Account Managers Group

April 28, 2017

MIDWESTERN STATE UNIVERSITY

Welcome

Valarie Maxwell

Fair Labor Standards Act (FLSA)

Dawn Fisher

Fair Labor Standards Act

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

Information Technology

➢ 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

ID	Task Name	4/23	4/30	5/7	5/14	5/21	5/28	6/4	6/11	6/18	6/25	7/2	7/9	7/16	7/23	7/30	8/6	8/13	8/20	8/27
				May 2017				Jun 2017				Jul 2017				Aug 2017				
1	Application Navigator	●																		
2	Banner Common Admin			●																
3	Banner General Admin				●															
4	Banner General Admin TCC					●														
5	Banner Finance Admin						●													
6	Banner Finance Admin TCC							●												
7	Banner Accounts Receivable Admin								●											
8	Banner HR & Payroll Admin									●										
9	Banner HR & Payroll Admin TCC										●									
10	Banner Position Control Admin											●								
11	Banner Financial Aid Admin													●						
12	Banner Financial Aid Admin TCC														●					
13	Banner Student Admin																●			
14	Banner Student Admin TCC																	●		

Information Technology

Tentative Roadmap for Banner 9 Testing

ID	Task Name	Aug 2017		Sep 2017				Oct 2017					Nov 2017				Dec 2017		
		8/20	8/27	9/3	9/10	9/17	9/24	10/1	10/8	10/15	10/22	10/29	11/5	11/12	11/19	11/26	12/3	12/10	12/17
1	General SSB																		
2	Finance SSB																		
3	Finance Purchasing																		
4	HR & Payroll SSB																		
5	Payroll Direct Deposit																		
6	Financial Aid SSB																		
7	Student SSB																		
8	Student Registration Admin/SSB																		

Information Technology

Mobile App

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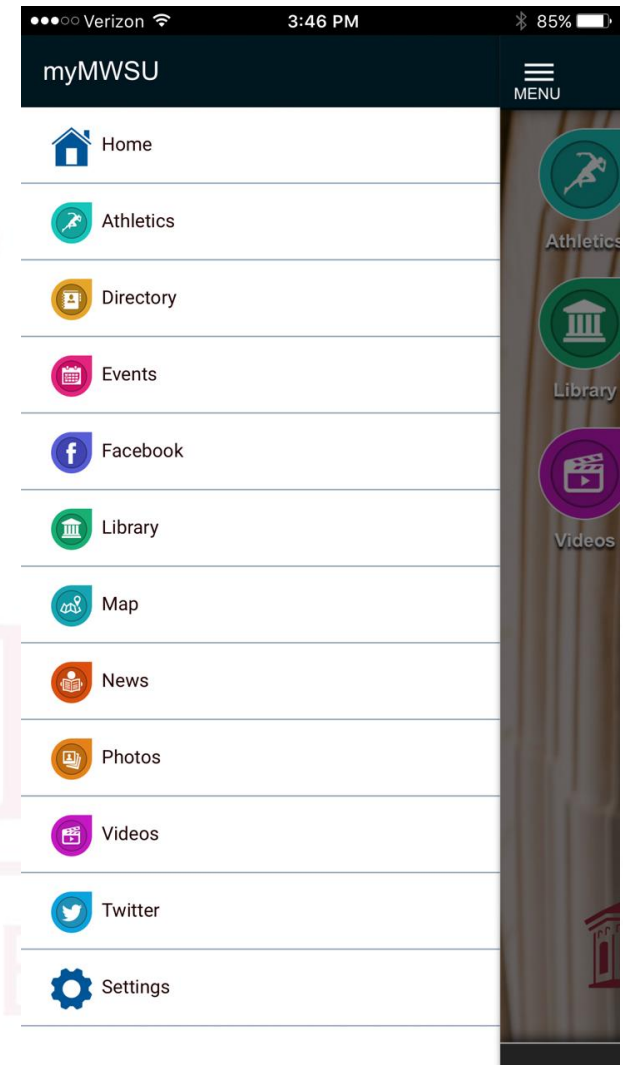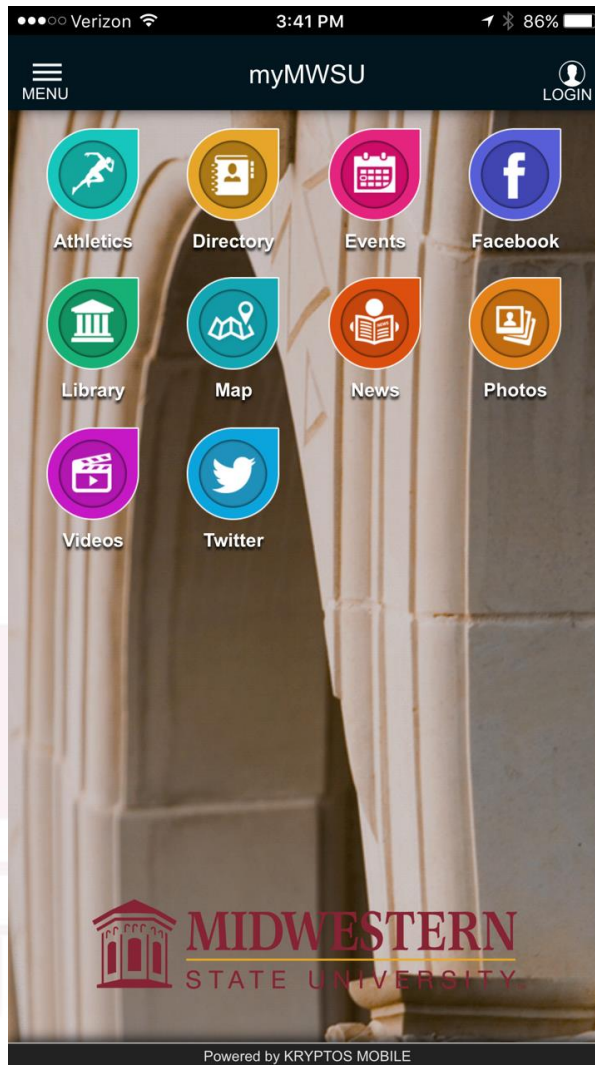
➢ Wireless Improvements
- Locations - outside spaces, 10 APs D.L. Ligon, 38 aging APs will be replaced and/or new ones added

➢ 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

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?

MIDWESTERN STATE UNIVERSITY™

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?

Project Kickoff → Collect Data on Outcomes, Staffing and Processes → Meet with Departments

Compare to Peers, Analyze Outcomes, and Map Processes → Assemble Findings → Determine Ideal Structure and Staffing

Validate the Ideal with Departments → Provide Initial Findings and Recommendations → Issue Report

What is the Timeline?

Kickoff

April 2017

→

Data Collection and Review

April - August 2017

→

Initial Findings & Recommendations

September 2017
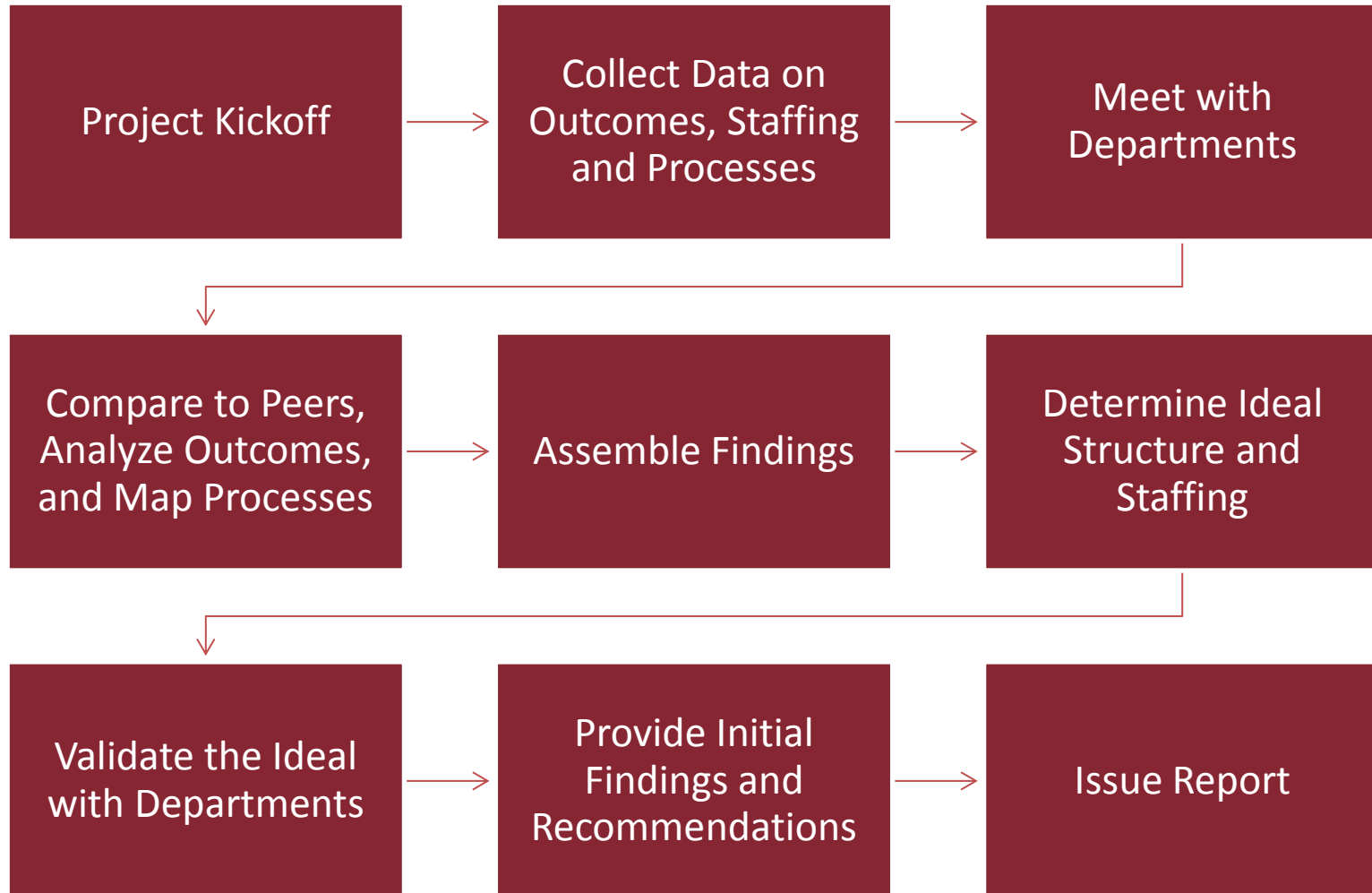
Instructional Enhancement Fee Guidelines

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 <u>instructional</u> costs

Instructional Enhancement Fee Guidelines

- Operative word = **Instruction**al Enhancement Fees

- Can be used for anything associated with instruction

- Why does it matter?

  Stewardship and **Accountability**

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"Hey, we're government accountants.
These numbers aren't supposed to add up."

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)

Instructional Enhancement Fee Guidelines

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

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

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glasbergen.com

"We need to prepare for our audit.
Organize a game of dodge ball!"

Instructional Enhancement Fee Guidelines

Purchasing

Steve Shelley

Purchasing & Contract Management

SHRED DAY—MAY 24$^{\text{TH}}$

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

Purchasing & Contract Management

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

- Snipping Tool

- Shortcut to Cycle Through Programs

Snipping Tool

- 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.
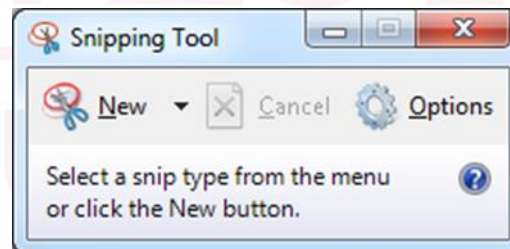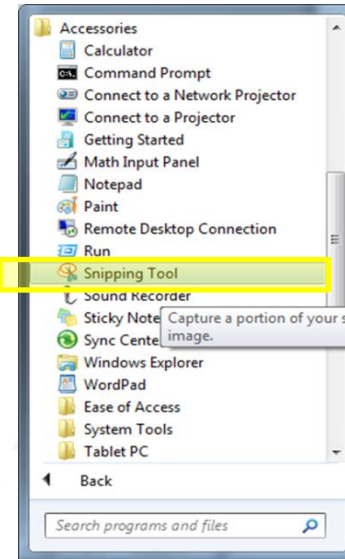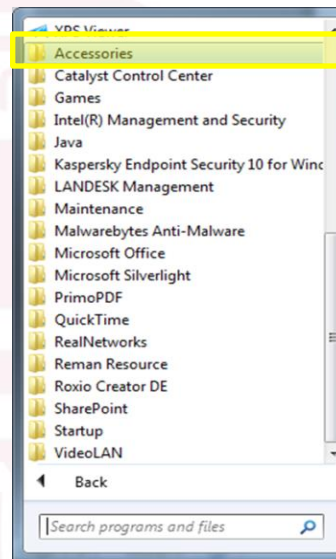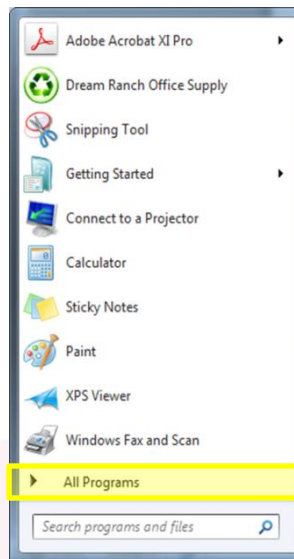
Snipping Tool

- 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.
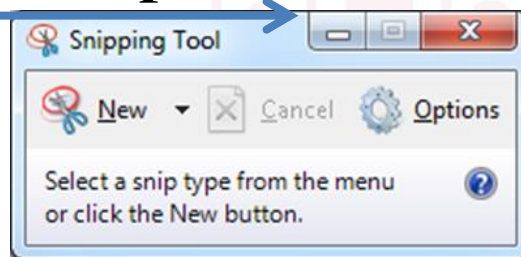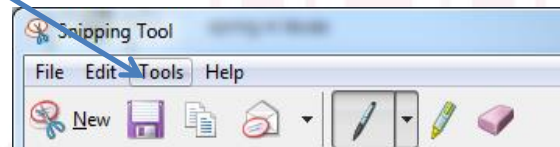

- Right click the snipping tool icon and click "pin this program to the taskbar". You can now use the tool without going through the set-up procedures.
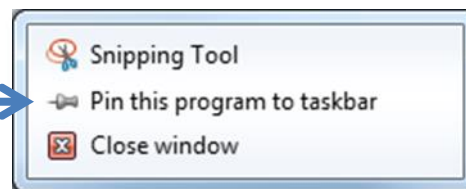
Snipping Tool

- 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.
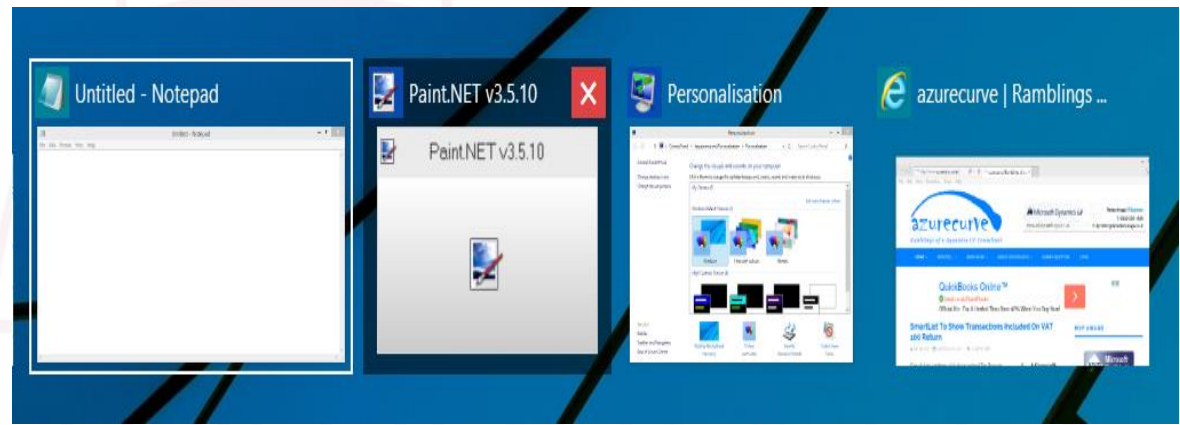
Shortcut to Cycle Through Programs using Alt key-tab, alt-shift-tab

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

Shortcut to cycle through programs using Windows button

Account Managers Group

- ✓ Upcoming Dates
    - ▪ May 25th
    - ▪ August 24th

- ✓ Shred Day – May 24th

Questions or Suggestions??

Thank you!