



MIDWESTERN STATE UNIVERSITY

Account Managers Group

August 31, 2017



Welcome

Valarie Maxwell

Recommended Budget



- Total proposed \$117,193,719
- Assuming 6,150 fall enrollment
- Significant investment in faculty and staff – salaries and benefits make up almost one-half of the proposed budget
- Debt service payments increase almost \$4M mostly from TRB bonds
- Will be using about \$650,000 in one-time funds to balance the budget
- Flower Mound initiative is projected to bring in \$1M in revenue with an estimated \$1.1M in expenses

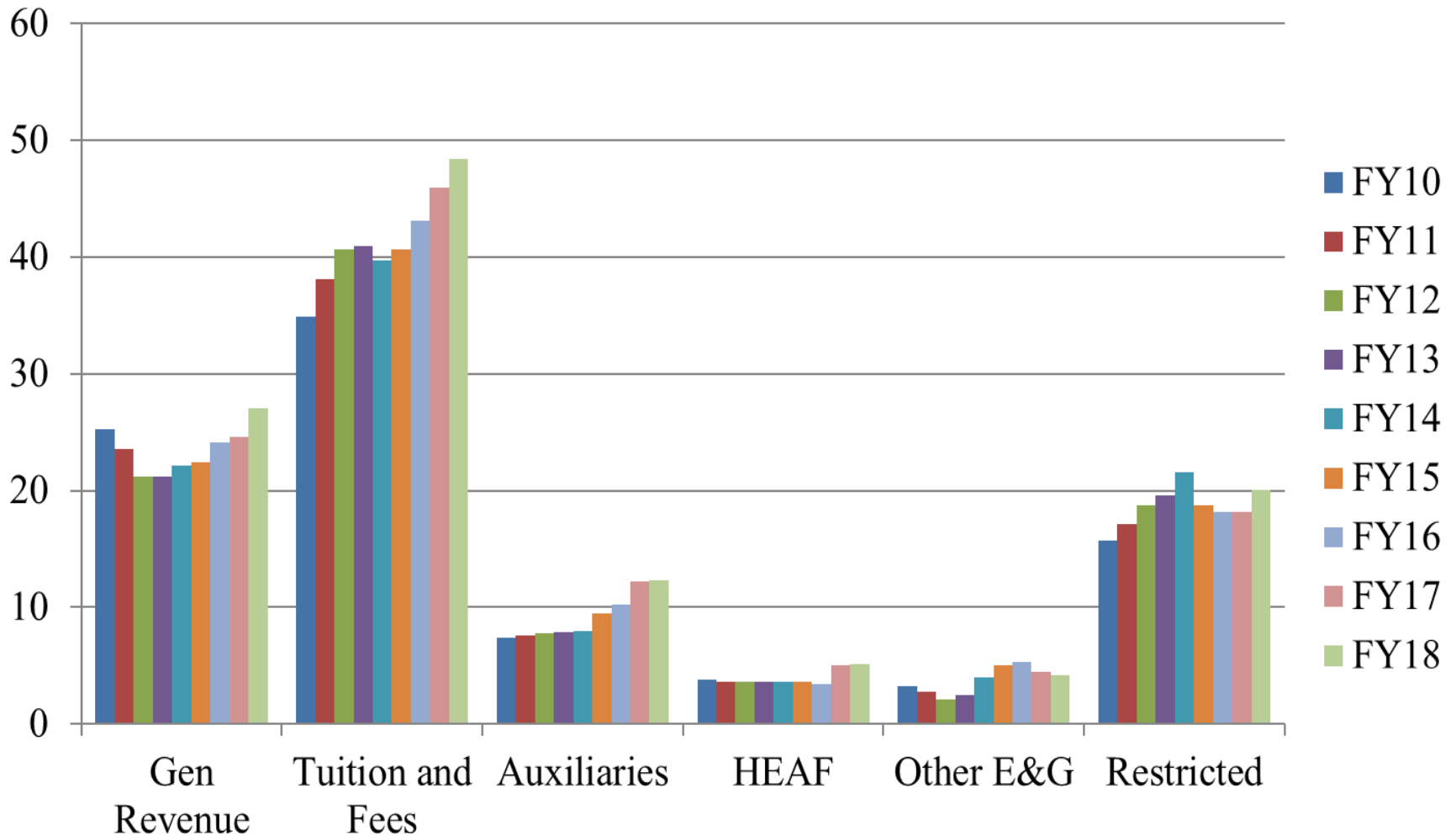
FY18 Investments



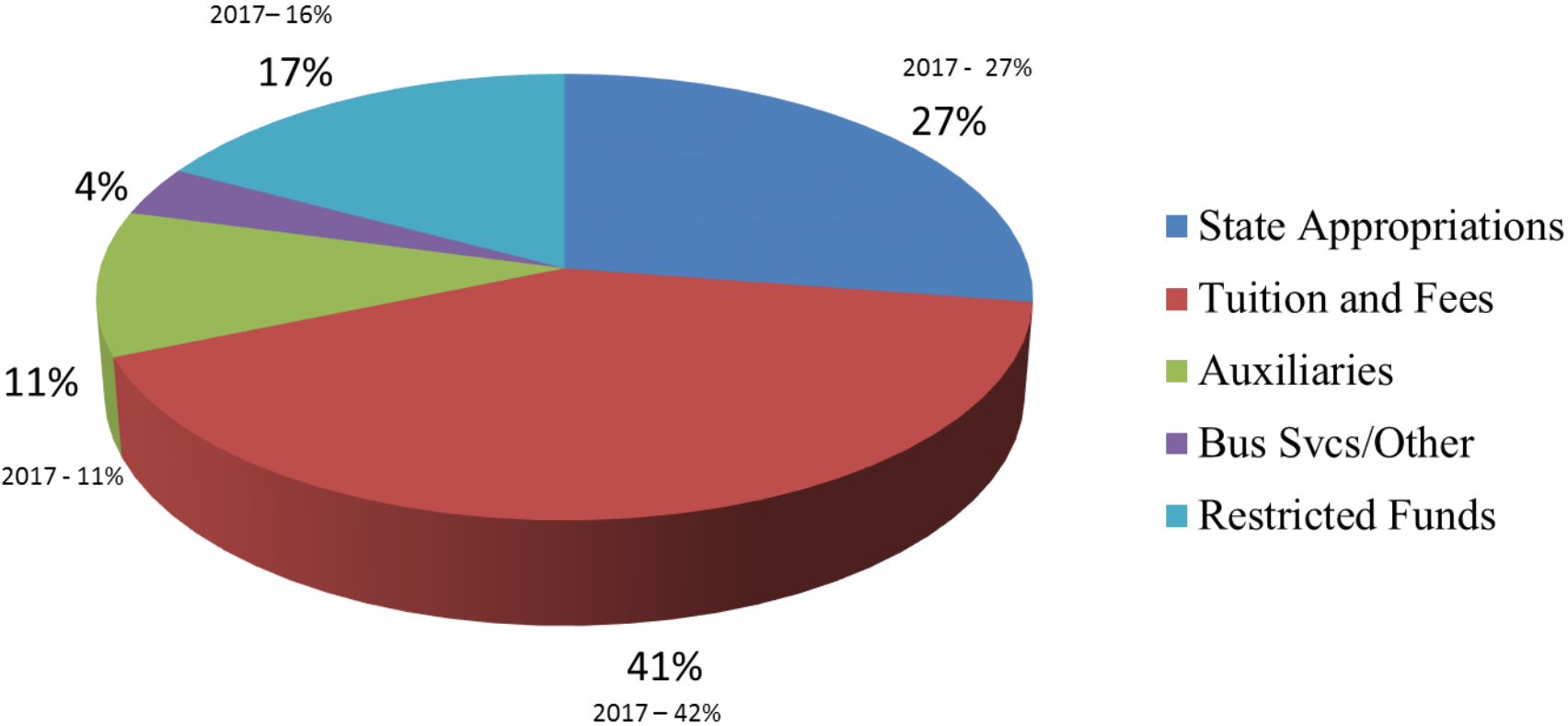
Additional scholarships – almost all from grants and pass-through funds	\$ 1,470,000
Increased debt service on tuition revenue bonds	\$ 3,725,000
Faculty and staff pay raises net change	\$ 800,000
Increased benefit costs	\$ 458,000
Increased software maintenance costs	\$ 71,000
Additional expenses for Academic Expansion with 7 FTE	\$ 1,145,000
Additional marketing in Metroplex	\$ 250,000
Adding Paralegal mid-year and balance of additional internal auditor - 1 FTE total	\$ 67,000

Budgeted Sources of Funds

In \$Millions

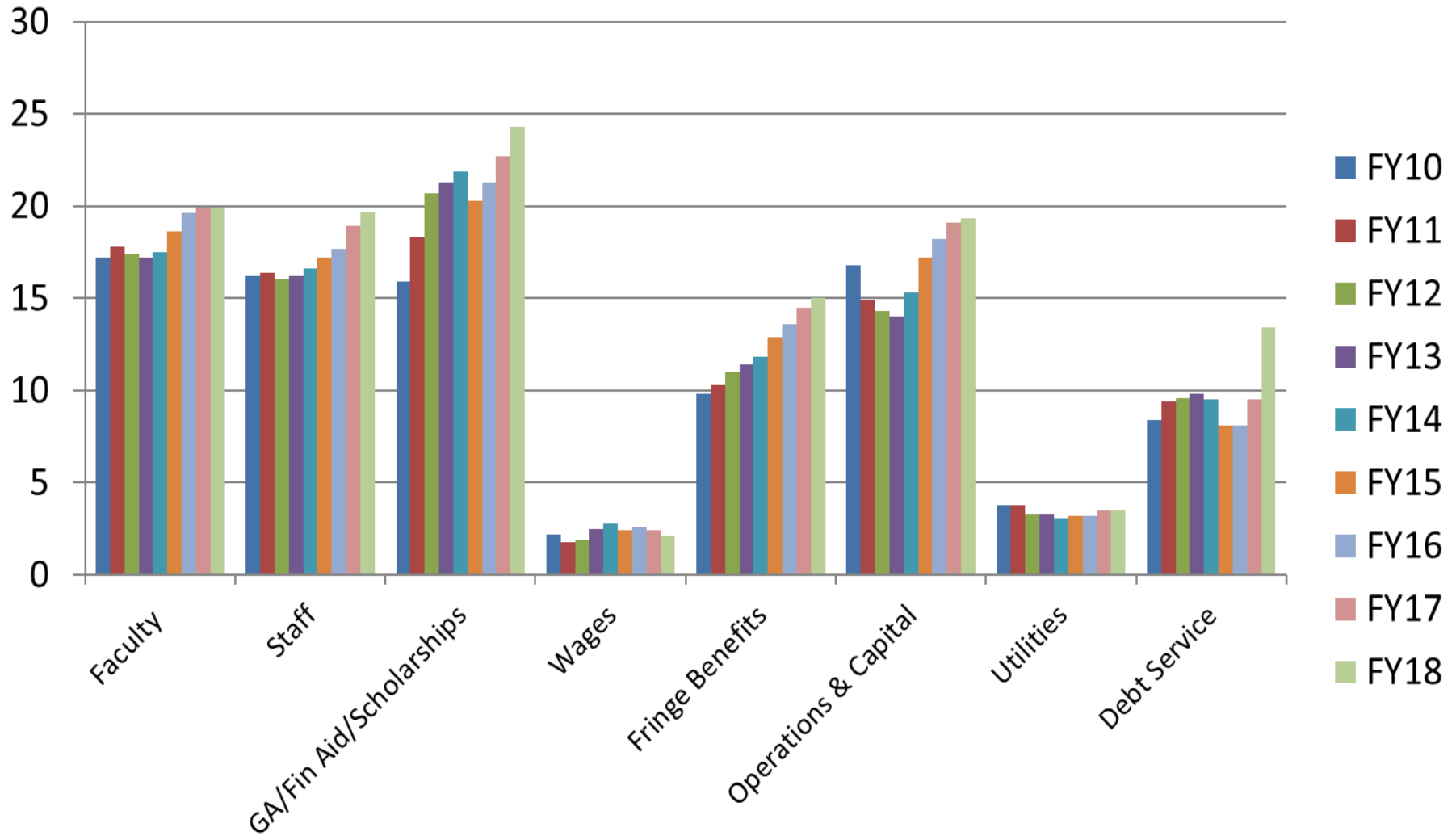


FY18 Budgeted Sources of Funds

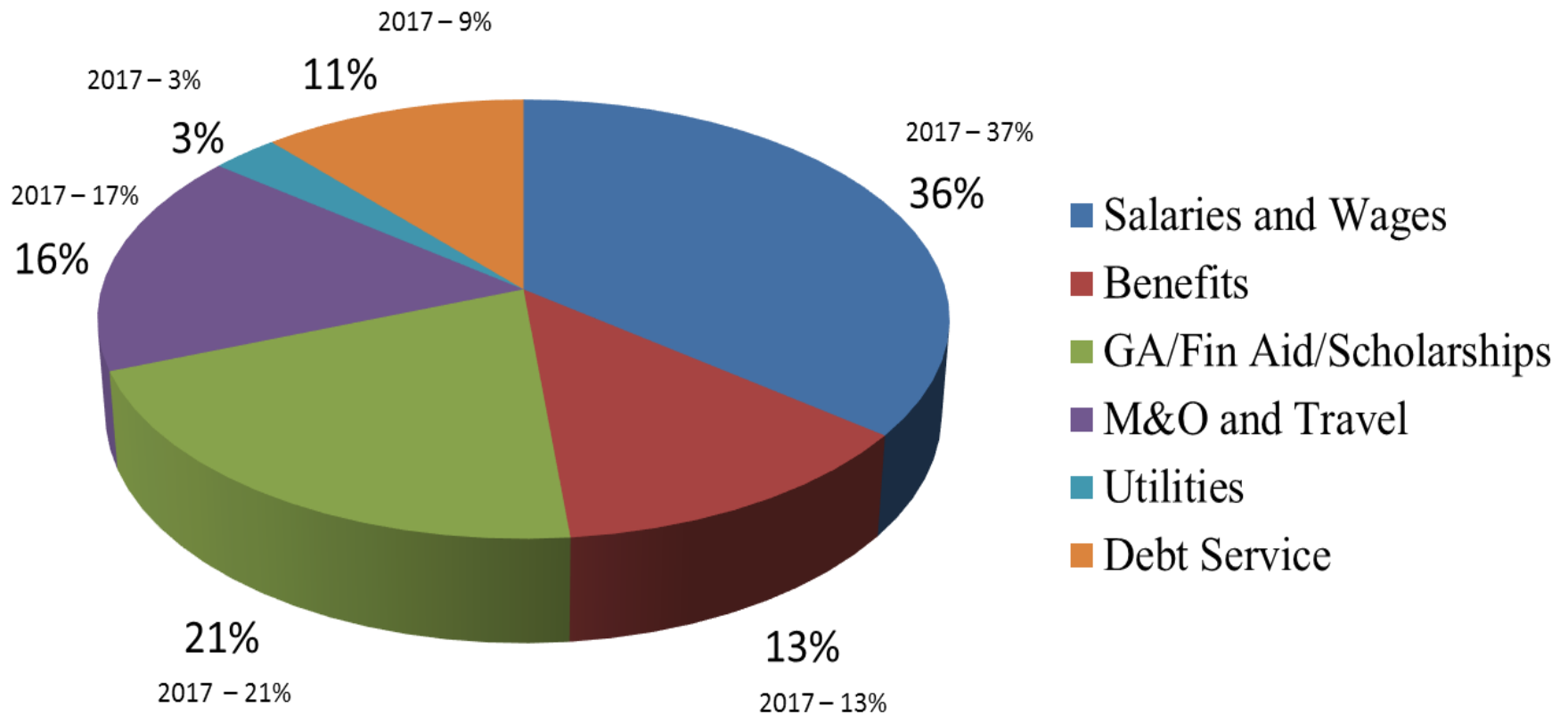


Budgeted Uses of Funds

In \$Millions



FY18 Budgeted Uses of Funds



➤ **Questions**

➤ **Comments**

Information Security

Jim Hall



- A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and assessing potential organizational impacts.
 - Identification
 - Hazards
 - Assets at Risk
 - Impacts
 - Yearly Activity
 - Completed with Data Owners
 - Mitigation Plans Based On Findings

➤ Security Awareness

- Yearly Training for 2016
 - 99 Day Campaign
 - Second Chance
 - Account Lock
- Ongoing – Simulated Phishing
 - Mar 17 – 3.5%
 - Apr 17 – 8.2%
 - May 17 – 9.2 %
 - Jun 17 – 6%
 - Jul 17 – 4.9%
 - Aug 17 – 3.4%
- Ongoing – Info. Security Alerts
- 2017 Security Awareness Training
 - Aug 26th – Dec 15th (111 Days)
 - Information Resources Use and Policy Agreement



➤ Email



- Inbound Filtering
 - URL
 - Malicious Code
 - Block lists

- Volume
 - 30 Day Inbound – 3.7M, 3.3M Blocked
 - 30 Day Outbound – 114.5K

- Encryption
 - 30 Day Inbound – 58.5%
 - 30 Day Inbound – 80.3%

Information Security Infrastructure

- Internet Immunization Project
 - Global Cyber Alliance
 - Sanitized DNS
 - Blocks Known Bad Actors
- Dynamic Threat Blocklists
 - Firewall Based
 - Lists Updated Daily
- Vulnerability Blocklists
 - Firewall Based
 - Lists Updated Hourly
 - Blocks Threats Based On Severity
- Information Sharing
 - MS-ISAC
 - REN-ISAC
 - DHS Stop. Think. Connect.
 - SANS Institute



Information Security 2017 Trends

➤ 2016 Perspective – Low Lights

- 3000 Data Breaches
- 2.2 Billion Records Exposed
 - Yahoo Breach Made Public - 1.5 Billion User Accounts Exposed

➤ 2017 Trends

- Nation State Hacking – Russia, China, Iran, North Korea
- Disruptive and Attention Seeking Groups
- For Profit Cybercrime – Made To Order Malware
 - Cheap, Devastating
 - Designed To Be Monetized
- Hacktivism – Anonymous, ANT, Political Groups

Information Security Best Practice



Changing device passwords



Having intrusion detection, secure remote update capability and security management as standard features



Activity logging and monitoring of suspicious activity



Turning on security as a default



Reviewing device configurations



Subscribing to security advisories from your device and network infrastructure suppliers

Actions To Aid Best Practice



Give people access
only to the methods of access
and network equipment ports
that they require (least privilege)



**Establish authentication
and authorization practices**
(strong identity management)



**Log and account
for all access**
should you need to do an audit
later on (activity monitoring)



**Protect locally
stored data**
from viewing and copying
(protecting data at rest)



Manage passwords
by maintaining and controlling
them via a centralized
authentication, authorization,
and accounting (AAA) server



Inform users of policies
via legal notice developed
in conjunction with
company legal counsel for
interactive sessions.

Information Security

- Questions
- Comments
- Concerns

Purchasing/Contract Management

Steve Shelley

Purchasing Web Page has a “Preferred Vendor List”

- ✓ <https://mwsu.edu/purchasing/Preferred-Vendor-List>
- ✓ **Vendors that MSU gets “Best Value Pricing and Service”**
- ✓ **Hotel Contracts**
 - ✓ **Six Different Hotels**
 - ✓ **State Contract Pricing (currently \$91)**
 - ✓ **Direct Billing**
 - ✓ **Contact Information on Web Page**
 - ✓ **They are:**
 - ✓ **Baymont Inn & Suites**
 - ✓ **Rodeway Inn**
 - ✓ **Holiday Inn Express**
 - ✓ **Homewood Suites**
 - ✓ **LaQuinta Inn & Suites**
 - ✓ **Courtyard Marriott**

Purchasing Web Page has a “Preferred Vendor List”

- ✓ <https://mwsu.edu/purchasing/Preferred-Vendor-List>

- ✓ **Vendors that MSU gets “Best Value Pricing and Service”**

- ✓ **Office Supplies**
 - ✓ **PDME**
 - ✓ **Same Catalog as Office Depot**
 - ✓ **HUB Vendor**
 - ✓ **Contact Information on Web Page**

Purchasing Web Page has a “Preferred Vendor List”

- ✓ <https://mwsu.edu/purchasing/Preferred-Vendor-List>

- ✓ Vendors that MSU gets “Best Value Pricing and Service”

- ✓ **INDUSTRIAL SUPPLIES**
 - ✓ Grainger Industrial Supply
 - ✓ Call Burgoon Company (reason they are HUB)
 - ✓ Tools, Medical, Safety, Equipment, Everything Imaginable
 - ✓ Contact Information on Web Page

Purchasing Web Page has a “Preferred Vendor List”

- ✓ <https://mwsu.edu/purchasing/Preferred-Vendor-List>
- ✓ **Vendors that MSU gets “Best Value Pricing and Service”**
- ✓ **TONER CARTRIDGES**
 - ✓ **MSU Spend Approximately \$75,000 Per year**
 - ✓ **This was recently Bid Out**
 - ✓ **Preferred Vendor is Dream Ranch**
 - ✓ **Contact Information on Web Page**
 - ✓ **Ask you not to use Amazon**

Purchasing/Contract Management



	Annual QTY	Dream Ranch			Lead-time	Wilson Office		Office Depot	
		Reman	Xerox	OEM			diff		diff
HP CE505A	63	\$30.80	\$50.31	\$63.50	1-2 days	\$ 82.50	-23%	\$ 69.49	-9%
HP CF280A	44	\$38.75	\$53.54	\$73.50	1-2 days	\$ 99.00	-26%	\$ 108.99	-33%
HP CE278A	28	\$31.90	\$50.09	\$56.25	1-2 days	\$ 73.00	-23%	\$ 65.90	-15%
HP C8543X	24	\$86.90	\$130.00	\$200.00	1-2 days	\$ 297.50	-33%	\$ 277.29	-28%
HP CF226A	21	\$63.00		\$94.00	1-2 days	\$ 115.00	-18%	\$ 96.79	-3%
HP 950 Black OEM	21	\$12.00		\$20.00	1-2 days	\$ 27.00	-26%	\$ 25.64	-22%
HP CE410A black	19	\$46.25	\$55.00	\$61.00	1-2 days	\$ 81.00	-25%	\$ 74.40	-18%
HP 43X Cartridge	18	\$86.90	\$130.00	\$200.00	1-2 days	\$ 297.50	-33%	\$ 277.29	-28%
HP 950XL	13	\$16.50		\$31.00	1-2 days	\$ 38.00	-18%	\$ 36.49	-15%
HP CE412A Yellow	13	\$51.25	\$75.00	\$86.50	1-2 days	\$ 115.75	-25%	\$ 106.00	-18%
HP 951 Magenta OEM	12	\$11.85		\$15.00	1-2 days	\$ 29.65	-49%	\$ 19.94	-25%
HP CE411A Cyan	12	\$51.25	\$75.00	\$86.50	1-2 days	\$ 115.75	-25%	\$ 106.00	-18%

\$ 55,636.55	\$ 72,279.83	\$ 71,038.23
Savings	\$ 16,643.28	\$ 15,401.68
Savings	30%	28%

P-CARD POLICY CHANGES

- ✓ **Most have attended Mandatory Training**
- ✓ **Additional Training will be set up in September watch for announcement of dates**

Purchasing/Contract Management

- **Questions**
- **Comments**

Timekeeping Update

Kathy Rice

Where Are We Now?



- Clocks have been installed
- Uploading employee information
- Test groups and approvers using clocks
- Looking at unusual situations
- Testing the uploads

- Train managers and employees
- Determine order of implementation of the departments

QUESTIONS?

End of Year Procedures

Chris Stovall

Fiscal Year End Timeline

August 31	All cash receipts must be received by the Business Office
September 1-15	Final prior year payment processing
	Post final prior year semi-monthly payroll
September 15-30	Reconciliation and account cleanup across all funds
	Make adjusting entries for deferrals and accruals
	Record all fixed asset transactions and update related debt service accounts
	Final revenue budget entries, budget transfers, cash transfers, etc
	Final reconciliation and account cleanup
October 1-5	Analyze ending budget and fund balances & prepare budget carryover entry

Fiscal Year End Timeline (Cont.)

October 1-5	Post budget carryover entry
October 5-15	Make any final adjustments to prior year and close old year
October 15 – November 20	Prepare and finalize annual financial report and related submissions to the State

End of Year Procedures

- **Questions**
- **Comments**

Tips for the Month

Antoinette Brown

Tips for the Month



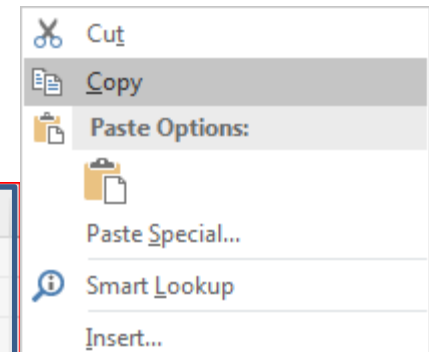
- Highlight Cells and use Copy, Paste, Transpose Columns into Rows
- Shortcut to Using “Alt” + “= ” to get your auto sum function
- “Ctrl” + “A” allow you to highlight an entire table, so that you may copy or delete the entire table
- “Ctrl” + arrow key allows you to leap to the end of your current data set.

Highlight Cells and use Copy, Paste, Transpose to Columns into Rows

- Worksheets with data in columns can be rotated or rearranged in rows.
- To perform this alteration, you highlight the cells, next copy the cells.....

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

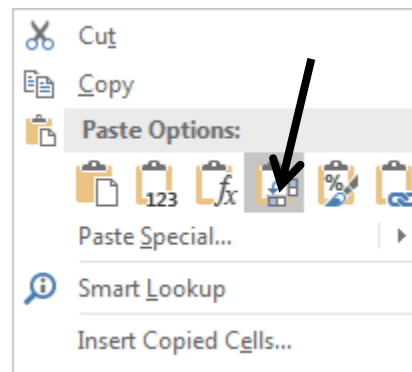
	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				



Highlight Cells and use Copy, Paste, Transpose to Columns into Rows

- ...then paste the cells selecting the transpose to columns and “Viola”, you have quickly switched the data from columns to rows. You can also use this function to switch from rows to columns.

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				



Columns are now transposed - rearranged into rows

F	G	H	I	J	K	L	M
Name	Anna	Antoinett	Chris	Hayley	Linda	Marilyn	Valarie
Age	28	32	33	31	40	32	44
Amount	\$ 125.00	\$ 50.00	\$ 64.00	\$ 21.00	\$ 843.00	\$ 58.00	\$ 60.00

Use Alt to Perform Auto sum Function

1. To perform the auto sum function using shortcut keys, you click the cell that you want your summation figure.....

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

2. Then you press the Alt key and the plus equal key at the same time.

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9			=SUM(C2:C8)	

3. You now have your auto sum figure

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9			\$1,221.00	

Shortcut to Highlight Entire Table

- To highlight an entire table, you can use a shortcut that is a combination of keys. Select anywhere within the table, then press:

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
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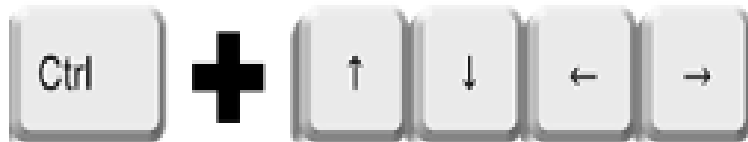
Ctrl + A

- Table has been completely selected and you can copy or format the entire selected area

	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				

“Ctrl” + arrow key allows you to leap to the end of your current data set.

- Arrow keys are used to move around your spreadsheet.
- You can leap to the edges of your spreadsheet by pressing the Ctrl key plus the arrow key.



	A	B	C	D
1	Name	Age	Amount	
2	Anna	28	\$ 125.00	
3	Antoinette	32	\$ 50.00	
4	Chris	33	\$ 64.00	
5	Hayley	31	\$ 21.00	
6	Linda	40	\$ 843.00	
7	Marilyn	32	\$ 58.00	
8	Valarie	44	\$ 60.00	
9				



- ✓ Upcoming Dates
 - September 28th
 - October 26th



Questions or Suggestions??



MSU
TEXAS™

Thank you!



MIDWESTERN STATE UNIVERSITY