HOT OFF THE PRESS

Message from Sue Hodges Moore, Senior Vice President of Administration & Finance

Greetings!

Happy Fall Y’all!

One of the ways that NKU celebrates its Administration & Finance employees is during the division’s Annual Breakfast held in December. Our office has begun preparing for the celebration. Be sure to nominate a deserving Administration & Finance colleague for either the A&F Strong Award or the Outstanding Service Award!

CALLING ALL SONGBIRDS: Some of you may remember last year’s rendition of “My Favorite Things”. We’re looking for a few talented vocalists and musicians to form the A&F Brassy Big Band Vocal Brigade to help belt out this year’s tune! Please contact Mary Barry or myself if interested.

-Sue

FUELING THE FLAME

Acknowledgements & Accomplishments

One.nku.edu, now for employees, too!
One.nku.edu used to be a website that only aggregated the tasks students use most. Now, one.nku.edu can provide the same service to employees as well. Go to one.nku.edu, log in with your NKU username and password, and select a role as either student or fac/staff (you can change your role at any time to filter the lists). Students love it and we think you will, too! If you have any questions or suggestions for content, please send feedback through the sign in menu on one.nku.edu.

NKU represented at Supplier Diversity Fair in Frankfort
Kudos to Blaine Gilmore, Jennifer Moeves, and Ryan Straus of Procurement Services for their representation of NKU at the annual Supplier Diversity Fair in Frankfort that was recently hosted by the Kentucky Community & Technical College System (KCTCS). The Diversity Fair brings together businesses classified by the Commonwealth as Disadvantaged Business Enterprises (DBE’s) looking to do business with Kentucky governmental purchasing authorities. New vendor contacts were made with companies that provide commodities from general construction, marketing solutions, text books, speaker and entertainment, janitorial supplies, and much more!

Lots K and A open for parking and nearly complete.
Work continues on the completion of the $2.2M dollar restoration project in parking lots K and A. The lots are open for parking and all other work should be done by early November. The campus
community will benefit from a total renovation of both lots, installation of drainage, management of rain water, as well as a host of environmental features.

**NKU part of Project SEARCH, connecting individuals with disabilities to employment**

Human Resources is participating in the Project SEARCH program this school year. Project SEARCH focuses on finding employment for those with intellectual or developmental disabilities. NKU is only the 2nd organization in the state to participate in this program. Dori brings her smiling face to HR and is assisting with the file room and other projects around the office. There are also interns within A&F in Information Technology and Operations and Maintenance. Project Search interns are also in the Biology Lab, Early Childhood Center, and Campus Recreation. You can read more on [WLWT](http://www.wlwt.com).

**NKU receives LiveWell NKY Worksite Gold Level Award for second year in a row**

We are proud to announce that NKU received the highest honor of the LiveWellNKY Worksite Wellness Awards: the Gold Level Award. “The role of LiveWell NKY is to ignite an uprising within the community to build a movement toward a culture of health. It provides a common framework, necessary support, and inspiration for all of us to join in the movement towards better health. This award celebrates worksites that place a high value on employee health and wellbeing, while taking steps to help them plan for cost effective future strategies to create a healthier workforce.” All applicants received a score based on commitment to wellbeing and the implementation of policies and environmental changes that drive improved health. In the weeks to come, NKU will be recognized on campus and in the community for this award designation.

**Time Administrators less frazzled, incredibly thankful**

With the assistance of IT, the Payroll department is now able to send department specific e-mails to time administrators for bi-weekly time approval prior to the deadline. This reminder has been well received by the time administrators. This new notification has greatly decreased the time approval process by reducing hours of time spent manually contacting departments and entering time for approval.

**Beginning College Survey of Student Engagement completed**

Congratulations to Planning and Institutional Research (PIR) for successfully administering the Beginning College Survey of Student Engagement (BCSSE) this summer to over 1,700 of our incoming freshmen students. Planning and Institutional Research worked with their partners in Enrollment and Degree Management to coordinate the administration of this survey across more than eight registration days this summer. The BCSSE asks students about their high school experiences and their expectations about their upcoming first year. PIR will be analyzing survey results this fall on our incoming student population.

**October is campus sustainability month! Engage with FUSE, the Sustainability Forum and other events.**

NKU’s Office of Sustainability is creating a forum for NKU employees to share ideas and brainstorm solutions related to the [Six Sustainability Goals](http://www.sustainability.harvard.edu/). The forum, called FUSE (Forum for University Sustainability and the Environment), will be open to all and is a chance to network with other sustainability stakeholders throughout campus. Discussions will focus on the progress of the 2017 Sustainability Strategy. Other events scheduled in October include (but are not limited to):

- **Forum: Climate Choices: Environmental Issues** | October 24, 2017 | 10:00am-12:00pm | SU 302 | Register: [http://www.kaee.org/upcoming-workshops](http://www.kaee.org/upcoming-workshops)
- **Thrift Shop** | October 26, 2017 | 10:00am-2:00pm | SU Lobby | Cost: 2 Items You No Longer Need Or Want
NKU receives Tree Campus USA® recognition
NKU was recently recognized as a Tree Campus by the Arbor Day Foundation for its commitment to encourage students and personnel to care for the planet’s tree resources. NKU was one of only 344 colleges in the country to receive this recognition.

IT receives Greater Cincinnati technology award
The Office of Information Technology was awarded the 2017 Corporate Tech and Innovation Award for demonstrating professional achievements and a commitment to cultivating a thriving and progressive organization through the use of technology. Congrats to IT!

LIGHTING THE WAY
Employee Spotlight

Dave Groeschen
Senior Technical Support Specialist II, Norse Tech Bar Information Technology

Dave is the supervisor of the Norse Tech Bar, the walk in technology support center for Faculty, Staff and Students in the University Center.

He and his team answer a wide variety of technology related questions and help people get their personal devices working as well as possible.

Dave uses Humor, Fairness, and Kindness to relate to customers and mentor his student workers while providing excellent customer service. Dave was a charter member of the original Norse Leadership Society here at Northern Kentucky University.

Maddie Forrester
Senior Budget Analyst Budget Office

For the past year and a half Budget Office Staff partnered with IT staff members - Becky Brown, Genelle Antoine, Nicole Marimon, Nick Pearson, - and other IT staff members to implement of the new Budget Software – Oracle Planning and Budgeting Cloud Services (PBCS). Maddie was dedicated fully to the implementation of PBCS. In the coming months Maddie will be providing training for Budget Planners across campus on the PBCS software for use in the FY 2019 Budget Process.

Maddie joined the NKU’s budget office in June 2015. She coordinates the Council on Postsecondary Education database submission, assists in the preparation of the Biennial Budget, assists with backup of the position control for staff position base, and serves as backup office manager.

Jim Parker
Building Services Analyst Operations & Maintenance

Jim Parker is the new Custodial and Labor Crew Supervisor. He has been with the University for 26 years. 25 of those years were spent in the NKU Print Shop. When asked what he enjoys most about his new job, he said the people he works with and the challenge of learning a new job after 40 years in the printing industry.

Jim volunteers as a member of the Benevolent Fund Raising Committee. He likes playing music, song writing, cooking, antiquing, playing golf and spending time with his family. Jim and his wife Cindy just celebrated 41 years of marriage. They have a son, David and a daughter, Mary who received her bachelor’s degree and just began
Maddie holds two master’s degrees from Indiana University: a Master of Public Affairs and a Master of Arts in Journalism. Her undergraduate degree, from Calvin College in Grand Rapids, MI, is in English Literature. She is also a certified Economic Development Finance Professional through the National Development Council and certified in Fund Development for Nonprofits through Indiana University’s Center on Philanthropy.

Maddie’s signature strengths are Fairness, Creativity, and Judgement. She lives in Fort Thomas with her husband and three kids. She enjoys running (slowly), cooking, and hammocks. working on her Master’s Degree here at NKU.

A little known fact about Jim is that he has 25 YouTube music videos.

Jim’s signature strengths are Perseverance, Love, Kindness, Honesty and Hope. Jim’s Kindness and Love shine through when he works as a volunteer for Fuel NKU (board of directors).

**GOLDEN NUGGETS**

*Hot tips to help you!*

**Outlook for your mobile device**
Did you know you can download an Outlook app on your Apple or Android smartphone/table? Once you download, tap “Add Account.” Enter your email address (for students, make sure you enter the full address including “mymail”, e.g. user@mymail.nku.edu) and password. Once loaded, you can access your NKU email, calendar, contacts and cloud files all in one application. While you are in the app store, you can also download other Microsoft apps like Skype for Business, Word, Excel, etc.

**Watch your inbox: Budget Software Training Sessions**
Now that the new Oracle PBCS, a cloud-based planning and budgeting software is live, training sessions are being prepared for all staff who are involved in the budget process. The budget office and IT are actively working on developing and rolling out training for all users and approvers of the new budget software. Keep an eye out for communication on invites to the training sessions. There will be sessions for “users”, “super-users”, and “approvers”.

**Save more than just daylight – save your life!**
We move the clocks back an hour Sunday, November 5. Change the batteries in your smoke alarms and carbon monoxide detectors when you turn back your clocks for Daylight Savings Time. Make sure to check the alarms with the new batteries installed. Check and replace any home fire extinguishers that have expired.

**FUELING OUR STRENGTHS**

*October’s Strength of the Month is Creativity!*
Creativity describes your ability to think of new and original ideas or ways of doing things. You are rarely content with doing something the conventional way and instead look for novelty and better ways of doing things. You work best in a flexible environment that allows you the space and support to innovate and creatively problem solve.

Tips:
- **EXPLORE SOLUTIONS:**
  For the next work challenge this week, push yourself to identify at least 7 different solutions. Often, we stop at 1 or 2 solutions, but creativity starts to emerge if we push beyond the obvious.

- **DRAW YOUR IDEAS:**
  Always working with the same method or tools (think: computer) can stifle your creativity. This week, switch it up and keep a pad of paper close for brainstorming and problem solving. Try mapping your ideas by hand or drawing a new solution to a challenge you have been working on.

- **CREATIVITY BREAK:**
  This week, set time aside each day to focus on a creative activity. Try sketching your coffee mug, writing a poem about your last meeting, or choreographing your own chair dance. It’s easy to get into task completion mode when you have a lot on your plate, but leaving room for creativity can give you the break you need to come back to work refreshed and rejuvenated.

- **OPPOSITES ATTRACT CREATIVITY:**
  Is there a problem that you are stuck on or a challenge you can’t figure out? Kickstart your creativity by thinking about the absolute worst possible thing you could do to address your challenge. Have fun and fully explore this worst-possible, absolutely terrible idea. Then brainstorm what would be the opposite of the worst idea to get your creative problem-solving back into motion.