

# ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

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

## Message from Lori Southwood, Chief Human Resources Officer

Happy Black History Month! February is a month to acknowledge and celebrate the many contributions of Black people in America - a month to also extend our knowledge about those contributions from the past, present, and key players of the future.

### Did you know?

- Black History Month was first Negro History Week, created in February 1926 by Carter G. Woodson. He was known as “the father of Black history” and helped to establish the field of African American studies.
- The week-long event officially became Black History Month in 1976 when President Gerald Ford extended the recognition to “honor the too-often neglected accomplishments of Black Americans in every area of endeavor throughout our history.”
- It is said that February was selected by Woodson because it was the birthday month of two great Americans who were instrumental in shaping black history - Abraham Lincoln (February 12) and Fredrick Douglass (February 14) as well as build upon the tradition already in place of celebrating those birthdays and extend on the study of Black history.

### 2023 Theme: Black Resistance

NKU has many events scheduled to celebrate Black History Month, and I encourage you to attend at least one event. The [African American Student Initiatives website](#) has a calendar of events. This month provides us an opportunity to recognize and celebrate contributions while also providing an opportunity to reimagine possibilities that lie ahead for NKU and our larger communities. We also celebrate love this month. Take time to celebrate and show love to your colleagues by submitting a [Norse Uppreciation!](#)

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# EMERGENCY ACTION PLAN TIPS & TRICKS

Northern Kentucky University's [Emergency Action Plan](#) includes information on how to respond to emergencies on campus. Safety and Emergency Management has partnered with University Police to provide in-person Emergency Preparedness Training to departments by request. This training will cover how to prepare for emergencies, what to do during and after an emergency, and RUN, HIDE, FIGHT (active shooter training). It is important to familiarize yourself with the Emergency Action Plan, and always know two routes out of your building.

If you have any questions or need additional information, please contact: [Safety and Emergency Management](#) at ext.6528.



**NKU**

6:52

NKU Northern Kentucky Univ. Mo...  
education OPEN

DEVELOPER  
Northern Kentucky University

NKU  
Northern Kentucky University GET

REAL AMBITION. REAL SUCCESS.

10:05

NKU

COVID-19  
VACCINATION  
SELF-REPORT

My Mail My Payroll My Benefits HEALTHY @NKU

Contact Campus Police myNKU IT Request

COVID-19 Information Campus Map All Card

Emergency Plans

You can now access the Emergency Action Plan (EAP) from your mobile device.

The app will also allow you to call or discretely text University Police in an emergency.

Download the NKU app today!

GET IT ON Google Play

Download on the App Store

QR codes for Google Play and App Store.

# PROJECT UPDATES

## Information Technology

- DUO Multifactor Authentication (MFA) is an added layer of security that will be required for staff logging into the campus network from off campus. NOTE: MFA is **not** needed when logging into on-campus computers.
- Beware of phishing attacks. If you have any questions regarding the sender, do not click any links or provide any personal information. If you are unsure, forward the questionable email to [abuse@ku.edu](mailto:abuse@ku.edu). The IT security team will research the sender and message.

## Einstein Bros. Bagels is back in business!

The Office of Business Operations and our business partner, Chartwells, are proud to announce the reopening of our Einstein Bros. Bagels Restaurant located in the Stealy Library loggia. The well established restaurant has undergone a complete restoration and is now a state-of-the-art facility. Einstein Bros. Bagels reopened its doors on February 6, and returned to normal operating hours for the spring 2023 academic term.





# PROJECT UPDATES

## Surplus Update

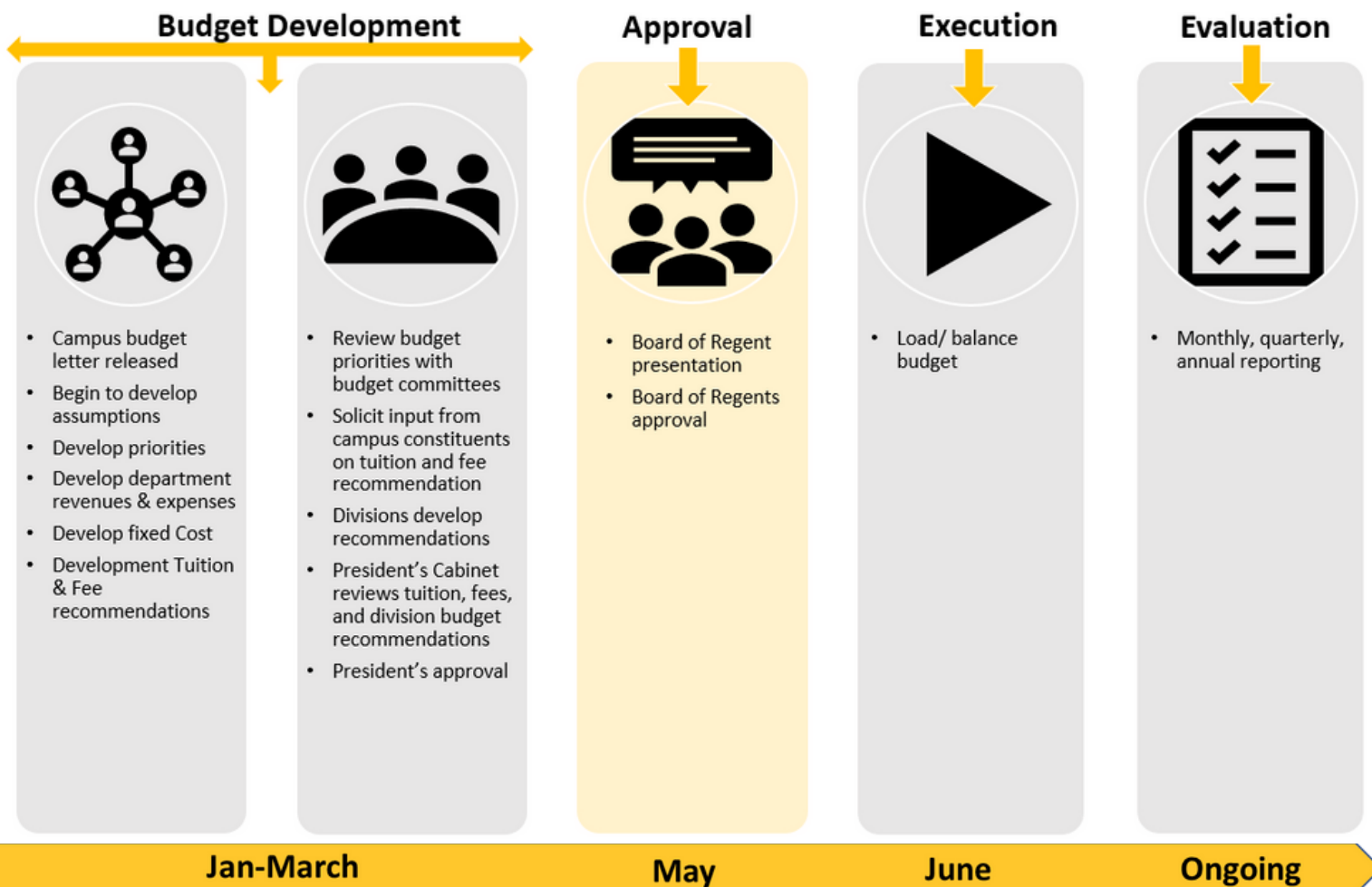
We are pleased to announce that surplus has reopened. We will resume selling specified surplus items at the Buy-It-Now price and for bid on <https://Govdeals.com/nku>. Departments are encouraged to view surplus items during the hours of operation. There is no cost for departments to claim surplus materials or equipment, but the item(s) must be used by the department and are not permitted to leave campus, be sold, or given to individuals for personal use. Hours of operation and contact information can be found at <https://inside.nku.edu/procurement/surplus.html>

# 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
Plan & prioritize strategic revenue estimates	1/31/2023	2/28/2023
Develop budget assumptions/priorities	1/31/2023	3/17/2023
Plan & prioritize strategic fixed costs estimates	1/31/2023	3/17/2023
Plan & prioritize strategic operating budgets	1/31/2023	3/17/2023
Evaluate & update course, program and service fee schedules & Board recommendation	1/31/2023	3/17/2023
Develop tuition & mandatory fee Board recommendations	1/31/2023	3/17/2023





# TRAINING OPPORTUNITIES

- **2023 Annual Compliance Refresher**

All employees (faculty and staff) are required to complete the upcoming 2023 Annual Refresher Compliance Training, which is estimated to go-live the week of February 13. A formal email communication will go out soon with additional details.

- **2022 - 2023 Staff Performance Evaluation**

Evaluations will begin March 1. The form will be available two weeks prior to that date on the [\*Staff Performance Evaluation Process webpage\*](#). The process will not change for this cycle for the most part, but will transition more systematically when talking about the future of learning and performance management in the next couple of months. A formal email communication will go out to include training information in the next few weeks.

- **Manager/Leader Spring Learning Opportunities**

There is still time for managers and leaders to take advantage of Spring learning opportunities that include: How NKU Managers Are to Conduct An Investigation - New Process via Employee Relations, The Basics of the Family Medical Leave Act (FMLA), Leading Effective Teams, and the New Manager Certificate Program. All of these courses and programs, as well as recordings and other learning opportunities can be located on the [\*Personal & Professional Development webpage\*](#), where you can also learn about the future of learning and performance management at NKU for employees.



# 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

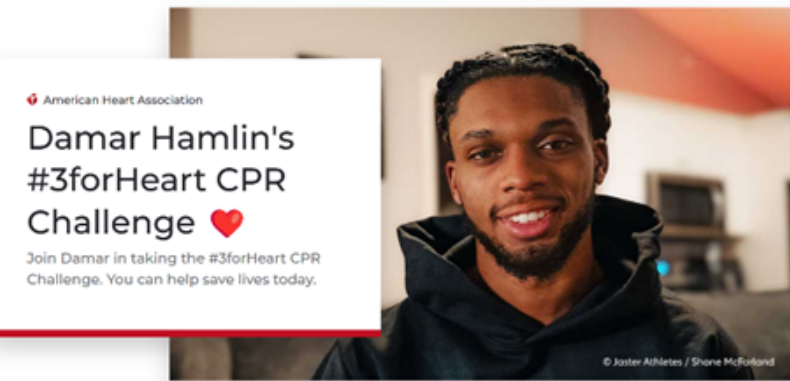
Procurement Services is offering trainings on a one-on-one basis or for departments!

**Training:** 101 Basic Procurement, PSC and how to/life 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

## February is American Heart Health Month



A healthy heart is essential to your overall health and well-being. And when it stops beating, immediate CPR can keep blood pumping to vital organs, including the brain.

Administering the Automated External Defibrillator or AED, if available, can get the heart back to a normal rhythm and advise when CPR is still needed. We all know Damar Hamlin's story, and he is challenging everyone to learn hands-only CPR in honor of American Heart Health month. It's easy to learn. Watch the quick [video](#) for instructions.



Interested in getting officially trained and certified in CPR and the Automated External Defibrillator (AED) for free on campus? [Register](#) online for the faculty/staff classes on April 11 or 12 from 9am - 11am in SU 109.



NKU has multiple AEDs available around campus in case of an emergency. Find all locations online and become familiar with the location in your building.





# REMINDERS

## **Black History Month Celebration : Black Innovation**

The NKU Center for Student Inclusiveness - Office of African American Student Initiatives cordially invites you to join us for the annual AASI Black History Month Celebration 2023: Black Innovation! There will be events that take place all month long. See [event schedule](#), and ALL ARE WELCOME!

## **Adobe Sign Outage**

Adobe Sign will be unavailable for a maintenance upgrade on Monday, March 6, from 4:00 - 6:00 p.m. If you experience issues after this time, please contact [NKU IT Help Desk](#).

## **Regents Distinguished Service Awards**

Now accepting nominations! The Regents Distinguished Service Award recognizes individual staff employees who have made notable contributions to the growth, image, or efficient operations of the university. Three \$1,000 awards are granted yearly. Employee eligibility information and nomination forms can be found on the [Regents Distinguished Service Award website](#). Deadline for submissions is **Thursday, Feb. 23, at 4:30 p.m.**

## **Hot Wheels Monster Trucks Live Glow Party**

The [Hot Wheels Monster Trucks Live Glow Party](#) will be held at Truist Arena on February 18 and 19, 2023. Tickets are on sale now. NKU discount available on adult tickets. Use code "NKU" to unlock the tickets online.