



# ADMINISTRATION & FINANCE

## NEWS FROM OUR DIVISION

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

### **Message from Syed Zaidi Assistant Vice President, Facilities Management**

Dear Colleagues,

Despite continuing geo-political turmoil, significant economic challenges and public health concern, world leaders gathered in Sharm el-Sheikh, Egypt for COP 27 last month, to renew their commitment to saving the planet. It was thus encouraging to see Princeton Review Green Colleges List for 2023 select NKU for inclusion in the list of 455 green colleges. The Facilities team evaluates all construction projects for sustainability and is currently reviewing energy related projects in particular, to leverage potential federal funding signed into law under the Inflation Reduction Act.

Over the next few years, we expect the volume of construction activity on campus to be high, and not limited to any particular building, which may mean inconvenience. These projects aim to address critical needs and help improve the physical environment. We therefore look forward to your patience and cooperation.

This month's newsletter also carries an article about the Green House maintained by the Operations and Maintenance (O&M) team. The facility enables us curate landscapes utilizing in-house resources, in a space that mimics a tropical haven. If you haven't already seen it, you may consider connecting with the Horticulture crew to visit this space, which may be offer a nice respite from the freezing temperatures outdoors.

With winter break approaching, let us all be thoughtful and intentional in preparing for the break. Guidelines issued by O&M and SEM departments concerning winter safety and securing offices prior to leaving for break provide practical and effective advice.

Let us reflect upon how great a blessing it is, to work with colleagues who care and are often closer than family. On behalf of our divisional leadership, I wish you all a very happy and safe winter break.

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PREPARED BY CYNTHIA AVILÉS



# END OF YEAR REMINDERS

## **Student Account Services**

Student Account Services want to remind departments to please bring all cash and check departmental deposit. These deposits need to be dropped off by **12 noon on Friday, December 16** so that there is time to process and deposit the funds.

## **Account Payable Last Payment Run**

NKU Accounts Payable Department will have their last vendor payment run before the Holiday break on Friday, December 16. All items needing paid must be approved and over to Account Payable by 3:00 p.m. the day before the payment run in order in order to be processed.

## **Want to know if you have any open PO's in your budget? Use T-code ZME2K**

Want to know if you have any open PO's in your budget? Use T-code ZME2K  
It is important for business units to review their open purchase orders monthly. The ZME2K report can be used to assist with closing out purchase orders. You can view all open PO's requiring goods receiving and/or invoicing on one layout. Click on the Quick Reference Guide for displaying purchasing documents for more details, reach out to the Procurement Office for assistance.

## **Check out the links to IT's short security videos to keep your information and the University's data secure:**

- [Password Security](#)
- [Online Security](#)
- [Teleconferencing Security](#)
- [Email Phishing](#)



# SPOTLIGHT: NKU HORTICULTURE

## Meet the Horticulture Team!

As Fall is quickly changing to Winter, our NKU landscape is in the midst of change to get ready for the months ahead. The horticulture team is working diligently each day to remove our Spring and Summer plants across campus making way for the winter landscape. The team takes pride in their criteria for selection of new plants for each season. Not only does seasonal color and growth potential play a role in the selection process, but the sustainability of a plant species may be the most important factor. Some of the sustainability attribute criteria include tolerance to drought, tolerance to pests, tolerance to climate year around and a plants' regrowth potential. Many of our plants, both in the ground and in planters, are currently being painstakingly transported to their winter home at the NKU Horticulture greenhouse and storage sheds where they will be cared for until the Spring planting season returns. Some of these plants are already several years old and poised to deliver landscape pleasure for years to come. The horticulture team is passionate about the work and service they provide maintaining an eco-balanced and beautiful landscape for the enjoyment of our NKU community.



Horticulture team left to right: Jodi Bauer, Roger McCully, Liz Smith

**'The diversity of plant life exists for many reasons, one being adaptive change. When a plant is used in a landscape, it provides a variety of ecological services, including shade, wildlife habitat, clean water, healthy soil and clean air. If we only use a small variety of plants and those plant types become sick or are attacked by a pest, the landscape will take a long time to recover.'**  
**Roger McCulley, Horticulture Supervisor**



First egg sac of the year (Oct 20, 22)

## Natural Pest Control

### ***Praying Mantis***

During the Spring and Summer months, NKU's campus is teeming with praying mantis. While they are plentiful, our horticulture staff are the rare few that actually see them on a regular basis because of their close proximity in and around our plants and trees.

Praying mantis are often considered a beneficial insect because they eat many plant harming insects. They help serve as a natural form of pest control.

As the Fall season begins, our crew consider it a bonus when a praying mantis egg sac is found, typically on a tree branch or twig. Egg sacs generally hatch in the Spring producing hundreds of infants from a single sac. The horticulture staff saves every sac they come across for the green house where the sacs will hatch early due to the mild climate within.

Once hatched, the infants immediately start to feed on the pests that tend to grow and effect the growth of the saved plants within the greenhouse thus helping to preserve these resources for the next beautiful Spring planting season.



# PROJECT UPDATES

## **Einstein Brother's Bagels Renovation**

Einstein Bro's restaurant is currently going through a total renovation/restoration. The project will last into the first couple of weeks of the Spring, 2023 academic semester. We are encouraging everyone to visit our Au-Bon-Pain operation, across the plaza in the HIC, during this time.

If you have any questions or would like additional information please contact Jackson "Andy" Meeks at [meeksa@nku.edu](mailto:meeksa@nku.edu).



# PROJECT UPDATES

## Information Technology

IT and MarCom have again joined forces for the annual PDF Purge to remove unused PDFs from the Digital Asset Manager (DAM) of AEM. This project will continue through December. The PDF cleanup can be completed in three easy phases:

Phase 1: File Deletion in the Digital Asset Manager

Phase 2: Convert PDFs to Webpage Content (where appropriate)

Phase 3: Ensure the Accessibility of all PDFs

All Web Editors are encouraged to review their PDFs and submit a service request if assistance is needed.



# TRAINING OPPORTUNITIES

- **New Employee Welcome Center & Online Orientation**

NKU recognizes the importance of providing our new employees with a great onboarding experience. All new faculty and staff employees are invited to visit the [New Employee Welcome Center](#), which is located on the Training and Development website. That is where you will find such tools and resources as: [New Employee Online Orientation](#), [New Employee Goals, Orientation & Training Schedule / Template](#), links to internal resources, and much more. Please contact Dr. Marquita Barron with any questions ([barronml@nku.edu](mailto:barronml@nku.edu)).

- **Supervisor, Manager, Leader Reminder:** 30-, 60-, 90-Day Performance Evaluation Form providing your employees with continuous feedback allows for continued progress towards proficiency from the beginning of their new career or new role at NKU. Refer to the Training and Development [Staff Performance Evaluation website](#) for the tools and resources to better engage your employees. Remember that the 30-, 60-, 90-Day form is there to be used at each of the intervals and must be submitted to HR via Qualtrics as part of their 90-day assessment. Please contact Dr. Marquita Barron ([barronml@nku.edu](mailto:barronml@nku.edu)) with any questions.

- **Supervisor / Manager / Leader Articles**

Did you know that Training and Development's website has a [Manager / Leader Community page](#) with articles of interest? When on the page, simply scroll towards the bottom to reveal a listing of articles, such as "What Employees Need from Leadership Right Now" and "The Power of Empathy in Times of Crisis and Beyond". Remember to learn and develop so that you and your team can continuously thrive. Please contact Dr. Marquita Barron ([barronml@nku.edu](mailto:barronml@nku.edu)) with any questions.

- **All Employees (Faculty and Staff)—NKU Compliance Training**

Compliance remains the responsibility of everyone throughout the campus community. It is important for all employees to complete assigned compliance training and ensure awareness of important federal, state, and institutional rules and regulations. Please visit Vector Solutions for any outstanding training you may have. Please contact [Dr. Marquita Barron](#), Director of Training & Development, if you have any questions.



# 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](mailto: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/live of a requisition in SAP.

If interested, please reach out to [purchasing@nku.edu](mailto:purchasing@nku.edu) to set a time and date for the training.



# WELLNESS

Happy Holidays from University Wellness!










Financial wellness is on our minds as we spend our hard-earned money during the holidays, particularly with everything increasing in cost. Did you know you can receive discounts on a variety of items through our AETNA EAP Discount Center? Save on hotels, flights, rental cars, insurance, new and used cars, and a variety of products. Simply log into your [NKU account](#), scroll down the main page, and visit the discount center. Username: MYNKUEAP and Password: EAP



1-888-238-6232, TTY: 711



## Today I want to:

- |  |  |   |
|--|--|---|
|  Find support >                      |  Take an assessment >                   |  Watch a video >             |
|  Get help managing depression >      |  Learn about mental health conditions > |  Sign up for a webinar >     |
|  Find suicide prevention resources > |  View national crisis resources >       |  Visit the discount center > |







# REMINDERS

## Winter Holiday Break

NKU will be closed for the winter holiday break from December 21, 2022 - January 2, 2023. All Dining locations will be closed for the Winter Break (Dec 17 - January 2). Student Union will be closed from Dec 19 - Jan 2.

## Holiday Help: Support a NKU Student Parent

The Office of Parents Attending College (PAC) on campus is working to find holiday help sponsors for those student parents in need. Each family that has registered for assistance completed a wish list for their children, which was utilized to create an online shopping list. Sponsors will be provided with their family's link upon matching, so all gifts can be shipped directly to their student's home. If you, or your office, would be interested in sponsoring a family this holiday season please contact Amanda Johnson at [adamsam@nku.edu](mailto:adamsam@nku.edu), so you can assist a student parent.

## Inclement Weather Procedures

With the winter-weather season approaching, it is important to understand university procedures regarding delayed openings, early closings and outright closings of the campus due to inclement weather. If the weather forecast indicates hazardous conditions, we will use [Norse Alert](#) and local news media to communicate the decision.

If you have not subscribed to receive these important messages, please click on the Norse Alert link above.

## PCard Usage

Please remember **NOT** to use your PCard to pay other departments within NKU. These payments should be done via Interdepartmental Bill (IB). See instructions on the link below. Contact [Kim Sanders](#) or [Angela Fulkerson](#) with any questions.

[https://inside.nku.edu/content/dam/myнкуhelp/docs/fi/OVR\\_FI\\_New\\_Account\\_New\\_Cost\\_Center\\_and\\_IB\\_9-2019.pdf](https://inside.nku.edu/content/dam/myнкуhelp/docs/fi/OVR_FI_New_Account_New_Cost_Center_and_IB_9-2019.pdf)