M State’s Efforts Focus on the College’s Priorities

Fall is in the air as we continue deeper into the term. As this will be the last “academic fresh start” of my career, I will have to plan something equally as meaningful next fall. As hectic as the beginning of each new term is, it does represent a new start for all of us — something missing from most other businesses and industries. I will always remember my time with all of you, however, and I will think back fondly on my seven years at M State.

As the year progresses, we have focused our efforts around the top M State priorities of student success and learning, workforce and K12 partnerships, equity and inclusion, resource and information sustainability, distinctive and excellent teaching, talent management and continuous improvement. I have been busy contributing to these priorities as well. To summarize:

- Participated in the Moorhead Bridge Bash to welcome new and continuing students to the Fargo Moorhead area.
- Met with Region 5 Minnesota State presidents and the Central Initiative leaders to bring a university presence to at least one of our campuses.
- Participated in the Minnesota State presidents retreat to determine priorities and projects for the enterprise.
- Participated in the Tri-College board meeting and other special events to celebrate the collaborative nature of this important partnership.
- Explored collaboration possibilities with the National Joint Partnership Association, Central Lakes College and the Brainerd community.
- Worked closely with the Economic Development Commission and Chamber organizations in all of our communities to promote and protect our interests in our region.
- Participated in homecoming events at the Fergus Falls campus.
- Planned workforce development collaboration with CLC and Northland Community & Technical College — possibly Alexandria Technical & Community College, as well.
- Coming up, campus open houses are scheduled to entice new students to join the M State family. I hope you are able to participate and highlight your program or discipline.

There is so much learning and activity going on at M State! Thank you for everything you do that leads to student success. Remember to follow me on Twitter @MStatePrez. Enjoy this beautiful season, too!

Dr. Peggy Kennedy
President
# M State Goals & Strategies 2017-2018

**Mission:** Providing dynamic learning for living, working and serving. **Vision:** A success story for every student and stakeholder.

**Educate. Engage. Excel.**

| 1. Student Success and Learning | 4. Resource and Information Technology Sustainability |
| 2. Workforce and K12 Partnerships | 5. Distinctive and Excellent Teaching |
| 3. Equity and Inclusion | 6. Talent Management |
| | 7. Continuous Improvement |

## Top Priorities for Fiscal Year 2018

### 1. Student Success and Learning

**Goals**
- Increase the FY 18 fall-to spring retention rate for first-time students by three percentage points from FY 17 rate.
- Increase the Fall 2017 to Fall 2018 retention rate for first-time students by two percentage points from the Fall 2016 to Fall 2017 rate.
- Increase first-term completion in good academic standing of Fall 2017 first-time-in-college students by two percentage points from Fall 2016.
- Establish performance metrics and collect baseline data for the Spartan Centers.
- Continue to increase graduation and transfer rates.

**Strategies**
- Increase Fall 2017 first-time-in-college student participation in the first-term check-in initiative initiative by 10 percentage points from Fall 2016 participation rates.
- Implement the redesigned Spartan Center/academic support services model.
- Train program faculty in advising practices associated with identified milestones in a student’s life cycle.
- Revise the advising model to better address first-time-in-college student needs in academic goal setting, at-risk awareness, campus life engagement and proactive interventions.
- Implement clear transfer pathways with Minnesota State University Moorhead and other Minnesota State universities.

### 2. Workforce and K12 Partnerships

**Goals**
- Expand innovative business, industry and community partnerships through new continuing education, heath training offerings and increased use of mobile training classrooms to grow headcount by 5 percent.
- Explore new grant funding opportunities to support workforce development in the region.
- Strengthen K12 partnerships through additional outreach initiatives, assessment of customer satisfaction and joint professional development.
- Increase the market share of high school graduates in FY 19 by three percentage points from the three-year average share in FY15-17.

**Strategies**
- Launch a workforce training center on the Moorhead campus.
- Connect with M State’s top feeder high schools to improve high school graduation and college participation rates.
- Strengthen K12 connections through the expansion of 12 M State and high school partnerships.
- Promote the M State value proposition to our regional communities and complete the first phase of the Power of YOU program launch.

### 3. Equity and Inclusion

**Goals**
- Close the achievement/opportunity gap by two percentage points from FY 17 rates.
- Recruit and retain employees to be more representative of M State’s student population.
- Promote the exploration and understanding of culture, diversity and inclusion by providing in-depth professional development and engaging experiences that promote cultural competency skills.

**Strategies**
- Complete the Higher Learning Persistence and Completion Academy activities.
- Identify factors that contribute to improvement in persistence of students of color to inform future improvement initiatives.
- Continue the Voices. Vision. Values. professional development series to support increased employee understanding of culture and inclusion from the student perspective.
- Implement the Women’s Foundation of Minnesota grant to recruit and retain women of color in science, technology, engineering and math fields.
- Research cultural competency assessment tools and aligned professional development initiatives.
- Strengthen collaborative efforts with Minnesota Campus Compact.
4 Resource and Information Technology Sustainability

Goals
- Continue to improve the college’s financial indicators.
- Develop an information technology infrastructure improvement and replacement plan to provide innovative technology services for students, employees and stakeholders.
- Raise funds for the Detroit Lakes nursing lab and Moorhead business center projects.
- Continue to implement cloud-first information technology strategies strategically when they can serve to enhance services and decrease costs.

Strategies
- Maintain a strong fund balance and composite financial index.
- Secure a significant federal grant for FY 19 implementation.
- Restructure foundation and development operations to enhance facility, grant, program and scholarship support.
- Complete system-wide data security initiatives to protect the information technology infrastructure for students, employees and stakeholders.
- Review and assess the information technology infrastructure annually by working with multiple vendors to update the costs for equipment replacement and maintenance.
- Build an annual allocation of funding to support a consistent replacement/update schedule for information technology infrastructure equipment so resources remain committed to sustaining these important assets.
- Develop a comprehensive business plan for campus bookstore operations by February 2018.
- Create a master academic equipment improvement and replacement plan by June 2018.
- Implement the eProcurement system by June 2018.

5 Distinctive and Excellent Teaching

Goals
- Provide 75 faculty members with enhanced professional development through the Center for Teaching, Learning and Technology.
- Support 20 employees in professional development focused specifically on building inclusive classrooms.
- Increase engagement with program advisory committees to enhance program innovation.
- Support 20 faculty members through the completion of the Build a Better Course professional development experience.

Strategies
- Redesign and enhance program advisory committees to support state-of-the-art teaching and learning.
- Implement the CTLT three-day professional development series on teaching excellence.
- Develop a process to recognize faculty who complete professional development in teaching excellence.
- Implement the improvements from the Minnesota State system Development Education Roadmap.

6 Talent Management

Goals
- Attract, develop and retain diverse and talented employees to carry out M State’s mission, vision and values.

Strategies
- Advance succession planning through the increased use of data to better understand and predict workforce needs.
- Determine action items from the 2016-2017 Personal Assessment of the College Environment survey to enhance a healthy workplace climate.
- Utilize staff professional survey results to inform training and development needs for M State staff.
- Promote workplace safety and wellness initiatives.

7 Continuous Improvement

Goals
- Prioritize work on the 2017 AQIP systems portfolio continuous improvement feedback recommendations.
- Enhance M State’s engagement with the community and with students through significant campus facility improvement projects.
- Actively participate in the Minnesota State system’s branding and continuous improvement priorities.

Strategies
- Utilize the strategic planning process to align, integrate and prioritize the 2017 AQIP systems portfolio continuous improvement feedback into college’s goals, strategies and initiatives.
- Design and begin construction of the Wadena campus Student Development Services renovation project.
- Design and begin construction of the Wadena campus nursing lab.
- Design and begin construction of the Fergus Falls Center for Student and Workforce Success renovation project.
- Improve space utilization.
The Community College Survey of Student Engagement (CCSSE), a product and service of the Center for Community College Student Engagement, is a well-established tool that helps institutions focus on good educational practice and identify areas in which they can improve their programs and services for students (www.ccsse.org).

M State participated in the CCSSE survey during the 2017 spring semester, with students in select courses completing the survey during class.

The CCSSE measures:

★Active and Collaborative Learning Students learn more when they are actively involved in their education and have opportunities to think about and apply what they are learning in different settings. Through collaborating with others to solve problems or master challenging content, students develop valuable skills that prepare them to deal with real-life situations and problems.

★Student Effort Students’ own behaviors contribute significantly to their learning and the likelihood that they will successfully attain their educational goals.

★Academic Challenge Challenging intellectual and creative work is central to student learning and collegiate quality. These survey items address the nature and amount of assigned academic work, the complexity of cognitive tasks presented to students and the rigor of examinations used to evaluate student performance.

★Student-Faculty Interaction In general, the more contact students have with their teachers, the more likely they are to learn effectively and to persist toward achievement of their educational goals. Through such interactions, faculty members become role models, mentors and guides for continuous lifelong learning.

★Support for Learners Students perform better and are more satisfied at colleges that provide important support services, cultivate positive relationships among groups on campus and demonstrate commitment to their success.

The 2017 M State Aspects of Highest Student Engagement (celebrations):

• Worked with classmates outside of class to prepare class assignments

• Number of assigned textbooks, manuals, books or packets of course readings

• Number of written papers or reports of any length

• Student effort: Preparing for class (studying, reading, writing, rehearsing, doing homework or other activities related to your program)

• Student effort: Skill labs (writing, math, etc.)

The 2017 M State Aspects of Lowest Student Engagement (improvement areas):

• Tutored or taught other students (paid or voluntary)

• Discussed grades or assignments with an instructor

• Discussed ideas from your readings or classes with others outside of class (students, family members, co-workers, etc.)

• Student effort: Number of books read on your own (not assigned) for personal enjoyment or academic enrichment

• Encouraging contact among students from different economic, social and racial or ethnic backgrounds

*2017 CCSSE Cohort includes all colleges in the U.S. and Canada that participated in the survey. The 2017 top-performing colleges includes only those that scored in the top 10 percent of the cohort by benchmark.

The college will be digging deeper into the data for student feedback themes. We have several years of CCSSE data so we can also compare and contrast elements of engagement throughout the years. If you are interested in the full report, please email Steve Erickson or Carrie Brimhall.
Numerous grants from businesses, community organizations, foundations, initiative funds, education service cooperatives and state and federal agencies currently strengthen the work of the college. This list represents just a sample of our bountiful grant harvest!

- U.S. Department of Education, Strengthening the Institution Title III Grant 2013-2018, $2.5 million, contact: Carrie Brimhall
- U.S. Department of Labor, TAACCCT Grant, CU Succeed 2014-2018, $2.4 million, contact: Monty Johnson
- U.S. Department of Labor, TAACCCT Grant, Minnesota Advanced Partnership Project 2014-2018, $424,000, contact: Monty Johnson
- Minnesota Department of Human Services, Strategic Prevention Framework Partnership for Success Grant 2015-2019, $1.1 million, contacts: Kitra Nelson, Alli Fast
- U.S. Department of Education, Carl Perkins Career and Technical Education 2018, $482,000, contact: Jill Abbott
- Minnesota Women’s Foundation Grant, Women in STEM 2018, $100,000, contacts: Angela Mathers, Kate Johnson

In addition to the larger grants listed above, college staff members are implementing smaller grant projects to support workforce development, sexual violence prevention and K12 initiatives. More staff members await word to see if their recently submitted grant proposals will be funded. It is exciting that we have so many staff and faculty engaged in this work!

Grant Writing Tips and Steps
With grants, we celebrate at the positive news of a grant award, and we assume the significant responsibilities that go along with implementing a grant project. When considering submitting a grant application, **first** review these key questions to ensure you are applying for a grant that aligns with the college’s mission and strategic priorities.

- Does the grant align with the college mission, vision and values?
- Does the grant help with achieving our priorities?
- Does the grant aid in reaching the goals and strategies that align with our priorities?
- Do we have sufficient staffing to participate in the potential initiatives of the project?
- What contribution requirements do we have to meet and can we meet them?
- Do we have any key stakeholders or partners who will contribute to and benefit from the project?
- Will the grant project support and strengthen student success?
- Can we commit to sustaining the project after the grant period, if that is an expectation of the grantor?
- To what extent will our stakeholders be better served through our efforts with the project?

**Second**, if you are planning to submit a grant application, you must complete the new Grant Proposal Form prior to submitting your grant to any grantor. You will find all grant forms at Employee Portal>Files and Forms>Grant Development. Always remember to ask your supervisor for approval before moving forward with a grant application.

**Next**, begin writing! The employee portal houses helpful resource documents to aid your grant writing, including standard language for a description of the college.

If your grant does not get funded, don’t despair. Try again. When you write grants, you will earn some awards and lose some awards. Keep trying!

Once awarded, you must complete the Grant Acceptance Form. You can do your happy dance in your office first, of course. Completing the Grant Acceptance Form ensures proper fiscal receipting and tracking of funds and is critical to our data collection efforts. We also use our grant processes to document that we are being good stewards of any resources we are granted.

**Writing a Powerful Grant Proposal – How Can I Learn More?**
To expand our organizational skills and capacity for grant writing, the college will offer a *How to Become a Successful Grant Writer* workshop from 9 a.m. to 3 p.m. May 15 on the Moorhead campus. Save the date and watch for registration information in an upcoming Academic Update from Dr. Brimhall. The workshop is free for all M State employees! Please contact me if you have any questions.

Follow Jill Abbott on Twitter @JMabbott15.
Need + Impact = Value

The current focus on the value of higher education and the increased competition calling for us to articulate the specific value of an M State educational experience creates opportunities for all of us to speak our talking points to the general public. How do we best do that? Our mission and vision statements communicate to our internal and external constituencies the need for access to affordable and quality education, as well as the success we want our students and stakeholders to experience. However, if we want to convey the value of all that M State provides, it’s critical that we assess the impact.

In stating our value proposition as talking points, remember the importance of stating need + impact whenever you want someone to understand the value we offer. It doesn’t matter if the impact is stated as quantitative (data) or qualitative (narratives or satisfaction), but the value delivered in response to the need will not be accepted without stating the impact.

So, please … when you speak of M State to the public, remember the importance of stating need + impact whenever you want someone to understand the value we offer. It doesn’t matter if the impact is stated as quantitative (data) or qualitative (narratives or satisfaction), but the value delivered in response to the need will not be accepted without stating the impact.

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Minnesota has long benefitted from a culture of charitable giving due to the encouragement of tax provisions that provide corporate and individual income tax incentives for those who are philanthropic.

M State, the students and the faculty have benefited from several philanthropic endeavors. In fact, M State received donations totaling nearly $250,000 from several individuals and business and industry partners through the Leveraged Equipment program between July 1 and Oct. 3 this year.

Providing and increasing scholarship opportunities continue to ignite interest of donors. This past month, a donor increased their giving of one scholarship per year to five, saying “I want to do my giving while I’m living, then I know where it is going.” Another donor committed to give $10,000 per year for scholarships as long as they are able. These are just a few stories of donor engagement.

A commitment made by the M State foundations to maintain vibrancy in our college community has resulted in the start of three M State capital campaigns: Center for Student and Workforce Success in Fergus Falls, Center for Business Excellence in Moorhead and a nursing lab and classroom renovation in Wadena.

Peter Drucker stated, “Culture eats strategy for breakfast.” What does this mean? It implies the strategy that an organization employs is successful if there is support by appropriate cultural attributes. M State's approach to advancing and engaging a culture of philanthropy will endure the growing competition for resources brought on by the sector’s growth and worldwide disasters.
This Month’s Hot Topics

The first three Hot Topics were discussed in previous newsletter articles. Click on each of them to find out more info or contact your local CHC staff person.

Patch Management Process – Important for all users!
eduroam – What is eduroam? and Connecting to eduroam
Internet Guardian FAQ and Accessing a Web Site Blocked by Internet Guardian

D2L Domain Name Change
On Dec. 27, the D2L Brightspace login URL for all sites will be updated from the current .ims.mnscu.edu to the new .learn.minnstate.edu. D2L Brightspace production will be unavailable from approximately 8 a.m. to noon that day, which is during semester break. Watch for more information and check out D2L Domain Change Q & A.

Increase in Bandwidth
All campuses saw an increase in bandwidth around Sept. 29. Bandwidth allocations are based on student full-year equivalent numbers and, based on student FYE numbers, our campus saw an increase from 313 MB in FY 2017 to 639 MB in FY 2018.

MOVit Securely:
The new domain address for MOVit Securely is fully functional and all old references should be removed and changed to Secure File Share. The old address will be deactivated in November. Please update all references and links before the old web address is deactivated. It will be crucial to update web references and bookmarks. Although the new URL is available, the user-facing documentation is still in the process of being modified, so references to the old URL in documentation will be present until closer to the decommission timeframes.

Old: https://moveitsecurely.mnscu.edu
New: https://securefileshare.minnstate.edu

ISRS Web Application Update – web service URLs will need to be changed before Jan. 21 – more info to come.

Countdown to the Minnesota State Office 365 Unified Tenancy has begun … our date is May 20.

IT 101: Tips for You
At some point, we’ve all hit the send button, only to realize a quarter second later that an email was sent to the wrong person, sent without the attachment or sent with errors. You can quickly and easily get that email back as long as it is an internal M State recipient and they have not yet seen the email.

(We can’t complete this process for external recipients.)

• Open your Sent folder
• Open the email you wish to recall
• Select the More Move Actions icon from your ribbon toolbar and choose Recall This Message
• To completely delete the message from the recipient’s inbox, choose Delete Unread Copies of This Message. If you only need to make a quick change and then resend, choose Delete Unread Copies and Replace With a New Message. Click the OK button, and all is right with the universe once again.

Did you know you can undo almost any action? Yep, Ctrl +Z is the ultimate hot key. If you accidently delete or move a file, you can hit Ctrl +Z and it brings it back, right where it was. (Ctrl +Y will redo whatever you undid.)

If you need to fix a problem fast, type Alt + F4 – yep, that closes the program running … problem solved.

Just kidding on solving the problem, but it does close your program so you don’t have to mouse over and always click the Red X, saving you time.

Fun Facts
1. 49 the number of users who still log into StarLAN on a daily basis across the college. StarLAN will be disconnected Oct. 11. Make sure you know how to connect to eduroam or SpartanWiFi.
2. In general, people tend to read as much as 10 percent slower from a computer screen than from paper (according to www.thefactsite.com).
3. If you wonder why your inbox fills up, 160 billion emails are sent daily, 97 percent are spam.
4. Our D2L site admin created 1,222 course shells for fall 2017 and 1,283 for fall 2016! Great service and support.
5. There are more than 4 billion cell phones in use. About 3 million cell phones are sold every day. No wonder we can’t get away from them.
Information Technology

Changes Are Happening

Oct. 1 – The new web address for StarID was deployed and is now functional. All of your links and bookmarks must be updated to https://starid.minnstate.edu. Your old link/bookmarks are currently being re-directed, but those links will be deactivated soon.

Oct. 2 – Patch Management Policy took effect for all M State employees

Oct. 11 – The StarLAN wireless connection on campus will be removed. Know how to connect to eduroam or Spartan-WiFi

Oct. 12 – Blocking mode for Internet Guardian will be turned on.

Oct. 17 – The new Patch Management Process begins. All users will be prompted (and have a seven-day window) to install approved Windows updates. If users don’t install updates within those first seven days, they will be forced to update their computer the next time it connects to the M State network. Link to: Patch Management Process

Dec. 27 – D2L domain name change from the current xxx.ims.mnscu.edu to the new xxx.learn.minnstate.edu

Jan. 21 – ISRS web application URL updated

May 20 – Migrating to the Minnesota State Office 365 Single Tenancy

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.

1. When it comes to my career I absolutely love: The people I work with, all the faculty, staff and students.

2. A piece of advice that has served me well: Surround yourself with good people.

3. My favorite gas station goodie grab: Apple fritters

4. People might be surprised to know: I lived in Germany for two years

5. Most memorable experience at M State so far: Being a member of the same graduating class as my son in 2002 from the Wadena campus

Human Resources

Sign Up for Combined Charities in October

During October, you can participate in the Minnesota State Combined Charities Campaign by pledging online to make a gift to the charity of your choice through the convenience of payroll deduction. Please visit www.charities.state.mn.us to learn about the charity federations, their affiliated partners and how your donations can make a difference in our community.

You can pledge to nonprofit organizations that work in areas including hunger, access to health care, poverty, higher education and the arts. Note that some federations will allow you to designate to a specific 501(c)3 of your choice.

Pledging is done online on the State of Minnesota’s self-service website, www.state.mn.us/employee. Payroll deductions begin with your first paycheck in 2018. Even a pledge of $1 or $3 per pay period can make a difference in your community and provide another example of how “We Care. We Give.” as State of Minnesota employees.

STAFF CHANGES

NEW HIRE

Fergus Falls
- Dereck Houge, General Repair Worker

Moorhead
- Tara Splonskowski, Administrative Assistant to Academic Dean

PERSONNEL CHANGES

Fergus Falls
- June Clark, Nursing Admissions Coordinator, Retired

Wadena
- Sunshine Gilbert, Assistant Director, Federal Grant Projects, Resigned

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Open Enrollment
October 26 – November 8, 2017

Benefits open this year:

Short Term Disability, Employee and Spouse Optional Life, Child Life, Long Term Disability, Managers Income Protection Plan, Dental, Medical, StayWell Health Assessment, and FSA Pre-Tax plans

New for 2018

- CVS Caremark is the new Pharmacy Manager beginning 1/1/2018
- Premium increases for Medical and Dental
- NEW Advantage Value for Diabetes benefit
- No required evidence of good health for Short Term Disability
- Enhanced Dental plan - $2000 maximum payable benefit with implant coverage. Adult and child orthodontics covered at 80% to the life-time max of $2400
- Optional Life available, if not enrolled. Increases to Optional Life available to current enrollees

Visit mn.gov/mmb/segip
For details
Our students shine

Congratulations to the Spartan golf team, which is traveling to New York in June for its seventh consecutive national tournament after winning the MCAC and Region XIII championships Oct. 2-3 at The Quarry at Giants in Ridge in Biwabik. The Spartan golfers rallied on Day Two of the tournament to defeat runner-up Southwest Tech (Wisconsin) by one stroke, 628 to 629. M State’s Hunter Moen earned individual champion honors for both the region and MCAC with a two-day total of 150. The Spartan golf team is coached by 2017 MCAC Golf Coach of the Year Jason Retzlaff and assistant Jeff Haukos.

In the news

2017 M State graduate Brandon Hill was the winner of a graduation party drawing sponsored by Fergus Area College Foundation, scoring a trip for two to Chicago and tickets to a Cubs game.

Artist Charles Beck, who taught at M State for nearly 30 years and was honored with the creation of the Charles Beck Gallery on the Fergus Falls campus, died in September at the age of 94. He was remembered by the Forum, MPR and WDAY.

M State was in the news when Lizzie Jensen, a student in the Surgical Technology program, was named Miss North Dakota.

There’s a grand opening Oct. 12 for the new Workforce Development Center classroom on the Moorhead campus, where M State can continue its mission of supporting the regional economy through workforce training.

Did you know?

Fergus Falls campus staff and faculty enjoyed True Blueberry Pie and Ice Cream on September 27 to celebrate the kick-off of Fergus Area College Foundation’s annual employee campaign. If enough staff and faculty pledges were turned in that day, Dean of Liberal Arts Matt Borcherding and Chief Academic Officer Carrie Brimhall agreed to get “pied” by the Spartan ... and you can see the results above. Check out the video on FACF’s Facebook page at FergusAreaCollegeFoundation.