

ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

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

Sometimes change happens around us with or without our knowledge or our involvement. Those changes can affect us personally and are hard to overcome. Other times we create change to correct things or to improve things around us, such as better eating or more frequent exercise. Many times, change is required at work - and we are the ones tasked to lead that change, in a small or large part. We then need to think about what is needed to make sure the change around us, the change we want, and/or the change we need - is a positive experience.

When leading change, these are some of the things we should consider:

- 1) Create space to interact in person, or using technology, with those tasked or involved in a change;
- 2) Maintain, support, or generate new working relationships to learn how to work together or tackle issues together;
- 3) Identify and welcome new opportunities that may at first look like challenges;
- 4) Understand that change happens around us - with or without us being involved - and it is best to engage changes and benefit from them; and lastly
- 5) Talk, talk, talk... and know that by communicating constantly, we are saying that we are a community that works together in generating positive change.

Thank you.



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NEW PEOPLE TO KNOW



Holly Roenker, Senior Accountant, Comptroller's Office

Holly had worked at NKU as a Co-op and Graduate Assistant from 2013-2017 and re-joined NKU's Comptroller's Office in February 2022 as a Senior Accountant. She has a Bachelor's and Master's degree in Accounting from NKU. Holly and her husband, Andy, just welcomed their son, AJ, in October 2021. Holly loves walking with her boys around the neighborhood alongside their dog, Sammy. She is an avid Amazon shopper and loves crafting home décor and bingeing on *The Real Housewives*.

Jessica Brooks, Associate Director, Student Account Services

Jessica is an NKU alumni and began as a student worker in the One-Stop in 2007. In 2009, she joined Student Account Services through late 2016. Jessica could not miss the opportunity to return to NKU. She now oversees the tuition, billing, and collections operations in Student Account Services. She works closely with Financial Aid, Housing, and IT to ensure proper charges, disbursements, and adjustments are reflected on student invoices. Jessica enjoys spending time with her husband, and they both enjoy attending stand-up comedy shows, going to festivals, and vacationing in Las Vegas.



Joel Mattingly, IT Security Analyst

Joel joined NKU in January 2022. He works in the Office of Information Technology implementing and supporting Information Technology Security solutions. Joel lives with his girlfriend and son, who will turn 1 year old in May! Joel enjoys being a new father, working out at NKU's Rec Center, and riding off-road vehicles with family and friends.



PROJECT UPDATES

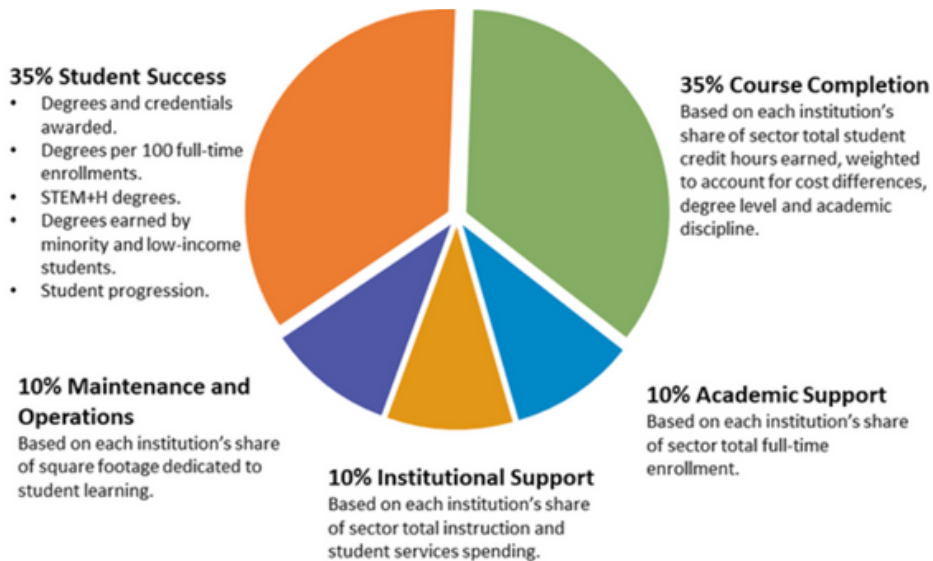
CPE Performance Funding

As part of the 2016–2018 state budget, the Kentucky General Assembly created a Postsecondary Education Work Group, consisting of the Council president, postsecondary institution leaders and representatives from the Governor’s office and the legislature, to develop a funding model that aligns state funding to performance and student success metrics.

Based on the work group’s recommendations, the legislature enacted two very similar funding models: one for the public universities and one for the community colleges. In addition to establishing the models (hereafter referred to as “the model”), the statute directed the Council to call back the Postsecondary Education Working Group in 2021 and every three years thereafter to monitor the model's performance, identify any unintended consequences and recommend any adjustments. The guiding legislation is KRS 164.092.

Based on the following metrics below there was a pool of \$75.7M for public universities, of which Northern Kentucky University will receive a \$11.3M distribution (includes \$2.9M provided in FY22, and \$8.4M in FY23). We want to keep our momentum going for future years to keep maximizing this performance funding. We are well positioned to do just that because our strategic framework, Success by Design, aligns well with the CPE Performance funding metrics.

For further questions, please reach out to [Chandra Brown](#), NKU Budget Director.





PROJECT UPDATES

CPE Performance Metrics Above the Sector Average

The visual below shows how NKU has performed above the sector average on 8 out of 11 performance metrics. NKU wants to maintain the momentum where we perform well and strive to outperform in the student progression categories in future years. There is great work being done across campus to eliminate or greatly reduce tripwires that impede student progression.

Council on Postsecondary Education
 Performance Funding Model for the Public Universities
 Table 8 - Metrics Where Rates of Growth Exceeded Sector Average
 Between Fiscal Years 2021-22 and 2022-23

Performance Metric	UK	UofL	EKU	KSU	MoSU	MuSU	NKU	WKU
Student Success Outcomes								
Bachelor's Degrees	☑	☐	☐	☐	☐	☐	☑	☐
STEM+H Bachelor's Degrees	☑	☑	☐	☐	☑	☐	☑	☐
URM Bachelor's Degrees	☑	☑	☐	☐	☐	☐	☑	☑
Low Income Bachelor's Degrees	☑	☑	☐	☐	☐	☑	☑	☐
Student Progression @ 30 Hours	☑	☐	☐	☑	☐	☑	☐	☐
Student Progression @ 60 Hours	☑	☐	☐	☑	☐	☐	☐	☐
Student Progression @ 90 Hours	☑	☑	☐	☐	☐	☑	☐	☐
Earned Credit Hours	☑	☑	☐	☐	☐	☐	☑	☐
Operational Support Activity								
Instructional Square Feet	☑	☑	☐	☐	☑	☐	☑	☑
Direct Cost of Instruction	☑	☑	☐	☑	☑	☑	☑	☐
FTE Students	☑	☑	☐	☑	☐	☐	☑	☐
Metrics Above Sector Average	11	7	0	4	3	4	8	2

PROJECT UPDATES

New Funding for Facilities

The 2022–2024 biennial budget recently approved by the Legislature provides state capital project funding for the first time since 2014, when the HIC–Founders Hall renovation project was funded. The budget includes \$79.9M in state bond funding for expansion of the Herrmann Science Center, the top priority in the university’s capital budget and the 2020 Campus Master Plan. The project will include teaching and research labs as well as student experiential learning and engagement spaces, and will allow engineering technology to move from the BC building to Science. As currently envisioned, the addition will be built on the north side of the building. *Please note that the design has not yet begun, this artists' renderings shown below provide a conceptual idea of the expansion.*

Equally exciting news for the University is the State's commitment to fund maintenance projects on all campuses. NKU's share of the State's Asset Preservation pool is \$46.8M, to be matched by the University at \$0.15 to the dollar. Projects will be focused on the highest priority maintenance needs across campus. Projects under consideration include floor heaving repairs, plumbing system replacements, roofs, elevator upgrades, concrete repairs and electrical/mechanical system replacements.

For further questions, please contact [Mary Paula Schuh](#), Senior Director, Planning, Design & Construction.



PROJECT UPDATES

Community Gardens

Did you know that NKU manages three community gardens? One garden is located on campus near the log cabin; the other two are off campus behind Asbury Church on Johns Hill Road and behind Callahan Hall dorm.

The purpose of this project is to offer a network of community gardens to students, faculty, staff, and community members. This service provides an opportunity for anyone to grow their own organic produce free of charge.

Come check out the latest addition to one of our community gardens. See picture below! This Victor wood carving was repurposed from a fallen tree and donated by faculty gardener, Jim Nedderman, as a gift for the campus garden.

Learn more about our community gardens on the [NKU Sustainability website](#).



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 us at it-training@nku.edu.

TRAINING OPPORTUNITIES

Coming this June: New Manager Certificate Training Program!

HR Training and Development is proud to present the start of many programs for NKU's supervisors, managers, and leaders, beginning with the interpersonal skills necessary for new managers to be successful through participation in this certificate program. This prestigious program involves not only self-paced, online learning but also practice of lessons learned. Participants will gain a better understanding of what and how to use their strengths to be the type of manager (and leader) that their employees, department, and University needs and that they want to be. All courses within this program will be a required component of the next program to come this Fall - New Manager Certification Training Program, which will include the functional aspects of the role (i.e., recruitment and hiring, compensation, performance management, regulations, budget and finance).



Stay tuned via future communications and [Training and Development's Management/Leadership Learning Paths \(LPS\) webpage](#).



WELLNESS

Summer Wellness Opportunities

We made it through another academic year! Did your hectic schedule make it difficult to tap into Wellness supports? Take the time to invest in your health and well-being this summer. Recordings of the spring wellness sessions are available to view at your own convenience at [Upcoming Classes and Events: Northern Kentucky University, Greater Cincinnati Region](#) (nku.edu), as well as past semester recordings at [Recorded Health and Wellbeing Webinars: Northern Kentucky University, Greater Cincinnati Region](#) (nku.edu) and [WiSe Wellness Guild: Northern Kentucky University, Greater Cincinnati Region](#) (nku.edu). Ongoing wellness services include [NKU Personal Wellness Coaching](#), [Ergonomic Workstation Assessments and Chair Consultations](#), [Healthy Monday Motivator weekly newsletter](#), and departmental/group wellness workshops that can be scheduled by request. Enroll in the [Faculty/Staff Wellness Canvas](#) page for additional resources. Contact Kim Baker, Director of Wellness to request a workshop or schedule an ergonomic assessment.





REMINDERS

Financial Closing Workshop - May 25

With the end of the fiscal year rapidly approaching, the Comptroller's Office is offering a year-end closing workshop. We will provide a refresher of year-end closing procedures, and answer any other questions. Please register [here](#).

Performance Evaluations - due May 27

The process of having those annual conversations with your direct reports about past performance, future work goals, and future professional development opportunities are well on their way and due on Friday, May 27.

The 2021-2022 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>

Nominations for A&F Outstanding Service Award is now open!

Admin & Finance individuals may be nominated by NKU staff, faculty, or students. Nominations for the award will be accepted through **Friday, May 27th**. The nomination form and eligibility requirements can be found at <https://inside.nku.edu/adminfinance.html>

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 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>

***This newsletter is being dedicated to the
memory of our beloved Kevin Rossell***



*It's difficult to see you go
The office will be stripped bare
Of the person who gave it
The most amount of care
It's hard to bid farewell
To a person so respected
Without you this office
Will feel so deserted
It's tough to say goodbye
To a person so valued
In your absence this office
Is going to be so subdued
By: Anonymous*

