Account Managers Group

April 28, 2017
Account Managers Group

Welcome

Valarie Maxwell
Fair Labor Standards Act (FLSA)

Dawn Fisher
On November 22, 2016 – Judge Amos Mazzant of the United States District Court issued a preliminary injunction postponing the effective date of the new FLSA overtime rules. Therefore the reclassification of MSU titles from exempt to non-exempt due to the new salary threshold ($47,476) did not occur.

To allow the incoming administration adequate time to consider FLSA issues the Final Overtime Rule is still postponed.

At MSU, we will continue to monitor this issue and provide additional information as it is available.
Information Technology

Dr. David Sanchez
Information Technology

- Banner 9
- Mobile Apps
- Wireless Upgrades
- Classroom Upgrades
Banner 9

- MSU’s ERP System – Student, Finance, Financial Aid, Human Resources
- MSU will be moving from Banner 8 to Banner 9 (was Banner XE) over the next 12 to 16 months.
- Current Banner INB will be called Admin Pages in Banner 9
- User Testing Summer/Fall 2017 for Admin Pages and Self-Service Banner (SSB)
- Go Live 2nd and 3rd quarter 2018
- Upgrade deadline is December 2018
Tentative Roadmap for Banner 9 Testing

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>May 2017</th>
<th>Jun 2017</th>
<th>Jul 2017</th>
<th>Aug 2017</th>
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<tr>
<td>2</td>
<td>Banner Common Admin</td>
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<tr>
<td>3</td>
<td>Banner General Admin</td>
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<td>4</td>
<td>Banner General Admin TCC</td>
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<tr>
<td>5</td>
<td>Banner Finance Admin</td>
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<td>6</td>
<td>Banner Finance Admin TCC</td>
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<td>7</td>
<td>Banner Accounts Receivable Admin</td>
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<tr>
<td>8</td>
<td>Banner HR &amp; Payroll Admin</td>
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<tr>
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<td>Banner HR &amp; Payroll Admin TCC</td>
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<td>Banner Position Control Admin</td>
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<td>Banner Financial Aid Admin</td>
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<td>Banner Student Admin</td>
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<td>14</td>
<td>Banner Student Admin TCC</td>
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## Tentative Roadmap for Banner 9 Testing

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<td>8/27</td>
<td>9/3</td>
<td>9/10</td>
<td>9/17</td>
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<td>10/8</td>
<td>10/15</td>
<td>10/22</td>
<td>10/29</td>
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<td>11/12</td>
<td>11/19</td>
<td>11/26</td>
<td>12/3</td>
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<td>HR &amp; Payroll SSB</td>
<td>12/10</td>
<td>12/17</td>
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<td>5</td>
<td>Payroll Direct Deposit</td>
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<td>Financial Aid SSB</td>
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<td>7</td>
<td>Student SSB</td>
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<tr>
<td>8</td>
<td>Student Registration Admin/SSB</td>
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</tbody>
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Information Technology

Mobile App
Wireless Improvements
- Locations - outside spaces, 10 APs
  D.L. Ligon, 38 aging APs will be replaced and/or new ones added

Classroom Upgrades
- Collaboration with Colleges has begun, rooms identified are:
  - Prothro-Yeager 200
  - Prothro-Yeager 203
  - Bolin 109
  - Bolin 320
  - Martin 108
- 2 Rooms in Fain Fine Arts have been completed
Internal Audit
Leigh Kidwell
Staff Survey

- Why Conduct the Study?
- Who is included?
- What is the Process?
- What is the Timeline?
Why Conduct the Study?

- Employees expressed concerns with workload and staffing equity during the compensation and classification study.

- The purpose of this study is to make sure that the “right resources” are in the “right place.”

- The University is not looking for areas to cut staff, but is considering where improvements in process or organizational structure can lead to better serving our students and providing more opportunities for employee professional growth.

- The study focus will be on the student experience on campus to determine the best locations, staffing, operations, and workload to better centralize student support functions.
Who Is Included?

Provost and VP Academic Affairs
- Academic Success Center;
- Distance Education;
- Intensive English Language Institute;
- International Education;
- Registrar; and
- University Writing Center.

VP Student Affairs & Enrollment Management
- Admissions;
- Career Management & Testing Center;
- Disability Support Services;
- Financial Aid;
- International Services;
- Residence Life;
- Student Conduct & Clark Student Center;
- Student Development & Orientation; and
- Vinson Health Center.

VP Administration & Finance
- Information Technology; and
- Purchasing & Contract Management.
What is the Process?

1. Project Kickoff
2. Collect Data on Outcomes, Staffing and Processes
3. Meet with Departments
4. Compare to Peers, Analyze Outcomes, and Map Processes
5. Assemble Findings
6. Determine Ideal Structure and Staffing
7. Validate the Ideal with Departments
8. Provide Initial Findings and Recommendations
9. Issue Report
What is the Timeline?

- **Kickoff**
  - April 2017

- **Data Collection and Review**
  - April - August 2017

- **Initial Findings & Recommendations**
  - September 2017
Instructional Enhancement Fee Guidelines

Chris Stovall
Instructional Enhancement Fee Guidelines

Instructional Enhancement Fees (IEF) Defined

• Mandatory fees assessed to all students

• Fee amount varies by college, charge is per SCH

• Differential IEF (e.g. Nursing, Dental Hygiene, Engineering, Applied Music)

• Revenue collected is used to defray instructional costs
Instructional Enhancement Fee Guidelines

- Operative word = Instructional Enhancement Fees
- Can be used for anything associated with instruction
- Why does it matter?

Stewardship and Accountability
Instructional Enhancement Fee Guidelines

Appropriate Expenditure of IEF Funds

• Consumable Supplies (used by students in the classroom/lab)
  – Paper & copying charges for syllabi, tests, class packets, teaching aids, etc
  – Proportionate share of copier rental and supplies
  – Reference materials made available for classroom or student use

• Equipment & Furniture purchases (related to the classroom)
  – Computers & software, recording equipment, microscopes
  – Desks & chairs, and other classroom furnishings
  – Service contracts for instructional equipment

• Visiting or Guest Lecturers (For-credit courses only)
Appropriate Expenditure of IEF Funds (Cont.)

• Salaries & Wages
  – Graders, tutors, lab assistants
  – Teaching Assistants (TA’s)
  – Graduate Assistants (GA’s)
  – Faculty/Adjunct Salaries—Allowable, but not recommended

• TRAVEL
  – Student travel when presenting at conferences or on field trips
  – Supervision of students enrolled in internships at field-based facilities
  – Travel expense for faculty to teach at another location

• Mandatory Accreditation Expenses
  – Peer-review for quality instruction
  – Compliance with state or national professional requirements
  – AND is required for graduates to sit for licensure/certification exams
Unallowable IEF Expenditures

**TRAVEL**
- Faculty development
- Student recruitment
- Any other purpose other than previously discussed

- Scholarships
- Other Accreditation Expenses
- Student Insurance
- Refreshments or Entertainment
- Telephone Charges
Instructional Enhancement Fee Guidelines

Summary

- IEF are charged by course & budgeted/expended by department.
- Cannot be transferred from one college to another.
- Fund balances can roll forward.
- IEF funds are subject to audit at any time.

“We need to prepare for our audit. Organize a game of dodge ball!”
Account Managers Group

Purchasing

Steve Shelley
SHRED DAY—MAY 24TH

Between now and then you can bring materials that need to be shredded to the warehouse.

Make sure your documents go thru the retention process.

No cost to departments
PROCUREMENT CARD CHANGES COMING

Because of audit findings it will be necessary to make changes to the procurement card process.

Mandatory Training will take place starting in August 2017.

More news later
Account Managers Group

Timekeeping System Update

Valarie Maxwell
Timekeeping Update

• Non-exempt benefit eligible employees
• Student workers
• Non-student employees

• Expectation is that it will all be in place by fall
• Currently evaluating locations of timekeeping systems
  • Computer line access
  • Main building entrances and handicap accessible
  • Getting input from various supervisors
  • Employee numbers in the buildings
Next Steps

• Will be pilot groups as early as June 1st
• Timekeeping hardware will be installed
• A Frequently Asked Questions (FAQ) document will be prepared

• payroll@mwsu.edu
Tips for the Month

Valarie Maxwell
Tips for the Month

• Snipping Tool

• Shortcut to Cycle Through Programs
A snipping tool is a function offered by Windows that will capture and customize the image visible on your screen.

You can use the “Print Screen” option to capture a screen shot using the print screen procedure “Ctrl-Alt-PrtScn”, but this function captures a picture of the entire screen.

The snipping tool allows you to customize the captured image so that you can choose any area on your screen you wish to use. You can edit the area, copy it and then save and/or even mail the image.
Snipping Tool

• Choose Start→All Programs→Accessories→Snipping Tool.
The snipping tool is now on your desktop. You will then click the minimize button of the snipping tool. This will move the snipping tool to your taskbar located at the bottom of your computer screen.

Right click the snipping tool icon and click “pin this program to the taskbar”. You can now use the tool without going through the set-up procedures.
Snipping Tool

- Left click on the icon to use the tool. The screen will fade out a little. You select new and then crop the area on the screen you want to capture.

- You can edit the captured image through penning (writing on the captured image), high-lighting, erase, save and/or email the image.
Shortcut to Cycle Through Programs using Alt key-tab, alt-shift-tab

https://www.youtube.com/watch?v=T2qaPWMG6Nc

- Hold down the Alt key and then press the Tab key repeatedly until the application window you want is selected. This is called Windows Flip and cycles through thumbnails of all open windows.

- Note: You can also hold down the Alt and shift key then press tab for the same results.
Shortcut to Cycle Through Programs using Alt key-tab, alt-shift-tab

https://www.youtube.com/watch?v=T2qaPWMG6Nc
Shortcut to cycle through programs using Windows button

https://www.youtube.com/watch?v=xnV0PH-9SNw
Account Managers Group

✓ Upcoming Dates
  ▪ May 25th
  ▪ August 24th

✓ Shred Day – May 24th

Questions or Suggestions??
Thank you!