

ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

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

Thank you for your warm reception and assistance during my initial three months at NKU. I hope I have an opportunity to meet more of you during the next three months!

I also want to thank you for your commitment and dedication to the success of our students, especially over the last couple of years as we have had to change the way we manage operations on campus. Your work is becoming even more critical and appreciated as we begin to exit the pandemic and reimagine our operations to fit multiple ways of doing business.

The work we do in Administration & Finance Division is important and it is the engine that keeps the institution moving forward in our mission of student success, even if it is not always apparent or obvious. We support the information technology and deferred maintenance of our facilities, including our classrooms. We support the ongoing human services needs of the campus, including providing the daily food services to our residential students. We address the purchasing and payroll needs and are behind the budget planning and ongoing critical oversight of the institutional fiscal assets. We are the individuals you may see on campus pruning our flowers, or the ones you never see supporting your online technology requirements. We stand behind every operation and system that drives the success of our campus in general, and the success of our students and faculty, in particular.

We hope you enjoy the new newsletter design. Please send us your ideas for ways to continue to improve it and reflect the work you do at NKU.

Thank you.



IN THIS ISSUE

2 - PEOPLE TO KNOW

3 - PROJECT UPDATES

7 - GENERAL UPDATES

8 - REMINDERS

**9 - BUSINESS OFFICE'S
YEAR END DEADLINES**

PEOPLE TO KNOW

Meet our new staff!



Cynthia Avilés, Assistant to VP of Admin & Finance/CFO

Cynthia joined NKU in February 2022. Cynthia is from Puerto Rico and went to Wheeling Jesuit University on a volleyball scholarship and was the first volleyball player to be inducted into the University's Hall of Fame. Cynthia lives with her husband; two kids, who keep them busy with their sports (volleyball, soccer and basketball); and their one-eyed dog.

Jodi Bridges, Business Manager - Office of Information Technology

Jodi joined NKU in January 2022. Jodi manages the day-to-day operations of OIT, managing the department budget, execution and maintenance of department contracts, HR functions for the department, and managing administrative support staff. Jodi lives with her husband and 11-year old son who are both "gamers", but she's only good at Beat Saber and Solitaire. Jodi has 2 dogs and 14 fish (named after Game of Thrones characters). In her spare time, Jodi likes hanging out at the pool with friends, flower gardening, and spending time with family.



Kendra Conley, Assistant to Chief Human Resources Officer

Kendra joined NKU as the Academic Advisor to the English Department and transferred over to her new position in Human Resources in February 2022. Kendra provides support to the Chief Human Resources Officer by managing her day-to-day duties, compiling notes, creating meeting agendas, and other Human Resources duties as needed. Fun facts: Kendra is a beginner at the ukulele, is left-handed, and has been a bridesmaid in 10 different weddings.



PROJECT UPDATES

Compensation Plan

Human Resources is developing a multi-year compensation plan called the **5 by 5 Compensation Plan**. The plan makes recommendations on five compensation actions for each of the next five years. The five actions include:

- Review and adjust the compensation structure based on external market factors
- Pay adjustments to address internal salary compression
- Provide recurring merit increases
- One-time recognition and retention bonuses for individual staff and faculty
- One-time recognition and retention bonuses for staff and faculty teams or work units

1. The first action is to review and evaluate NKU's compensation structure compared to the market, which was completed in the fall of 2021 when the salary range structure was moved by 15%.
2. The second compensation action will be to address internal salary compression by reviewing current pay for possible pay adjustments based on the new compensation structure. For year one, starting in July 2022, it is recommended that NKU prioritize experience in making pay adjustments. In year two – five, consideration will be given to external relevant experience and performance.
3. The third action is to recommend a recurring annual merit increase for July of each year.
4. For the fourth and fifth actions, there is a need to develop the criteria and process for one time recognition and retention bonuses for individuals and teams.

Two Town Hall meetings are planned to present the **5 by 5 Compensation Plan** to the campus. The Town Halls are scheduled via Zoom on:

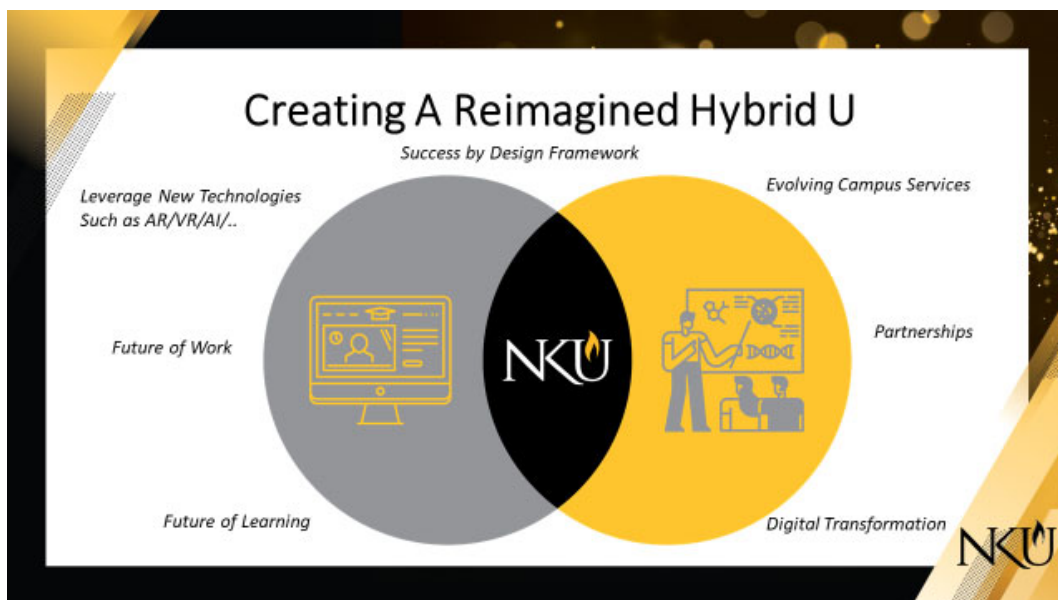
- **April 11th 10:00 -11:00 a.m.** (<https://nku.zoom.us/j/98479655752>) **and**
- **April 14th 3:00 - 4:00 p.m.** (<https://nku.zoom.us/j/93910219029>)

Be on the lookout for an email with pertinent information soon. We look forward to your feedback on the plan.

PROJECT UPDATES

Hybrid University

The Hybrid U Task Force is in charge of developing a strategy to implement NKU's reimagined plan to create a Hybrid University that aligns with Success by Design strategic framework (SBD) and the IT strategic plan for building a Student-Ready, Regionally Engaged Hybrid (SRREH) University. This will expand NKU's market share of students, promote hybrid instruction, innovate financially sustainable hybrid programs, elicit community feedback, and develop a prioritized implementation plan. The Hybrid U Task Force has been meeting to accomplish its work and has created working subcommittees that include Hybrid Work, Hybrid Services, and Hybrid Academics/Classroom. Initial reports and recommendations from this team are expected to be available in April.



PROJECT UPDATES

Einstein Bros. Bagels

During the Summer of 2022, our Einstein Bros. Bagels restaurant located in the loggia area of Steely Library, will undergo a complete renovation. Construction will last the bulk of the summer with no interruption on the use of the area. After completion, the store will reflect the latest in design, equipment, and service offered by the Einstein Bros. Bagels group.

BEFORE



AFTER



PROJECT UPDATES

Electrical Vehicles (EV) Charging Stations

NKU has partnered with a Cincinnati-based company, Electrada, to expand the University's electric vehicle (EV) charging infrastructure. There are currently 11 stations available for use:

- Two stations in Lot F (near the new residence hall)
- One station in Lot C
- Eight stations on the lower level of Kenton Garage (these stations are also open for public use)
- Four additional stations will be installed in Lot K in the upcoming weeks

Vehicles must be plugged in and charging when parked at the charging station spots and have a valid NKU parking permit (with the exception of Kenton Garage stations). NKU has established this key partnership to meet the growing demand for charging capacity on campus and to prepare for 100+ EVs coming to the market in the next few years. This partnership also helps advance NKU's sustainability goals, as well as NKU's transportation emissions reduction goal as a member of the Cincinnati 2030 District.

Learn more about the EV stations on the [NKU Sustainability website](#).





GENERAL UPDATES

Flexible Work Arrangements Update

The pilot for Flexible Work Arrangements (FWA) has gone well and will continue through the summer. Human Resources has been reviewing feedback from the FWA survey and will be using the data to make recommendations for any changes for the fall FWA procedures. We plan to submit a policy for review and approval in the Fall. Look for more FWA information and resources for both supervisors and employees prior to the fall semester.

Performance Evaluations

The process of staff performance evaluations has started and it's time to have those annual conversations with your direct reports about past performance, future work goals, and future professional development opportunities.

The 2021-2022 staff performance evaluation & development form, important information, and other resources are available on the HR Training & Development webpage:

<https://inside.nku.edu/hr/traininganddevelopment/staffperformeval.html>

REMINDERS

Compliance Refresher Course - due April 8

Please go to the Vector Solutions website for Northern Kentucky University: <https://nku-ky.safecolleges.com> and use your username and password to access the training course.

Contact Marquita Barron if you need assistance completing this training.

President's Spring Forum - April 27

Please save the date for the President's Spring Forum on Wednesday, April 27th from 9:00 a.m. to 10:30 a.m. President Vaidya will address the state of the university, including budget and enrollment outlooks, as well as a look forward at the fall semester.

More information will be available soon.

FY22 Inventory Verifications - due May 6

In accordance with NKU policy, an annual physical verification of all equipment assigned to each department is required. This verification process allows NKU to update its equipment inventory and equipment insurance records. NKU is now only tracking equipment with a value of \$2,500 or greater with the exception of laptops/tablets that remains at \$500 or greater.

Please contact Tina Herald with any questions at heraldt2@nku.edu

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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.
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 to be delivered to Student Account Services in order to complete the final bank deposit for FY22.
July	5	For pro-card fiscal year end, all VISA transactions through June 27 must be reconciled.
	6	Report any outstanding payables on project PO's, grants PO's and personal services contracts completed by June 30 that has 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 a more detailed closing procedures information, please visit:
<https://inside.nku.edu/comptroller/Closing.html>