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

Recently, as part of a presentation, I had to briefly answer how the Division of Administration and Finance's work aligned to NKU's Strategic Plan – Success by Design.

My initial thought was this – doesn't *everything* we do impact students, their experience, and their success in some way? Ultimately, the official response to the question was this statement (slightly paraphrased): The Division of Administration and Finance helps to ensure student success by focusing on the availability, management, and sustainability of NKU resources to enhance access, completion, and career and community engagement for students.

I am not certain that those of us in Administration and Finance always see our efforts as being as important to a student's learning as those of our colleagues who directly instruct or advise students. However, think of what would happen without the work of the many members of the Administration and Finance team: the grass would not be mowed, student refunds would not be processed, invoices for items such as learning materials or utilities would go unpaid, employees would not be hired, on-campus food service would not be available, wi-fi would not work, and the list goes on.

How successful would NKU be in ensuring student access, degree completion, and career and community engagement if these things did not happen? NKU would be challenged to demonstrate success without this support.

We should all be proud of the success that NKU has made in supporting our current and future students through new activities directly associated with Success by Design. While the Administration and Finance Division has directly supported a number of Success by Design projects, such as the NPHC Plots and NKU's Esports team, the results of our labor each day have enabled students, and others on the NKU team, to go about their work and learning without wondering how to repair HVACs or maintain information security resources.

By promoting a positive environment through proactively ensuring the availability, management, and sustainability of NKU resources as part of our daily responsibilities, the Administration & Finance Division plays an important and integral part in supporting other members of the NKU community (faculty, staff, and students) in carrying out their work and learning. It is also important that as we move towards a new future, we all remain flexible and nimble in our work and able to adjust business processes and practices to address the changing needs of students and our campus community.

I am proud of the efforts of everyone within the Administration and Finance Division for helping to promote student success.

PREPARED BY CYNTHIA AVILÉS

NEW PEOPLE TO KNOW

Thomas Ferguson, Budget Analyst

Thomas earned a degree from NKU in Accounting on May 2022 and joined the budget office on July 2022. In his role, he utilizes Excel, SAP GUI and BW to help NKU fulfill its success by design and help create an atmosphere of budget consciousness. Him and his wife, Elaine, have 3 children and a 3 year old mini-American Eskimo named Frosty. Thomas enjoys fitness, food, games and family.

Isaiah Deinlein, Accounting Specialist
Business Operations and Auxiliary Services

Isaiah's joined NKU on May 2022. His responsibilities include completing the university's reporting and billing for monthly copy and print usage, as well as contacting vendors for vending machines and copier maintenance requests.

Isaiah likes hiking, camping, hunting and fishing and is a big advocate for the conservation of our public lands, waters, and natural resources.

Ganga Adhikari, Business Intelligence Developer I

Ganga is a student at NKU majoring in Data Science and minoring in Information Systems and will be graduating in the Spring of 2023. He is working in migrating from SAP Datawarehouse to Azure Cloud and enjoying his new role at NKU.

Ganga enjoys the outdoors and hiking. He is a huge soccer fan and a fan of Real Madrid, Liverpool, and Louisville City FC.

KUDOS TO...

Audra Points - a shout out to NKU was given by the State Risk and Insurance Services Summer 2022 Newsletter. Thanks to Audra, NKU completed all deficiencies and ensured that NKU is safe for all students and staff members.

Brandon Billiter, Jessica Brooks, Julie Hood, Inna Pylyayeva, Jo Terino and Kasilingam Vimalan for completing the SBD-Installment Plan project and for being a great example on how a focused team can really get things accomplished.

Blain Gilmore, Holly Vasquez, Ryan Straus, Dave Renaker, Jim Parker, Chris Kalmar, and Tina Herald for your work in implementing the new Surplus Procurement Process. This new surplus process allows for greater transparency, time savings, and accuracy in all aspects of the asset transfer process.

Lisa Koors and Nick Pearson for being instrumental in improving the PCard process through TeamDynamix. The approval process and reporting are now available, saving time and effort in knowing where a request is in the process and expediting the time from request submission to completion.

Steve Slone, Interim Manager Mail and Distribution Services for a job well done taking over management responsibilities for the Mail and Distribution group.

Beth Lackey, Dionna Sholler, Karen Mefford, Becky Bishop, Becky Brown, Ken Wolterman, Sandy Fromeyer, Chandra Brown, Angela Calhoun, Chad Ogle, Terri Williams, Allison Buchanan, Brandon Billiter, Inna Pylyayeva, Beverly Breeze, Lisa Koors, and Darla Pangburn for completing changes to budgets and systems needed to merge and create the new Department of Accounting, Economics, and Finance.

PROJECT UPDATES

Success by Design

Student Account Services and IT worked on a Success By Design project to change the student payment plan. This allows students to choose a four-payment plan option to extend their student bills across the semester while also eliminating the mid-semester drop for non-attendance. This change will allow students to focus on their academics without the fear of being dropped halfway through. Phase I included the new payment plan and the display screens that will better display the payments for students.

Department integration

The Department of Economics & Finance and the Department of Accounting & Business Law merged to create the Department of Accounting, Economics, and Finance, effective for the fiscal year starting 7/1/2022 and the academic year starting 8/22/2022.

Einstein Bros. Bagels - Update

All the necessary approvals (internal and external) had been received for this restoration project. Due to supply chain difficulties, this project had been delayed but now work will begin at the start of the Thanksgiving holiday break and the restaurant will reopen for the start of the Spring 2023 academic semester.

BEFORE

AFTER

ANNUAL BUDGET CALENDAR

Monthly Reports/Training/Annual Calendar

It's hard to believe that July is now in the rearview mirror and we are days away from the beginning of the academic year. Here in the Budget Planning & Analysis Office, we are diligently preparing to produce monthly Operating and Position Budget Reports by Division. Historically, the prior month was closed by the eight day of the following month so the monthly reports will be run and distributed after that timeframe. We are also working on training focused on the Position Budget report. We are aiming to use Kaltura to create on-demand training that can be referenced as needed. We will build on this training and the topics in the upcoming months. Feel free to contact Chandra Brown at brownc55@nku.edu and let us know what areas are of interest to you.

High-Level Annual Budget Calendar [subject to change]

July (Fiscal Year begins)	August (Fall Semester begins)	September
• Debrief from Budget Process identify improvement ideas • Review budget load for accuracy & confirm any updates • Review Budget Policies & Procedures	• Monthly Reporting • Include stakeholder calendars on Budget Timeline to give status updates [BEC/CUA/Faculty Senate/Staff Congress/SGA]	• Monthly Reporting • Quarterly Business Officer mtg • **Newsletter Tip:** end of 1st qtr., 1/4th through fiscal year, assess budget to actual.
October	**November**	**December** (Winter Semester begins)
• Monthly Reporting • Facilitate Budget Process Training • Obtain FD Forms from CPE (10/18) • Direct FD Form completion	• Monthly Reporting • FD Forms & Budget Book due to CPE (due 11/1)	• Monthly Reporting • Quarterly Business Officer mtg • Generate preliminary strategic assumptions • **Newsletter Tip:** end of 2nd qtr. 2/4 (50%) through fiscal year, assess budget to actual
January (Spring Semester begins)	**February**	**March**
• Monthly Reporting • President Budget Letter shared • Prepare for Budget Hearings • Generate strategic assumptions to plan, build, & prioritize the budget using PBCS – share with VPAF & CFO	• Monthly Reporting • Develop/Finalize Budget Assumptions/priorities • Plan Revenue (tuition & fees), Expenditure (fixed costs) Budgets • Evaluate Fee Schedules • Conduct Budget Hearings • Meet with campus stakeholders	• Monthly Reporting • Receive tuition caps from CPE • Quarterly Business Officer mtg • **Newsletter Tip:** end of 3rd qtr. ¾ (75%) through the fiscal year, assess budget to actual
April	**May** (Summer semester begins)	**June** (Fiscal Year ends)
• Monthly Reporting • President's Spring Forum • Confirm any one-time requests	• Monthly Reporting • Create the Budget Book	• Monthly Reporting • BOR Approves the Annual Operating Budget • Quarterly Business Officer mtg • **Newsletter Tip:** nearing end of 4th qtr. where we are 100% through the fiscal year, assess what went well & what should be changed in planning for the next fiscal yr. Share successes / best practices

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.

WELLNESS

Did you know?

Quality health care means getting the care you need when you need it. Getting quality care can help you stay healthy, recover when you become sick, and manage chronic health conditions. Choosing and establishing a relationship with a Primary Care Provider (PCP) is the key to receiving ongoing quality healthcare. Meeting with them annually for preventive care, to check on your current health status, and to discuss any acute or chronic health issues is one of the most important things you can do for your health and well-being.

The NKU Cares PCP program encourages you to take an active role in caring for yourself. By taking the time to meet with your PCP for an annual check-up and biometric screening, all benefit-eligible faculty and staff will be rewarded with $25 on your All Card. Simply print the PCP form and have your Provider complete and sign it at your annual appointment. Email a copy of your completed form to Kim Baker, Director of Wellness at bakerk7@nku.edu and the funds will be electronically added to your All Card.

Don't have a PCP? You can search for providers of all types online with Humana's Find a doctor tool. Get step by step instructions on how to use this tool. You can also create or log in to your myHumana account to access your claims, ID cards, coverage details, and more. Take care of yourself this summer and all year long.

REMINDERS

Fall Semester 2022

First day of Fall Semester 2022 for students is Monday, August 22, 2022. For more information on the academic calendar, please visit Office of the University Registrar webpage.

2022-23 Parking Permits

Permit sales for the new year academic year are available. Ordering your permit online will save you time. If you order online before Friday, Sept. 2, your permit can be mailed to you. Visit the website and login with your NKU username and password to order your permit today. Please note a $9.00 annual increase to the full-time faculty & staff parking permit rate and a $4.00 increase to the part-time staff rate. These amounts are prorated monthly during FY23.

Fire & Life Safety - Evacuation plan and planning in case of a fire

Evacuation is required when the fire alarm sounds, an evacuation announcement is made, or a university official orders you to evacuate. In the event of an evacuation: alert those around you who might not have heard; turn off equipment and secure hazardous operations if possible; close doors and windows; leave room lights on; remain calm and walk to closest exit. Do not use elevators. If you are unable to leave the building due to a physical disability, go to the nearest area where there are no hazards, use a telephone to call 911, be sure to give them the room number so they can send help to you. Do not re-enter until given an "all clear" signal by emergency personnel.

PCard forms now available on the Procurement's website

PCard forms can be accessed at https://inside.nku.edu/procurement/card/forms.html. All forms from PCard request, to updates and maintenance forms, as well as reconciliation and missing receipt forms.

Copy Center at Landrum Hall Annex Summer Hours

From August 1st through August 19th, the copy center hours will be from 10 a.m. - 2 p.m.