

MState NEWS

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

August 2017

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Welcome to a new year!

Welcome to the 2017-18 academic year! It is wonderful to reconnect with everyone again as we begin another academic year. A special welcome to all those students, faculty and staff who are new to M State, and best wishes for a smooth transition to the college. I once again plan to be on each campus at least one day during the first week of classes to welcome everyone. It is one of my favorite things to do, and it gives me a chance to meet and greet both new and returning faculty and staff.

M State had a stellar 2016-2017. Highlights of our accomplishments include:

- Improved metrics in nearly every category – particularly in student persistence.
- Increased our CFI to 3.53 with great improvement in cash reserves and depreciation accounting.
- Accepted into the HLC Persistence Academy, plus we submitted our college-wide systems portfolio. We also acquired online program accreditation.
- Finalized migration to Microsoft systems.
- Implemented the college branding plan according to Board policy.
- Successfully completed five separate state and federal audits with clean reports and no fines – so far.
- Obtained a \$100,000 grant to support women students of color and completed and submitted the college diversity plan.
- Implemented a cultural awareness and diversity professional development series in conjunction with the Campus Compact.
- Ranked the No. 1 Practical Nursing program in the state by practicalnursing.org based upon historical licensure pass rates.
- Expanded workforce solutions for our region with three new mobile labs for safety, precision manufacturing and CDL training.

- Developed a virtual Center for Teaching, Learning and Technology.

- Received nearly \$2 million for bonding projects on our Fergus Falls and Wadena campuses.
- M State foundations raised more than \$2 million to help support students and various projects on each of our campuses.

There is constant, meaningful activity taking place college-wide, all leading to the accomplishment of our mission and vision. Thanks to all of you who work tirelessly on behalf of M State and our students!

I am predicting another great year for M State as we focus on our priorities:

- Student Success and Learning
- Equity and Inclusion
- Workforce and K12 Partnerships
- Resource and IT Sustainability
- Distinctive and Excellent Teaching
- Continuous Improvement
- Talent Management

We have great momentum, and I have no doubt that if we keep moving forward in our efforts toward continuous improvement, learning and growth, we will succeed despite the many demands and responsibilities we encounter. I look forward to working and learning with all of you again this academic year.

Have a great year, and be sure to follow me on Twitter @MStatePrez!



Dr. Peggy Kennedy
President



Dr. Peggy D. Kennedy
President

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 **Minnesota State**
Community and Technical College

A member of the Minnesota State system

Here's to a Phenomenal Year, M State!

August is one of my favorite months of the year. I love the weather, and I love the energy shift you can feel walking down the halls of our campuses. Phones are ringing, students are registering and families are genuinely excited to watch their loved ones take the next steps in their life journeys. I can feel the “hope” in the month of August, and I have always wished I could bottle it up and spread it throughout the semester. As our energy fades throughout the academic year, it seems our hope fades, too. I believe we all have the ability to build a culture of positivity and hope. I found an article online that listed signs of a positive workplace:



Dr. Carrie Brimhall
Chief Academic Officer

- **Positive Values.** A positive mission statement outlines the goals and demonstrative behavior that exemplify the highest commitment to quality and service.
- **Relaxed and Productive Atmosphere.** People enjoy coming to work and feel appreciated, acknowledged and rewarded.
- **Commitment to Excellence.** Employees give 200 percent. They strive to be the best, and they take responsibility for their actions and decisions.
- **Open and Honest Communication.** Everyone communicates in a cards-on-the-table manner, solving difficulties in a positive way.
- **Cooperation, Support and Empowerment.** Can-do, go-the-extra-mile and win-win attitudes are evident. Employees have a sense of camaraderie, cooperation and empowerment.

- **Sense of Humor.** Employees keep things in perspective, have fun and laugh.
- **Compassion, Respect and Understanding.** Kindness and understanding prevail when employees face challenges such as accidents, illnesses, personal tragedies and natural disasters.
- **Flexibility.** The company and its employees embrace change, accommodate new trends and technology, and incorporate new skills.
- **Positive Reinforcement.** Genuine compliments, rewards, bonuses, raises, promotions and certificates of achievement are oil in the machinery.
- **Emphasis on Health, Family and Environment.**

(Source: <https://www.monster.com/career-advice/article/10-signs-positive-workplace>)

M State is a great place to work and, if you sit back and think about it, the signs of a positive workplace are all around us. As individuals, we have to commit to keeping hope alive – for each other and for our students. It takes effort to keep a positive attitude in the workplace, but I believe every M State employee has that privilege and responsibility every day. We help dreams come true. And, the truth of the matter is, the more we support each other in this difficult work, the more likely it is that we will have a bigger impact on the lives of the people we serve. 2017-2018 is going to be a phenomenal year ... have hope!

Few things in the world are more powerful than a positive push. A smile. A world of optimism and hope. A 'you can do it' when things are tough.

- Richard M. DeVos

What's Next in our AQIP Adventure?

We're so close to the first day of fall classes starting, and anticipation is in the air. Each fall, we have the privilege of welcoming a new class to M State. They learn from us, and we learn from them as we listen to their stories and experiences, celebrate their successes and help them through life's challenges. Welcome to the start of the 2017-2018 year, and keep the passion for learning going! This is our calling, this is what we do. Relish in it!

On May 31, I relished joyfully in clicking on the upload button as M State's AQIP systems portfolio was transported off to the Higher Learning Commission. Our AQIP systems portfolio represents the shared story of every M State campus, division, department, team and individual in upholding the mission, vision and values of the college. We have an incredible story to tell, and you can read it here: [2017 AQIP Systems Portfolio](#).

Along with addressing how we all work collaboratively to meet the core components of the accreditation criteria, the systems portfolio is structured so that we must explain M State's processes, results, improvements and corresponding maturity level for six categories:

- Category 1:** Helping Students Learn
- Category 2:** Meeting Student and Other Key Stakeholder Needs
- Category 3:** Valuing Employees
- Category 4:** Planning and Leading
- Category 5:** Knowledge Management and Resource Stewardship
- Category 6:** Quality Overview

The submission of the 2017 AQIP systems portfolio represents one milestone in a continuous cycle of the college's AQIP accreditation process, shown as follows:



Jill Abbott
Associate Vice President
of Academics

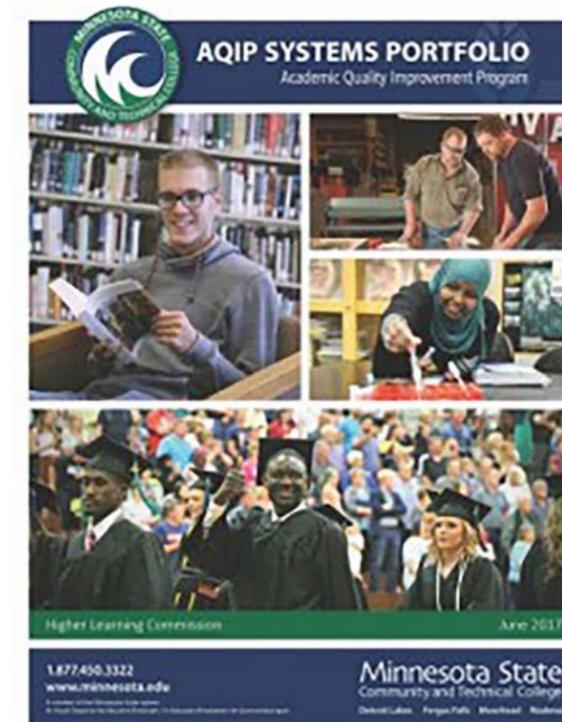
- June 1, 2017 - Submit systems portfolio
- 2017-2018 - Possible comprehensive quality review
- 2018-2019 or 2019-2020 - Attend one Strategy Forum
- 2020-2021 - Submit systems portfolio
- 2021-2022 - Federal compliance filing and comprehensive quality review (final review of criteria for accreditation)
- Ongoing - Action Projects

Now that the college's portfolio is submitted, you might be wondering what happens next in our AQIP adventure? Our next steps include attending to our feedback from the system portfolio review process and using that feedback to drive our continuous improvement efforts. This year, we will be completing the college's strategic planning process, and I'm very happy to share that we have aligned the timing of our strategic

planning process to better incorporate our systems portfolio feedback. As a college, this puts us in a fantastic position to align our continuous quality improvement efforts with our strategic planning efforts, which will kick off with the active involvement of faculty and staff at the August 16 in-service.

Authentically using our systems portfolio feedback may push us out of our comfort zone as a college. We may need to establish more benchmarks for performance so we can better understand where we've been, set more definite targets for where we aspire to be, do even more research and reflection about effective practices and incorporate student and stakeholder voices in shaping our work in different and deeper ways. In essence, what comes next in our AQIP adventure is more learning!

Fortunately, every employee at M State is an educator and a learner, so you are well poised for the work of continuous quality improvement. No matter what your role is at the college, the tasks you perform every day support learning and growth and the creation of a welcoming, engaging and safe learning environment for students and stakeholders. I'm confident we are ready to move beyond our current comfort zones as we continue our AQIP adventure.



Cover design by Katie Tysdal



GIVING IN SO MANY WAYS

- Awarding Scholarships
- Engaging Students and Community
- Providing a Faculty and Staff Grant Program
- Supporting Spartan Boosters
- Assisting in Campus Enhancements
- Serving Spartan Alumni

VISION

We build futures and community at M State Fergus Falls, one relationship at a time.

MISSION

Through the support of donors, we provide resources to enrich learning, living, working and serving.



Say Hello to the Team



Denise Laymon
Chief Development and Alumni Officer



Caitlin Stoecker
Development Officer



Ann Olson
Foundation Associate



Patty Ekren
Foundation Finance Specialist

Minnesota State Community and Technical College created M State Foundation and Alumni to unify three separate foundations – Detroit Lakes Area College Foundation, Moorhead Community and Technical College Foundation and Wadena Area College Foundation – into a single foundation that will better serve the college and enhance alumni engagement. The merger was effective July 1, 2017.

The new foundation will enable M State to face extraordinary challenges in coming years, align missions and implement best practices in fund development program methodologies. The new unified, comprehensive organization will better serve the college for generations.

- Providing accessible and quality education through scholarship opportunities for students
- Providing innovative and state-of-the-art classroom resources that allow hands-on learning experiences
- Supporting economic and community progress

Your gifts allow you to leave a lasting legacy while you help enhance the education we provide at M State.



Learn more at minnesota.edu/foundation

Student Development Services

A “Hi” Impact Practice We Can All Take Part In

In meeting with regional high school principals and their superintendents over the summer months (see pages 6 and 7 for more on that initiative), I was surprised by the number who thought too many of their students believed that continuing on to college was an exercise in futility; that college is out of their reach. Regional high school graduate data from 2007 - 2015 shows evidence of this - a consistent 30 percent of students do not continue on to a college or university in the fall following their graduation. Not only is there an over-inflated sense of the cost of higher education contributing to this, but there is also a sense that they do not view themselves as “college-worthy.” For two years, M State has been aggressively advertising our affordability, and we need to work with our regional high school partners to promote the variety of educational pathways available to students of all calibers. It did get me thinking though, *while so many of our students have overcome considerable obstacles to enter our classrooms, many are walking our hallways as they start out, still wondering if they are “college-worthy.”*



Dr. Peter Wielinski
Vice President of Student Development and Marketing

Each M State campus is a marvelous place. There’s a lot that students, faculty and staff do incredibly well. Saying “hi” to each other in the hallways, however, isn’t one of them. Too many of us move intensely across campus, unsmiling and eyes forward (or worse, to the nearest wall). Lost in our own thoughts and priorities, unconsciously blocking out distracting stimuli, we fail to greet hallway passers-by.

Oh, I’m as guilty of this behavior as anyone. Like all of us, I strive to be friendly and personable in each work interaction, but too often miss the opportunity to recognize another campus community member-in-passing with a simple greeting.

This must have an unintentional and negative effect on our students. Imagine going to a party some evening, not knowing many people, and having only one or two people acknowledge your presence. How long would *you* stay at *that* party?

Research shows that the biggest obstacle to college students forming relationships across boundaries isn’t lack of interest. No, the biggest obstacle is the perception that others lack interest – that “those people” aren’t interested in getting to know “people like me.” Simply saying “hi!” is a welcoming gesture of inclusion; it sets a campus culture tone of positive engagement.

We must model the behavior we wish to see in our students, and there’s good reason to get them to adopt this behavior. A 2015 Miami Herald article, *Beyond the Classroom: The power of saying hello*, cites the following benefits of saying “hi”:

- **Confidence and optimism.** Most of the time when you say “hi,” that greeting is returned. This little success promotes confidence within and teaches that people don’t bite. It helps you feel good about yourself.
- **Business and social success.** People like friendly people. Saying “hi” to strangers is no-risk practice for being friendly in work and social settings.
- **Fun.** A chance encounter with a student from another culture can lead to an interesting conversation that will have you thinking all day.
- **Good karma.** By saying “hi,” you are acknowledging another person, providing recognition. In many cultures, this is the equivalent of giving someone a blessing for the day.

Don’t pass on this “hi” impact practice to promote student success. Please join me in saying “hi” more often in our hallways this year.



How Not to Say Hi.



How to Say Hi.

M State Launches High School Partners Program

This year, M State is working to strengthen our relationships with regional high schools. With low unemployment rates limiting the pool of post-traditional students to attract, it's important that we increase our "share" of the high school grads coming to M State if we want to pursue enrollment growth. We've initially targeted 18 high schools this year with the following goals:

1. **Increase historical market share of high school grads** coming to M State by 2 percent annually.
2. **Enhance value proposition of recruiting relationship** by sharing of high school M State First Time In College (FTIC) cohort performance data with high school administration.
3. **Enhance M State's value proposition within the community** by sharing high school M State First Time In College (FTIC) cohort success data with media outlets.

The data displayed below comes courtesy of the Minnesota Statewide Longitudinal Education Data system (SLEDS). Currently, SLEDS provides access back to 2007 data. The matrix below highlights the historic and comparative "share" of west central Minnesota high school grads who come to M State (yes, I'm looking for the North Dakota data equivalent, but don't have it yet). Here are some key interpretations:

- We are the leader in this region. No other school attracts more of this region's high school grads than M State. Not even close.
- Over the past nine years, even though the percentage of regional Minnesota high school grads staying in Minnesota to go to college **decreased** by 3.6 points, the percentage of regional Minnesota high school grads choosing M State **increased** by 4.4 points!
- The data show that a consistent 30 percent of our regional high school grads don't proceed right into college the fol-

lowing fall – another opportunity for us to promote our affordability and quality to those students and their key influencers who think that college is beyond their reach.

The opinion of the high school administrators met with so far is consistent – M State is viewed positively, and too many of their students fall into either the category of thinking that a four-year route is the way to go (when they'd be better suited to complete their first two years at M State or consider an occupational pathway), or into the category of thinking that college is an unattainable pursuit (when they ought to realize that there is an affordable educational pathway accessible through M State). Nine of the 18 have jumped at this opportunity so far (high school logos represented below); the other nine have been difficult to reach during the summer months, but we're persistent!

Please look to my weekly Tuesday Topics email for updates on this initiative.



M State High School Partners Program Data Sheet

West Central Economic Region • High School Graduates to College: 2007-2015 Trend

	2007		2008		2009		2010		2011		2012		2013		2014		2015	
Total HS Grads	2586		2542		2305		2388		2356		2170		2262		2190		2206	
Enrolling Minnesota	51.4%	1328	51.3%	1305	49.7%	1145	50.9%	1216	46.5%	1095	48.2%	1047	48.5%	1098	47.1%	1031	47.8%	1054
Enrolling Non-Minnesota	20.3%	524	19.6%	498	21.0%	485	19.5%	466	21.4%	504	21.8%	473	22.1%	500	22.1%	483	21.4%	471
Enrolling Total	71.6%	1852	70.9%	1803	70.7%	1630	70.4%	1682	67.9%	1599	70.0%	1520	70.6%	1598	69.1%	1514	69.1%	1525

Top Regional Choices Among Those Enrolling in College/University the Fall Following High School Graduation

M State	17.4%	323	17.0%	307	18.2%	296	18.8%	317	19.0%	304	20.1%	305	18.1%	289	19.5%	295	21.8%	333
MSUM	13.6%	252	11.0%	199	10.6%	172	12.8%	216	9.9%	158	11.1%	168	10.5%	168	11.1%	168	8.5%	129
NDSCS	4.0%	75	3.3%	59	4.1%	67	11.7%	197	5.6%	90	5.7%	87	5.0%	80	5.4%	81	8.0%	80
Alexandria TCC	9.5%	176	9.7%	174	9.4%	154	8.1%	137	10.0%	160	9.7%	148	9.9%	158	9.2%	139	9.6%	147
SCTCC	0.7%	13	0.9%	16	1.0%	17	0.6%	10	0.8%	12	0.6%	9	1.0%	16	1.3%	20	0.7%	11
Concordia	6.9%	127	5.3%	96	5.3%	87	5.5%	92	3.9%	62	5.5%	84	6.1%	97	5.5%	83	5.3%	81
NDSU	13.9%	258	13.5%	243	14.2%	231	11.7%	197	12.6%	201	12.7%	193	13.5%	216	14.1%	214	12.2%	186
UND	3.8%	71	3.7%	66	4.7%	77	5.1%	85	4.6%	74	5.8%	88	4.1%	66	5.4%	82	7.0%	106





On the Minds of IT

This Month's Hot Topics

Adobe Connect is now the supported MinnState web conferencing tool and is available for all faculty, staff and student use. If you or your colleagues would like a guided tour to familiarize yourself with this service, [register](#) for one of the three sessions scheduled in August. Additional opportunities will be scheduled for the fall and spring terms.

Video Overview: A short overview of how to access Minnesota State's web conferencing service portal. Additional support materials are available when you login to the service.

NOTE: M State's hosted WebEx service is still available for your use until June 30, 2018.

Patch Management ensures that your computer is actively kept up to date and patched with the latest versions of software and provides you, the end user, with the most control over when the patches get installed on your work computer. In May, a Patch Management Policy and Procedure for M State users was approved in accordance with Minnesota State Board Policy, supporting data security. One of the biggest frustrations users face with patch management is the requirement to restart their computer.

Here is what you can expect beginning October 2.

- On the 3rd Tuesday of every month, tested updates will be published and made available for all M State computer users to install and restart their own computer at a convenient time.
- You will be periodically reminded and have seven days to do the install and restart.
- If you have not installed and restarted your computer by 9 pm on the seventh day, the updates will be installed automatically, and your computer will force a restart.
- If your computer is not on at 9 pm on the seventh day, it will happen the next time it is turned on.

Typically updates will install in 15 minutes or less, and some updates do not require a restart. Please allow ample time, just in case. Please allow ample time, just in case, and start to prepare yourself to integrate patch management into your schedule and improve security as a whole.

Software Vetting: Hot topics have a tendency to stick around and software vetting has done just that. Over the summer, IT has worked with the Minnesota attorney general's office to

simplify the process.

In the months ahead, if you come across a piece of software you want to install, please follow the information found in our Knowledge Base Article: [Software Installation and Vetting Request](#). A technician will reach out right away and get you started on the process!



Lisa Ziegler
Computer Help Center Director

IT 101: Tips for You

Are you missing software? Do you want to see what other software is already vetted and available for you to use? **SCCM is what you need.** Click on this link: [Software Center](#). You can download and install the software yourself with SCCM. You don't need to contact your local Computer Help Center, it's easy!

The trouble with passwords. It's likely your passwords aren't very secure. It's not your fault, but what makes it worse is you have a difficult time remembering your password. You might even have your password written on a sticky note underneath your keyboard.

We've been taught to use randomly generated passwords that contain more than eight characters. You may have a password like this: **Zv38&x3\$**. That kind of password is hard to remember and easy to hack.

It would take a decent laptop and decrypting software around a day, at 1,000 guesses a second, to crack that. And yet most folks won't even use a hard-to-remember password like the one above and will go an easier route of using a combination of personally meaningful numbers and letters based on birthdays, initials of loved ones or a house number to make them more memorable. The resulting password could look like this, **CW!#1974**. That password is even easier to crack since it contains easy to find personal information and again it's only eight characters long.

How can we create a memorable and secure password? It's actually pretty easy.

Mathematically speaking, four random words separated by spaces is harder to crack than the two passwords I listed above. Personally speaking, four random words are much easier to remember than whatever **Zv38&x3\$** is.

Let's try it! Let's pick four random words, and I bet you'll have it memorized before the end of this article.

horse rainbow lamb sandwich is your new password! Say that password out loud a few times and I bet you've al-

ready have it memorized. Now you have a password that is memorable and much MUCH harder to crack because of its length. The length of your password adds complexity which takes longer to decrypt.

To a computer using decrypting software, a piece of software built to flip through character combinations as fast as it can so it can 'guess' your password, **horse rainbow lamb sandwich** means as much as **Zv38&x3\$** would but it would take it a lot longer to guess.

To you, **horse rainbow lamb sandwich** contains words that have meaning (even if they are random) so you'll be more likely to remember it; at the very least it's more memorable than **Zv38&x3\$**.

What if your software or website password doesn't allow spaces or it needs special characters, like punctuation, numbers and capital letters? No problem, have some fun with it.

horse rainbow lamb sandwich can now become **Horse rainbow lamb sandwich 42!** Which is the weirdest sentence I've ever written.

What if the software doesn't allow for spaces? Simple. Remove them. Now your password is **Horserrainbowlambsandwich42!**. That password would be more secure with spaces between each word but the length of that password will keep most decrypting software at bay for a very long time. It's also easier to remember.

Quick tips for creating a more memorable and secure password:

1. Choose four random words.
2. Don't use family or pet names, or anything personally identifiable.
3. Order the words into a memorable phrase or mnemonic device.
4. Choose six random words and make your password even more secure.

Other reading:

- <https://www.wsj.com/articles/the-man-who-wrote-those-password-rules-has-a-new-tip-n3v-rm1-d-1502124118>
- <https://xkcd.com/936/>

Fun Facts

- 1 **90 percent** of all hacks come from computers that are not patched.
- 2 CHC staff unboxed and got ready **190** new Lenovo computers for faculty, staff and computer labs over the summer.
- 3 Installing just **1** Konica Print Queue lets users print and

pick up their jobs at any **5** secure locations on the Fergus Falls campus.

- 4 The AV guys packed **80** hours of work into the week of July 31, in order to get the new classrooms ready, college-wide.

Changes Are Happening

- **July 7** – All system office employee email addresses changed to: firstname.lastname@MinnState.edu.
- **August 14-30** M State and Minnesota State will freeze all computer network and system changes, including D2L.
- **September 4** – The new web address for MoveIT Securely will be: <https://securefileshare.minnstate.edu> if you don't know what MoveIT Securely is, check out our [MoveIT Securely KB Article](#).
- **October 1** – the URL for StarID will be: <https://starid.minnstate.edu> not <https://starid.mnscu.edu>.
- **October 2** – Patch Management Policy for M State users takes effect.

In the Spotlight

Each month we'll shine a spotlight on a different IT staff member, putting a face with a name and letting you know what's on the mind of IT.



Chris Welle
Director of Web Services

1. **When it comes to my career I absolutely love:** Working with people smarter than me.
2. **A piece of advice I received that has served me well:** Meet people where they are, learn their story and don't expect anyone to follow you.
3. **My favorite gas station goodie grab:** Unsweetened Ice Tea and Smokehouse Almonds
4. **People might be surprised to know I:** Can beat match house and disco records (yes, actual vinyl records) and have slept on the continental divide.
5. **Most memorable experience at M State so far:** Being on a search committee for dean position.

Updates and Reminders from HR

Pharmacy Benefit Manager (PBM) Change Coming in 2018! Navitus to CVS Caremark!

On July 17, MMB informed state agencies that our PBM will be changing from Navitus to CVS Caremark on Jan. 1. The new contract with CVS will result in significant savings to agencies relative to our previous contract, resulting in lower-than-expected premium increases this year. MMB will work closely with CVS through the end of the year to ensure a smooth transition for State Employee Group Insurance Program (SEGIP) members. Please see attached for some of the highlights of the new plan, and look forward to additional details from MMB and CVS later this summer and fall related to this important transition of service.



Dacia Johnson
Chief Human Resources Officer

date in the self-service website; this will make sure any direct mail correspondence goes to the correct address.

Respectful Workplace Procedure 1C.0.2.

Chancellor Rosenstone approved the system's Respectful Workplace Procedure 1C.0.2 prior to his departure at the end of July. The procedure can be found at: <http://www.minnstate.edu/board/procedure/1c0p2.html>.

The procedure is modeled on and is similar to MMB's Respectful Workplace Policy in most material respects. Unlike the MMB policy, the procedure addresses and makes some allowances for academic freedom and faculty involvement in the evaluation process of other faculty. MMB anticipates making training on its policy available in the late summer or early fall. MMB's training will be required for all employees covered by the policy which we understand to include all system employees. Thus, the system office intends to rely on MMB's training to provide our employees with an understanding of the important terms of both MMB's policy and the system procedure. Should MMB's training be unduly delayed, Labor Relations will work with Talent Management to find an alternative training solution.

Additional information regarding the training will be shared as soon as it is available.

Open Enrollment Dates Set: Thursday, October 26 – Wednesday, November 8

Open enrollment dates for 2018 have been set. Additional information will be coming in September. In the meantime, you are encouraged to make sure your home address is up-to-

WORKSITE WELLNESS

ReThink Your Drink! Every sip counts! Think of it this way: Go! Slow! Whoa!

Go! Drink plenty of zero-calorie water (tap water is easiest!), tea/coffee without sugar, low-fat (1%) or fat-free plain milk.

Slow! Drink occasionally beverages such as diet drinks, reduced-fat (2%) plain milk and 100% fruit or vegetable juice.

Whoa! Drink rarely beverages such as soft drinks, sports and energy drinks, fruit drinks or punches, whole or flavored milk drinks, and other sweetened drinks.

Worksite Wellness Team Members needed!

The M State Worksite Wellness vision statement: To empower employees to make healthy lifestyle choices and enhance their quality of living, working and serving. The Worksite Wellness Team will be reconvening this fall. If you are interested in being a team member and supporting the vision, contact Dacia Johnson at dacia.johnson@minnesota.edu or via phone at 218.736.1512.



WORKSITEWELLNESS
Minnesota State Community and Technical College

Family and Medical Leave Act (FMLA) – Annual Reminder!

Did you know that any one of these six categories qualifies as a serious health condition and requires M State, as your employer, to notify you about your rights under the Family and Medical Leave Act? (1) inpatient care (hospitalization); (2) continuing treatment of a health condition (primarily a period of incapacity of three or more days); (3) pregnancy-related incapacity or illness; (4) chronic serious health condition; (5) permanent or long-term condition without treatment; (6) multiple treatments or a condition that requires multiple treatments.

Both employees and supervisors should contact Human Resources immediately if a situation warrants (or may warrant!) FMLA information be provided to an employee. Also, if you have questions, please don't hesitate asking so we can ensure qualified employees receive the required information in a timely way.

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.
- because of qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
- to care for a covered service member who became ill or was injured as a result of active duty service.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the compa-

ny employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Employees and/or supervisors should contact the Human Resources office with questions specific to an employee's eligibility, rights and responsibilities under the FMLA.

STAFF CHANGES

	NEW HIRES
PERSONNEL CHANGES	Detroit Lakes <ul style="list-style-type: none"> • Richard Bellefeuille, General Maintenance Worker • John Green, Civil Engineering Technology Faculty • Sandy Torgusson, Enrollment Manager Fergus Falls <ul style="list-style-type: none"> • Laura Baier, Academic Advisor • Emily Hendrickson, Health Educator • Karen Stenstrom, Director of Health Training Moorhead <ul style="list-style-type: none"> • Paul Beah, Custodian • Allison Fast, SPF PFS Project Coordinator • Kate Johnson, Interim Steps to Success Recruiter • Rick Normandin, General Repair Worker • Caitlin Stoecker, Foundation Development Officer Wadena <ul style="list-style-type: none"> • Keith Haataja, Electrical Technology Faculty
	Detroit Lakes <ul style="list-style-type: none"> • Cindy Hayward, Central Financial Loan Processor Fergus Falls <ul style="list-style-type: none"> • Matt Borcharding, Dean of Liberal Arts Education • Alyssa Campion, Interim Director of Admissions & Outreach • Amber Reed, CTS Director of Health, Nursing Faculty Moorhead <ul style="list-style-type: none"> • Carrie Ward, Dean of Academic Affairs • Margo Rolczynski, transfer to Dean of Liberal Arts • Teresa Stolfus, Director of Student Engagement
NO LONGER AT M STATE	Detroit Lakes <ul style="list-style-type: none"> • Gary Nansen, Civil Engineering Technology Faculty, retired • Dudley Wells, Spartan Center Tutor • Dale Westley, Enrollment Manager, retired Fergus Falls <ul style="list-style-type: none"> • Craig Hanson, General Repair Worker, resigned • Ann Porter, Academic Advisor, retired Moorhead <ul style="list-style-type: none"> • Meghan Perry, Spartan Center Tutor, resigned • Les Porter, Custodian, resigned • Melissa Olheiser, Industry, resigned • Del Enno, Dental Assistant, resigned • Dean Weber, Plumbing Faculty, retired Moorhead <ul style="list-style-type: none"> • David Feda, Custodian, transfer to Alexandria Technical and Community College • Gerry Imdieke, Electrical Technology Faculty, retired



MyPlate MyWins

Based on the Dietary Guidelines for Americans

Make better beverage choices

A healthy eating style includes all foods and beverages. Many beverages contain added sugars and offer little or no nutrients, while others may provide nutrients but too many calories from saturated fat. Here are some tips to help you make better beverage choices.

1 Drink water

Drink water instead of sugary drinks. Non-diet soda, energy or sports drinks, and other sugar-sweetened drinks contain a lot of calories from added sugars and few nutrients.



2 How much water is enough?

Let your thirst be your guide. Everyone's needs are different. Most of us get enough water from the foods we eat and the beverages we drink. A healthy body can balance water needs throughout the day. Drink plenty of water if you are very active or live or work in hot conditions.

3 A thrifty option

Water is usually easy on the wallet. You can save money by drinking water from the tap at home or when eating out.

4 Manage your calories

Drink water with and between your meals. Adults and children take in about 400 calories per day as beverages—drinking water can help you manage your calories.

5 Kid-friendly drink zone

Make water, low-fat or fat-free milk, or 100% juice an easy option in your home. Have ready-to-go containers available in the refrigerator. Place them in lunch boxes or backpacks for easy access when kids are away from home. Depending on age, children can drink ½ to 1 cup, and adults can drink up to 1 cup of 100% fruit or vegetable juice* each day.



*100% juice is part of the Fruit or Vegetable Group.

6 Don't forget your dairy**

Select low-fat or fat-free milk or fortified soy beverages. They offer key nutrients such as calcium, vitamin D, and potassium. Older children, teens, and adults need 3 cups of milk per day, while children 4 to 8 years old need 2½ cups and children 2 to 3 years old need 2 cups.

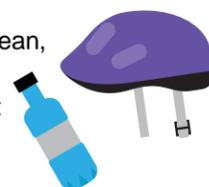


7 Enjoy your beverage

When water just won't do—enjoy the beverage of your choice, but just cut back. Remember to check the serving size and the number of servings in the can, bottle, or container to stay within calorie needs. Select smaller cans, cups, or glasses instead of large or supersized options.

8 Water on the go

Water is always convenient. Fill a clean, reusable water bottle and toss it in your bag or briefcase to quench your thirst throughout the day. Reusable bottles are also easy on the environment.



9 Check the facts

Use the Nutrition Facts label to choose beverages at the grocery store. The food label and ingredients list contain information about added sugars, saturated fat, sodium, and calories to help you make better choices.

10 Compare what you drink

Food-A-Pedia, an online feature available at SuperTracker.usda.gov, can help you compare calories, added sugars, and fats in your favorite beverages.

** Milk is a part of the Dairy Group. A cup = 1 cup of milk or yogurt, 1½ ounces of natural cheese, or 2 ounces of processed cheese.



Welcome to CVS Caremark®

Minnesota Management and Budget (MMB) is excited to announce that CVS Caremark will manage the prescription benefit for SEGIP members, beginning January 1, 2018. This change will provide members with new convenience and savings options to ensure you are getting the most from your benefits and not spending more than you need to. MMB is working closely with CVS Caremark through the next five months to ensure a smooth transition of service for SEGIP members.

Highlights of the new prescription drug benefit plan include:

No changes to benefit design. The current three-tiered copayment structure will stay the same in 2018.*

Thousands of retail pharmacies will remain in-network. Including major chains and independent pharmacies.

CVS Caremark Mail Service Pharmacy. You will be able to have your long-term maintenance medicines (such as high blood pressure or diabetes) delivered safely to your home, office or other location in convenient 90-day refills.

90-day prescription options. CVS Caremark also offers a new opportunity to save on the maintenance medication(s) you take regularly. Aside from mail service, members will also have the option to obtain your long-term medication(s) at your local CVS Pharmacy® (including CVS Pharmacy inside Target stores) by paying the same mail service copay.

CVS Specialty®. If you have a complex or chronic condition (such as rheumatoid arthritis or multiple sclerosis), CVS Specialty offers more than just medication. You will have a dedicated CareTeam led by a pharmacist and nurse who are specialists in your condition. They can help with everything from getting started and managing side effects to injection training and finding financial assistance. This support can help you safely and effectively stay on track with your therapy. In addition, CVS Specialty lets you choose how you get your medication: you can pick it up at any CVS Pharmacy (including those inside Target stores) OR have it delivered by mail anywhere that's convenient for you—even your doctor's office.**

Digital solution tools. Caremark.com and the no-cost CVS Caremark mobile app are everything you need to manage time and costs. Customize notifications and reminders, early refills, mail service pharmacy set-up, track your Rx spend, and check drug coverage and costs are all available to help you and your family manage time and money.

SEGIP and CVS Caremark will share more information with you before and during Open Enrollment later this year. In the meantime, call SEGIP with questions at 1-651-355-0100.

*Copayment and copay means the amount a member is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

**Where allowed by law. In-store pick up is currently not available in Oklahoma. Some states require first-fill prescriptions to be transmitted directly to the dispensing specialty pharmacy. Products are dispensed by CVS Specialty and certain services are only accessed by calling CVS Specialty directly. Certain specialty medication may not qualify.

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Emphasis on Fiscal Health and Renovation

As we begin another academic year I want to let you know the emphasis areas that the finance and facilities divisions will be undertaking during this fiscal year.



Pat Nordick
Chief Financial Officer

Although we made great strides during fiscal year 2017 to improve our financial indicators we will continue using those same strategies to raise those indicators even higher during this fiscal year. The main financial indicator is the CFI (composite financial index) which is a set of ratios that reflect the strength of our financial position including cash on hand and the operating margin. It also takes into account whether we are keeping our fixed assets (buildings and equipment) current. Our current CFI is within the range that is required by the Board of Trustees but we need to continue to be diligent in our budget management to ensure we do not slip below levels required by the Higher Learning Commission.

The Minnesota State system as well as M State will be implementing a new e-procurement system during this fiscal year. This new online tool that will automate many of the purchasing processes mirrors the "shopping cart" process that you use in many online catalogs. It will allow us to purchase the vast majority of our products and services through pre-authorized vendors and will also be the tool that we use for writing contracts for services. We are planning to begin implementation of this new tool with select functions this fall with full implementation no later than June 30, 2018. Training for all employees will be included as part of our implementation plan. It is the goal of the Minnesota State system that the current PCS purchasing system will be discontinued at the end of the fiscal year and the new e-procurement system will be the lone purchasing software moving forward.

Another new business process being rolled out by the Minnesota State system is the ability to sign documents via e-signature. Although there is still much to do to be ready for this new tool it is our hope that many of the documents that we circulate between campuses will be able to be handled by e-signature, saving us postage and processing

time. Although this tool will be expanded to allow for forms signed by outside vendors and students, we are electing to first work on forms used within the college with employee signatures required only to start with.

We will also be re-engineering our delegation of authority process. Several weaknesses were identified in the internal control audit last year, and we will be using the feedback from that audit to design our new process.

The emphasis in the facilities divi-

sion will be to design and implement the renovation projects that were funded during the 2017 legislative session. Those projects include the replacement of the boilers and hot water heaters in Wadena, the library and Student Development Services renovation in Wadena, and the Center for Student and Workforce Success project in Fergus Falls. We will also be renovating the nursing lab in Wadena and refinishing F119 in Moorhead to be used for the Workforce Development lab. In addition to the above projects there are also several projects identified by the campus facilities committees and the campus academic plans that will be planned.

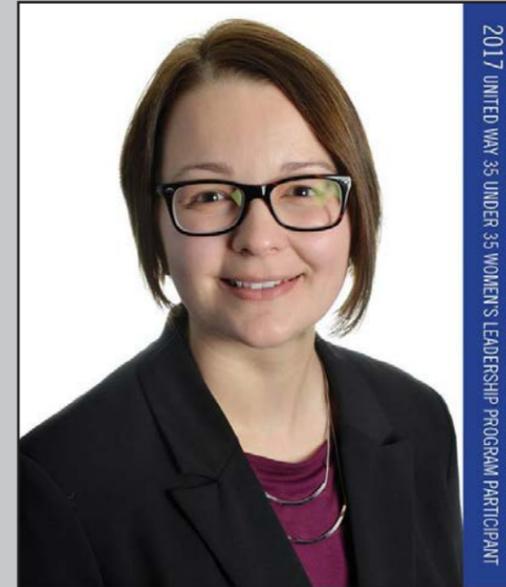
I hope everyone has a great year.

2017-2018 M State Student Academic Calendar																																																																																																															
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SUCCESS STORIES

A success story for every student and stakeholder

M State's Heidi King and Leah Trontvet were part of the 2017 graduating class of Cass-Clay United Way's 35 Under 35 Leadership Program, whose goals include energizing and inspiring women to make a difference. King is the Moorhead campus food service coordinator, and Trontvet is an interim academic advisor on the Moorhead campus.



2017 UNITED WAY 35 UNDER 35 WOMEN'S LEADERSHIP PROGRAM PARTICIPANT

MOBILIZING the caring power of women
ENERGIZING & INSPIRING women to make a difference
DEEPENING leadership opportunities for young women in our Cass-Clay community

35 THIRTY FIVE WOMEN'S LEADERSHIP PROGRAM



2017 UNITED WAY 35 UNDER 35 WOMEN'S LEADERSHIP PROGRAM PARTICIPANT

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Pat on the back



M State's Kayla Simon will be recognized with the Veterans Voices award from the Minnesota Humanities Center in a ceremony in St. Paul on Sept. 11. The award recognizes military veterans who have honorably served and who go above and beyond to make significant positive contributions that improve the lives of people across the state. Simon, who is a social worker on M State's Detroit Lakes and Wadena campuses, was instrumental in bringing the Ruby's Pantry food pantry to the Detroit Lakes campus.



The college's K12 collaboration manager, Megan Adamczyk, was an invited panelist for the Minnesota Concurrent Enrollment Program's summer accreditation institute at North Hennepin Community College in June. As an accreditation portfolio peer reviewer for the National Alliance of Concurrent Enrollment Partnerships and as the director of M State's NACEP-accredited concurrent enrollment program, Adamczyk was invited to provide advice and guidance for the other Minnesota State system institutions that are seeking NACEP accreditation.

In the news



Making the circuit of all four M State campuses in a single day is not newsworthy ... unless, like **Student Life Director Dave Jensen**, you do it on a bike.



Three long-time colleagues are teaching together again this fall in the music program on the Fergus Falls campus.



The **seeds of an idea** have begun to grow on the north edge of M State's Fergus Falls campus.



Detroit Lakes biology instructor **Jody Hibma** made the news for his hobby of building historically accurate police vehicles.



New members were inducted this spring into the **PTK International Honor Society** on the Detroit Lakes campus.

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