe it is at least somewhat important to visit a healthcare provider who shares or understands their culture.

Let's empower the health literacy of NKU and our communities this month. This year's theme, Better Health Through Better Understanding, focuses on improving health outcomes for racial and ethnic minorities and American Indian/Alaska Native (AI/AN) communities by providing them with culturally and linguistically competent healthcare services, information, and resources. When patients are provided with culturally and linguistically appropriate information, they are empowered to create healthier outcomes for themselves and their communities.

Join University Wellness and the U.S. Department of Health and Human Services Department of Minority Health as we share resources to address health literacy, language access, and more this month at <https://minorityhealth.hhs.gov/nmhm/>.



REMINDERS

Tax Season Scams

If you receive an email or text message claiming to be from the Internal Revenue Service (IRS), do not reply and do not open any attachments or links. Typical requests ask people to click a link and submit a form to claim their refund. The IRS does NOT initiate contact with taxpayers by email, text message, or social media to request personal or financial information.

Performance Evaluations

Performance evaluations are due to Human Resources via Qualtrics by April 28. If you have any questions regarding this process, please reach out to [Dr. Marquita Barron](#), Director of Training and Development.

Nominations for A&F Outstanding Service Award are Now Open!

Admin & Finance individuals may be nominated by NKU staff, faculty, or students. Nominations for the award will be accepted through **Friday, April 28th**. The nomination form and eligibility requirements can be found at the [Admin & Finance website](#).

May 2023 Commencement

Friday, May 5 at 6 p.m.: Chase College of Law. | Sunday, May 7 at 10 a.m.: College of Education // College of Arts and Sciences // College of Informatics | Sunday, May 7 at 3 p.m.: College of Health and Human Services // Haile College of Business | All ceremonies will be held in Truist Arena.