Greetings to the campus community

One of the primary reasons I issue an Administration & Finance newsletter is to recognize and highlight the achievements of our division staff. Their job is to manage and steward the vast resources that allow NKU to operate on a daily basis so that all divisions can best serve our students and the community at large.

The University's resources come in many forms--physical, financial, technology, data, information, and, most important of all, human--our dedicated employees.

Every time you turn on your office light, call a colleague, answer an email, hire someone, establish goals, make a purchase, teach a class, park your car, sign up for benefits, admire the beautiful landscaping, or pick up a burger from Steak-N-Shake (or my personal favorite: a Starbucks Trenta half-green; half-Passion Fruit; no water; 3 Whole Earth sweetener Tea), there are people on the ground working around the clock to make all of this possible. And they do so in a truly exceptional way.

I wish you all a relaxing and peaceful Labor Day.

Oh yes, one more thing!

Our staff are winners both on the job and off the field. While we didn't beat the Academic Affairs team in the inaugural Sue vs. Sue Kickball Championship (we're coming for you next year, Sue Ott Rowlands!), A&F employees were able to take home five of the seven prizes at this year's Faculty-Staff Picnic! Congrats!

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<th>Name</th>
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<td>Nichole Marimon</td>
<td>Business Analyst, IT</td>
<td>NKU Theatre Season Tickets</td>
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<td>Anthony Craddock</td>
<td>Custodian, Facilities Management</td>
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<td>Mary Dawn</td>
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<td>Amy Ishmael</td>
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<td>Terri Smith</td>
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-Sue
FUELING THE FLAME
Acknowledgements & Accomplishments

Revitalizing Parking for our Students
With the opening of the connector road expected for the Fall 2017 semester, intensive construction activity may be noticeable in the parking lots on the west side of campus. Parking Lots K and A are being reconfigured to allow vehicular entry from the connector road to campus. Parking Lot A will be paved and become an extension of the Kenton Drive Garage. Parking Lot K will be completely rebuilt and will feature new lighting and more landscaping including a central island walkway and bio-swales to reduce impacts of heavy rains on the local storm water system. Lot K will also feature a ramp to a new entry into the 1st floor of Kenton Drive Garage. This project supports our goal of improving the parking experience for the campus community. This project wouldn’t have been possible without the collaboration of Facilities Management, Operations & Maintenance, NKU Police, Procurement Services, Office of the CFO, and Business & Auxiliary Services.

New copiers!
Business & Auxiliary Services recently negotiated an extension to replace 90 copiers across campus, half of which have color capabilities. This contract extension helped the university save money in its monthly fees to ProSource. The new copiers you see around campus wouldn’t have been possible without the expertise and assistance of IT and Procurement Services.

NKU to showcase dashboard and metric products at SACSCOC Conference
Congratulations to NKU’s Institutional Research team, which had two proposals reviewed and accepted by SACSCOC for presenting at the annual conference in December. Shawn Rainey, Dale Mahaney, and Eric Fields of the Institutional Research staff will be presenting on the role of IR in Institutional Effectiveness and demonstrating two examples of how IR has worked collaboratively across campus to push data out to stakeholders. IR will be sharing two web platforms, the retention database and the management dashboard. IR is demonstrating the products as an example of how other institutions can be transparent with official data, eliminating IR offices as a gatekeeper to divisional or departmental performance metrics. IR couldn’t have completed these projects without the support and assistance of our colleagues in IT.

New budget software almost ready to go LIVE!
We are quickly wrapping up the implementation of the new budget software. Testing is complete and we will be going live very soon. Training sessions will be offered for all staff who are involved in the budget process. This project was many months in the making using a dedicated and collaborative cross-functional team from the Budget Office and IT. While every member of the team played an important role and demonstrated a high level of commitment, teamwork, and persistence, special recognition goes to Becky Brown from IT and Maddie Forrester from the Budget Office for their leadership, expertise, and countless hours spent sequestered behind closed doors. Next steps are as follows: Produce training materials (early/mid-September); Training all users (late September); Go live with Reports (October).

LIGHTING THE WAY
Employee Spotlight

Michael Rumage
Locksmith,
Operations & Maintenance

Natalie Gabbard
Benefits Analyst
Human Resources
Michael Rumage has been with NKU for a little over 3 years. His responsibility as Locksmith is repairing nearly all of the locks, keys and door hardware on our campus. Currently there are approximately 14,000 doors with over 20,000 keys issued and more are added with each renovation and construction project. The Lockshop also takes care of automatic doors, desks and file cabinet locks. Michael is one of two employees in the Lockshop. He really enjoys the variety of tasks he gets to perform each day.

In his free time, Michael enjoys spending time with his family and friends and going on road trips. Michael and his wife, Cynthia, have been married for over 42 years and have two children and two grandchildren. Michael comes from a large family as he is the 10th of 12 children. Michael is a 2004 graduate of NKU and loved attending his classes.

Michael’s top VIA strengths are Creativity, Humor and Kindness.

Natalie coordinates the leave process at NKU and is the person to speak with regarding Family Medical Leave (FML). She is also available to answer questions regarding benefits and retirement. Natalie has trained over 60 supervisors on the fundamentals of FML over the last year and is a member of the Benefits Fair planning committee.

Natalie has built her career through a variety of roles and industries allowing her to grow as a professional. She is an alumni of NKU with a degree in Organizational Leadership. She was the Co-Director of the Northern Kentucky Reading Camp for 10 years and serves on the Marketing and Development Committee for Welcome House of NKY. It has been a dream of hers to work with an organization that shares the same passion for education and giving back to the community and employees as she does.

Natalie is married with one daughter. Her daughter is an equestrian and she loves watching her compete.

Natalie’s top VIA strengths are Kindness, Fairness, and Leadership. Natalie uses her kindness strength daily when talking to employees in need of FML.

GOLDEN NUGGETS
Hot tips to help you!

- **Don’t trash it!**
  - Did you know that surplus property can be donated to non-profits? This year, NKU Surplus Property has made donations of computers, projectors, furniture, and much more to non-profit entities and state agencies such as Big Family Inc., Habitat For Humanity, The City of Dayton, KY, St. Vincent DePaul, Kentucky Wing Civil Air Patrol and The Bracken County Family Resource & Youth Services Center. Local and statewide schools such as Connor Middle School, Bracken County Schools, Pendleton County Schools, Taylor Elementary and Wolfe County Schools have benefited from furniture, student desks, and computer donations that were a result of the Founder’s Hall Renovation. If you know of any non-profit entity that would like to request a donation please contact **Ryan Straus**, Procurement Services, 859-572-6605, for instructions.

- **Save the paper (and your budget)!**
  - With the installation of new copiers happening around campus, this is an excellent time to update your print settings to automatically print double-sided. You can do this by going to printer properties, select the “layout tab” and switch “print type” to 2-sided.

- **Does your budget support purchasing a new desk-top printer every eighteen months? Or purchasing maintenance contracts, toner, and paper?** If not, or to just save money, consider signing up for the “Fleet Copier and/or Managed Print Program.” The program includes:
  - Equipment (Konica Minolta/LEXMARK/HP)
  - Monochrome and Color Printing Available
  - Service and Maintenance
  - Toner and Paper
  - Device must have network capability
  - Charged – Monochrome $.05 per copy//Color $.15 per copy
  - Contact **Josh Kinney**, Business Operations, 859-572-5575, for more details or to request the service.

- **Feeling lost without Printing Services?**
At the end of FY2016, NKU discontinued its operation of Printing Services. However, large copy jobs are still available on-campus. If you have questions or need help with a large copy project, please contact Kevin Rossell by emailing or at extension 5652.

**FUELING OUR STRENGTHS**

With classes in full swing, September’s strength of the month is **Love of Learning!**

Love of Learning refers to your desire to learn things and gain new skills. You see every situation as an opportunity to learn and you joyfully take advantage of these opportunities to learn, just for the sake of learning. You thrive in environments where you are given the opportunity to learn and use new skills or knowledge.

**Tips:**

- **GROW YOUR MIND:**
  Take 5 minutes each day this week to learn something new. Check-in on current events or look up the meaning of that word your colleague used in a meeting the other day.

- **LEARN THROUGH LANGUAGE:**
  Language is a great outlet to practice your Love of Learning strength! Deliberately learn a new word each day this week, including their origin, meaning and usage. Try to use the new word in conversations or at a meeting at least twice.

- **LEARNING FOR THE SAKE OF LEARNING:**
  Often, the type of learning we do at work is required learning, learning we must do in order to do our jobs well. This week, try to learn something non-job related each day, it could be a new recipe, a fact about your favorite vacation spot, or the history of your favorite sports team. Notice if this seemingly unrelated new knowledge ends up resurfacing in your work or in your connections with colleagues.

- **LEARN NEW FACES:**
  NKU is full of familiar faces, but how well do you know the people around you? This week, make an effort to get to know 2-3 colleagues who you don’t already have a close relationship with. Learn their name, what they do at NKU, and what they really enjoy doing.