

M State News

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

February 2013



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Success Stories



Minnesota Sen. Amy Klobuchar met Feb. 21 with M State President Peggy Kennedy, staff from M State's Custom Training Services and community representatives during an informational session on workforce development. Read more on page 6.

What an accomplished year we have had!

Hello again, everyone. I can hardly believe that in a few short weeks, spring break will be upon us. I started to wonder where the time went until I learned what everyone has accomplished these past few months. Then I understood, and I think you will too. Here's a sample:



Dr. Peggy D. Kennedy
President

- The nursing graduate board pass rates for both the LPN and the RN programs met the 75 percent threshold. Did you know that Bill Evans – science instructor on the Wadena campus – was one of the graduates who passed?! Many thanks to Pat Ahlschlager, Jennifer Jacobson, all the nursing faculty and Kathy Brock for their tireless efforts in making the necessary changes to realize this success.
- A program designed to entice older students to complete their degree, called *It's Your Turn to*

*Accomplishments ...
continued on page 2*



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Accomplishments ... continued

Learn, was recently initiated by our student services staff via television and radio ads, direct mail and a calling campaign to more than 2,500 former M State students. The campaign resulted in 39 students re-enrolling for spring 2013 and 118 students interested in returning in summer or fall. This campaign realized more than 350 credits sold, with more expected in future semesters. Thanks to Peter Wielinski, Anthony Schaffhauser and the whole students services team!

- The Center for College Readiness products — Ready or Not Reading, Ready or Not Writing, Math Works and Step Write Up, which all provide college preparatory support to junior and high school teachers and students — have just been adopted by the MnSCU developmental task force for use statewide. They are also being marketed in Ohio and other states. M State is currently piloting them to replace the Accuplacer assessment process for some gateway courses. Thanks to Jill Abbott, Paul Drange and a host of others for making this possible.
- All college courses have been successfully entered into CARP. Thanks to AASC, all faculty and the academic administration for this huge effort.
- Our marketing team has heard you! Program marketing materials based on “career wheel” clusters are being developed. You will see all of our materials – from printed documents to our website pages – developed around career clusters designed especially for program marketing. All of our materials are being refreshed so that the college “look” feels crisp, clean, collegiate and consistent. Just in time for our 10th anniversary celebration which will begin this July.
- Customized training services are now available on all four of our campuses, thanks to GL Tucker and his team. A new mobile welding lab for use in all of our communities will be available soon, and contract training with many more of our local business and industries in each of our communities is in progress.
- Have you heard of up2U? If you listened to Paul Carney’s session during the January duty days (“Does Completion Mean Competency”) then you probably know a little bit about it. Paul and Carrie Brimhall are ramping up their efforts to publish the results of the pilot project so we can get students ready for transfer to surrounding universities. This could be a real completion strategy!
- Also, our AQIP portfolio is moving rapidly to completion and will be ready for submission to The Higher Learning Commission in June. Carrie Brimhall, Kathy Brock and a host of others (faculty and staff) have been working at warp speed to document our processes and our outcomes in 125 pages or less. The assessment efforts have been revitalized as well. I know we’ll do well.

nominees are Nandini Banerji (physics), Teresa Beacom (English) and Nancy Stigen (accounting). Congratulations! An honor well-deserved.

And what have I been doing, you might ask? Good question. I have been busy mostly off campus visiting with legislators and getting to know them better, promoting the MnSCU budget request and requesting sponsorship of our bonding projects. The transportation building on the Moorhead campus is No. 9 on the MnSCU list, and we feature prominently in HEAPR funding, too.

In addition, I have been in each of our communities meeting with various business executives to solicit funding for our four-campus capital projects. These projects include new health education facilities on three of our campuses (Detroit Lakes, Moorhead and Wadena) and a student success center on the Fergus Falls campus. My goal is to obtain commitments for \$1 million by the end of this academic year. So far, things have been going well. Wish me luck. I have so enjoyed visiting with these local companies because I have had the opportunity to meet with them on a one-to-one basis. The support for our campuses is extraordinary. With each visit, I am more convinced than ever that our local businesses and communities care deeply about the campuses that comprise M State.

Lastly, I do hope you attend the campus forums we hold each month on every campus. We are meeting on alternate campuses each Thursday at noon, and the agenda is very informal – simply a question and answer period. The time and casual agenda seem to be working well, and attendance has improved. Remember, communication is a two-way street — please be a part of it. And, always, thanks for all you do to provide dynamic learning for living, working and serving!

Peggy D. Kennedy
President

DATES TO KNOW

March

- 1-3, 7-9 Odd Couple, Fergus Campus
- 6 Art Exhibition Opening, Moorhead Campus
- 11-15 Spring break *No Classes*
- 29 *No Classes/College Open*

April

- 13 Jazz Band Dinner and Dance, Fergus Falls
- 17 Last day to withdraw from full-term spring semester courses
- 18 Empty Bowls Project, Fergus Falls Concert Band Concert, Fergus Falls
- 20 Jazz Band Concert, Fergus Falls
- 25 Spring Choral Concert, Fergus Falls
- 28 Chamber Chorale Concert, Fergus Falls

Academic and Student Affairs

How is M State working on college readiness? How does M State partner with area high schools? These are questions we hear often throughout the college. M State has a strong history of working collaboratively with high schools and other educational institutions within our region; we are also working strategically to create a synergy among our collaborative partnerships.

- M State developed an interactive Web-based college readiness tool that connects junior high and high schools students to college faculty through the Center for College Readiness. Using this tool, M State provides individualized guidance to more than 1,000 students each year on their level of readiness for college.
- M State was the lead institution in the development of an initiative to bring online college courses to high school

students in rural schools throughout the state and continues to offer this option through the eCampus in the High School program.

- M State has partnered with high schools to offer concurrent courses to high school students for more than 20 years.

Through these combined efforts, M State works collaboratively to provide credit-based offerings and college readiness services with 46 high school partners in the region and throughout the state.

Even though we have made significant progress in this area, the college saw a need to collaborate our efforts within the K-12 collaborations model and used grant funding



Carrie Brimhall
Associate Vice President of
Academic and Student Affairs

to hire Megan Adamczyk. Megan works out of the Perham office to coordinate our efforts with high schools in our region.

As an example, when schools are using the CCR services but do not have career and technical program articulation agreements or concurrent enrollment courses, Megan can communicate with school officials about the opportunity to expand their partnerships

with M State. Megan plans to visit as many of the 46 high school partners as she can during spring semester.

She has been invited to many parent events at the high schools and spends her days responding to inquiries about our K-12 collaborative offerings. If you have connections to a high school in our region or if you have any questions about our efforts, feel free to contact Megan directly.

Academics

As the Spring Semester nears midterm, we find much activity in the Academic Affairs division.

60-120 Credit Limit for AAS Programs

M State has 32 AAS programs which are more than 60 credits in length and which will need either to be reduced to 60 credits or have a request for a waiver submitted. As M State has approximately 120 programs, this is affecting approximately 25 percent of our programs. The deadline for review of AAS degree programs with more than 60 credits is Dec. 31 of this year. At the writing of this article, seven programs have indicated they plan on reducing to 60 credits, 11 programs have indicated they plan to research the potential of a waiver and 16 will be identifying their intentions shortly. To facilitate that process, a timeline has been created.

Deadlines for programs

wishing to present waivers

1. By Feb. 22: Communicate final intention to dean.
2. By April 1: Faculty members identify materials/rationale and discuss with dean and chief academic officer. Review information related to

the status of other programs in the state and waivers in the field.

3. By April 15: Faculty from programs for which the College has decided to seek a waiver must have materials to the dean for entry into Program Navigator.

Deadlines for programs

which will be going to 60 credits

1. By Feb. 22: Communicate final intention to dean.
2. By March 22: Enter new programs into CARP, indicating start date as Fall 2014.
3. By May 31: Dean has information entered into Program Navigator with effective date of Fall 2014 identified.

Assessment of Student Learning

From Feb. 19-22, seven members of the Assessment Workgroup attended a training session hosted by The Higher Learning Commission: Carrie Brimhall, Kathy Brock, Pam Cummings, Gary Henrickson, Lynn



Dr. Kathy Brock
Chief Academic Officer

Kaiser, Angela Mathers and Shana Petermann. In addition to a variety of speakers, significant time was allowed for each college team to work both independently and with a mentor.

Equipment Needs for 2013-2014

All faculty members should have received information

on equipment requests for fiscal 2014 from their deans. Differences from last year are as follows:

- We are identifying equipment needs earlier.
- The form which is being used to collect information on all faculty equipment requests of more than \$1,000 is the form used last year for the RFP process.
- A question on the topic of industry matches has been added to requests for equipment dollars, given proposed legislation for equipment dollars when a match exists.

CTS/BES

During the 2011-12 academic year, M State's Custom Training Services applied for and was awarded a \$40,000 Competitive Workforce Grant from West Central Initiative. The grant was used to support Machining for Manufacturing, a joint project between six manufacturers and two school districts. Now you can check out the success of the project and M State's role in a [video](#) produced by WCI. The project is also featured in an article in WCI's winter 2013 program report, [FOCUS on the Region](#).



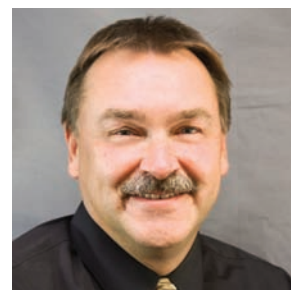
GL Tucker
Dean, CTS and BES

Finance and Facilities

With actual enrollments for the fiscal year 2013 lower than projected, a budget adjustment was necessary. The enrollment shortfall resulted in a tuition shortfall of approximately \$950,000. The Cabinet recently reviewed the expense budget and has made expenditure reductions in all areas of the budget to offset this tuition shortfall.

The majority of the reductions came from the personnel budgets. Because of lower enrollment, we had budgeted faculty salaries that were not used because fewer sections were offered. In addition, there were several vacancies in other functional areas of the college where we were able to save on budgeted funds. The budget for fiscal year 2013 is now in balance.

We are in the early stages of developing the budget for fiscal year 2014. There are several large budget variables that are still unknown such as state allocation, contract settlements and tuition caps. We are building various budget scenarios that address our budget challenges under different allocations and settlements. We will keep employees updated on budget progress through the monthly campus forums.



Pat Nordick
Chief Financial Officer

TIP OF THE MONTH

Receipting of Funds

Many of you on occasion receive funds to be deposited into college bank accounts. Examples include payments received from resale activity, funds received from fundraising or funds generated from student club activities.

Minnesota State Statute 16A.275 requires that all agencies deposit receipts totaling \$ 250 or more into the treasury daily. Relative to this statute, the entire college is considered "the agency." What this means is that, because M State as a whole has at least \$250 in receipts each day, all receipts received each day need to be deposited within 24 hours.

Although many of you will receive amounts of less than \$250, you are still required to deposit those funds daily because of the definition of "the agency." It is neither acceptable nor allowable to hold funds (cash or checks) in your desk, file cabinet, etc. for more than 24 hours. These funds need to be deposited at your campus bookstore daily.

By making a daily deposit, you are not only following the Minnesota law but good business practice. Holding cash and checks can make you accountable for those funds should they disappear. Because the law requires daily receipting, M State will not reimburse anyone for lost or stolen cash and/or checks being held.

If you have any questions, please contact your campus business manager.

TIP OF THE MONTH

Receiving Donations on Behalf of the College

Many of you receive donations to the college on behalf of your program or project. It is critical that all donations are accepted and recorded in accordance to MnSCU policy and M State procedure. Donations can include cash, supplies, equipment, etc.

Depending on the type and amount of donation received, different requirements must be met. Some of these requirements are federal, some are state and some are MnSCU or M State.

All donations, no matter what the size, must be reported and accepted by the college. You must complete a Gift Acceptance Form for these donations and route it to the appropriate offices (routing is located at the bottom of the form) for acceptance. Your campus business office can assist you in getting the appropriate form.

If you receive a donation of a vehicle or boat, you must complete the Vehicle Acceptance Form instead of the Gift Acceptance Form. Because of federal Homeland Security laws, we must report vehicle donations to the Office of the Chancellor each year, so we need the additional information that is specified on this form. In addition, we need to receive the title of the vehicle and transfer the title to M State to legally accept a vehicle donation. The campus business office will assist you in completing the title transfer.

All equipment or supply donations that are valued at more than \$ 10,000 must be accompanied by a document which verifies the value of the donation. We cannot simply accept a verbal or written valuation from the vendor; it must be documented. Valuation documentation can be an invoice, an appraisal from an independent vendor or appraiser, the Kelley Blue Book valuation, a page from an Internet site where the same exact model and year is being sold, etc. We cannot book the donation into our fixed asset system until we have the value confirmed.

SUCCESS STORIES

Our Students Shine

Building his resume



Moorhead Carpentry student Brandon Stelzer was honored as an Outstanding Student by the National Association of Home Builders Student Chapters at NAHB's annual meeting in Las Vegas in January. Stelzer won the award based on his GPA, involvement in the organization's student chapter and interest in a career in residential building.

A successful drive

The Red Cross added an extra staff member to accommodate the large number of donors at the Associate Degree Nursing Organization's Feb. 15 blood drive on the Fergus Falls campus. The Red Cross topped its goal of 41 units of blood products with 51 units collected.

Driving ahead

Students in Moorhead's Automotive Skills Technology program tested the skills of 24 automotive students from eight area high schools on Feb. 27 during the day-long Automotive Skills competition, which the college has sponsored since 2009. M State automotive students judged 12 separate stations set up to test the high school students' automotive expertise.

Very resourceful

A team from M State's Student Human Resource Organization won second place honors at the recent North Dakota Human Resource Games and Student Conference in Fargo. Competing for the Moorhead campus in the annual event were Vania Rheault, Shawna Cole, Mike Otlhoff, Ashley Kunz and Heidi Ness. Presented with a comprehensive case study in the area of human resources, students prepared a formal executive summary and an oral presentation during the four-hour competition. The team's adviser is Loren Haagenson, an instructor in the Human Resources program in Moorhead.

Pat on the back

As a Matter of fact

Five M State eCampus instructors recently completed a Quality Matters training course designed to improve the quality of online education. The five are Detroit Lakes instructor Pam Cummings (paralegal); Fergus Falls instructor Sharon Hintgen (math); and Moorhead instructors Angela Bagne (psychology), Dana Haagenson (human resources and accounting) and Dr. Manjusha Saraswathiamma (chemistry). The workshop provides tools to improve the quality of online courses and encourages the sharing of innovative practices.

Picture this



Dan Francis, an instructor on the Moorhead campus and owner of Dan Francis Photography in Fargo, was nominated for the Best Portrait of the Year award by the Professional Photographers Association. His photograph, "The Traveler," was selected for nomination from nearly 5,000 entries to the PPA's International Print

Competition. Francis teaches in the Graphic Design Technology and the Digital Photography and Imaging programs.

On display

M State art instructors Lori Charest and J. Charles Cox had their work featured earlier this year in exhibits in Fergus Falls. Charest's pottery was displayed in the Charles Beck Gallery at M State, and the downtown Kaddatz Gallery featured drawings by Cox. Receptions for both artists were held in January.

Leading the way

Karen Buboltz and Mark Johnson are featured as co-authors of articles in the fall/winter journal of the Chair Academy, a worldwide leadership development organization for college and university leaders. Their articles summarize year-long projects they completed as participants in the Luoma Leadership Academy, a leadership development program sponsored by the Minnesota State Colleges and Universities system. Buboltz is the director of student services on the Detroit Lakes campus, and Johnson is a history and political science instructor on the Moorhead campus.

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SUCCESS STORIES

Check it out

A couple of oddballs



The Odd Couple takes the stage in Fergus Falls in March as the Theatre Department presents the classic Neil Simon comedy that inspired the long-running television show of the same name, starring the neurotic neat freak Felix Unger and the slovenly Oscar Madison. The play is directed by M State theatre instructor Stefanie Gerhardson.

On the money



This year's Bigwood Lecture on the Fergus Falls campus features the familiar voice of Chris Farrell, a public radio journalist, personal finance expert and author. Farrell will speak April 2 on the topic of "Work-tirement: How Aging Boomers Will Change the Way the Younger Generation Thinks about Work and the Good Life." It's free and open to the public. The annual event

is sponsored by Fergus Area College Foundation.

Best of the BES

Business & Entrepreneurial Services on the Detroit Lakes campus is accepting nominations for its entrepreneur of the year awards, which will be announced at the program's 4th annual awards banquet on April 26. Check out the [BES website](#) to see the list of awards and criteria.

Drumming up volunteers

M State is sponsoring this year's Annual Woodlands and High Plains Powwow, a popular cultural event which each year draws more than 3,000 spectators and more than 200 drummers and dancers. The event will be Saturday, April 13, and anyone interested in joining the planning committee can contact M State's Director of Diversity Chesay Colson. [Sign up to volunteer for the event.](#)

In the News

Boosting skills



Minnesota Sen. Amy Klobuchar met Feb. 21 with M State President Peggy Kennedy, staff from M State's Custom Training Services and community representatives during an informational session on workforce development. During a late-afternoon session at PioneerCare, Klobuchar learned about the Competitive Workforce

Grants that were awarded to M State by West Central Initiative and the Dakota Medical Foundation. The grants funded programs to boost employment skills for workers in health care and manufacturing in west central Minnesota. [Read about her visit in the Daily Journal.](#)

Idle chatter

Ever wondered about the cost of idling your car on these cold winter mornings? Fargo TV station [WDAY interviewed Moorhead automotive instructor Dennis Miller](#), and you can check out his advice.

Shared savings

MnSCU's Campus Service Cooperative – where M State is a prime player – got some good ink in the [StarTribune](#). The story relates that MnSCU's evolution to shared services in payroll and financial aid will allow participating colleges to use the dollars they save to bolster academic programs and services and hold down tuition.

Growing good things

Paul Drange and M State's Center for College Readiness are featured in an in-depth article in MinnPost entitled "Beyond the basics: Karen Hynick and a better developmental education model." [You can check it out here.](#) The article refers to M State as an incubator in the movement to better prepare students for college.

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Minnesota State Community and Technical College Academic Quality Improvement Program

AQIP Points of Interest

- Academic Quality Improvement Program (AQIP) is an alternative process through which an organization can maintain its accredited status with The Higher Learning Commission.
- AQIP's goal is to infuse the principles and benefits of continuous improvement into the culture of colleges and universities in order to assure and advance the quality of higher education.
- **AQIP's Principles of High Performance Organizations** underlie all of AQIP's elements, activities and procedures. They represent the values that participating colleges and universities and AQIP itself strive to embody.
 1. A **mission** and vision that focus on serving needs of students and other stakeholders
 2. Broad-based faculty, staff and administrative **involvement**
 3. Leaders and **leadership** systems that support a quality culture
 4. A **learning**-centered environment
 5. Respect for **people** and willingness to invest in them
 6. **Collaboration** and a shared institutional focus
 7. **Agility**, flexibility and responsiveness to changing needs and conditions
 8. **Planning** for innovation and improvement
 9. Fact-based **information**-gathering and thinking to support analysis and decision making
 10. **Integrity** and responsible institutional citizenship

Purposeful Inquiry Focused on the M State Strategic Direction Open and Inclusive Process

Through a comprehensive enrollment management planning and dialog process, the Student Services, Enrollment and Marketing teams created an initiative to recruit and serve a new target group of students in our region. The target audience was identified as people who previously attended college, either at M State or another institution, but never completed a degree.

The recruitment and service process provided enhanced enrollment services and personal assistance from initial contact through registration, and the service approach was tailored to individual needs. The entire Student Services team referred students to a custom "It's Your Turn" Web page and assisted students through the application steps. M State also designated an enrollment specialist to ensure students successfully navigated the enrollment process.

The comprehensive "It's Your Turn" campaign included:

Advertising – Television, radio, direct mail

Custom Web page – Website created at www.minneosta.edu/itsyourturn

Calling campaign – Targeted M State non-completers from the past three years

Enrollment consultant – Designated enrollment consultant provided a personal connection from a student's initial inquiry through registration day

Expedited transcript evaluation – Early transcript evaluation was available in special cases

Strategic

This continuous improvement initiative aligns with the M State goal and strategies listed below:

Strategy:

Focus on holistic solutions for increasing student persistence and completion rates.

Initiatives:

- Promote career exploration courses to all undecided students through advising and counseling interactions.
- Partner with Century College to implement M State GPS Life plan.
- Include promotion of the career pathway options early in the recruitment process.
- Ensure that new incoming students have opportunities to develop and refine their career or transfer goals.

Engaging results and Data collection for M State's Future

The targeted campaign and supporting efforts resulted in a documented gain of 39 students for spring 2013. This number includes returning students who we know enrolled at M State as part of the "It's Your Turn" initiative. An additional 57 students want to return in summer or fall semester.

P.O.I.S.E.D 4 the Future

**Purposeful, Open,
Inclusive, Strategic,
Engaging and
Data Driven**

The M State P.O.I.S.E.D process aligns with the key foci of academic quality improvement processes and improvements; the M State culture centers decision making on data, decentralizes control, empowers faculty and staff to make the decisions that directly affect their work, embraces system-wide thinking, and begins the improvement process with a key interest in meeting the expectations of stakeholders.

Upcoming Consultations and Involvement Opportunities

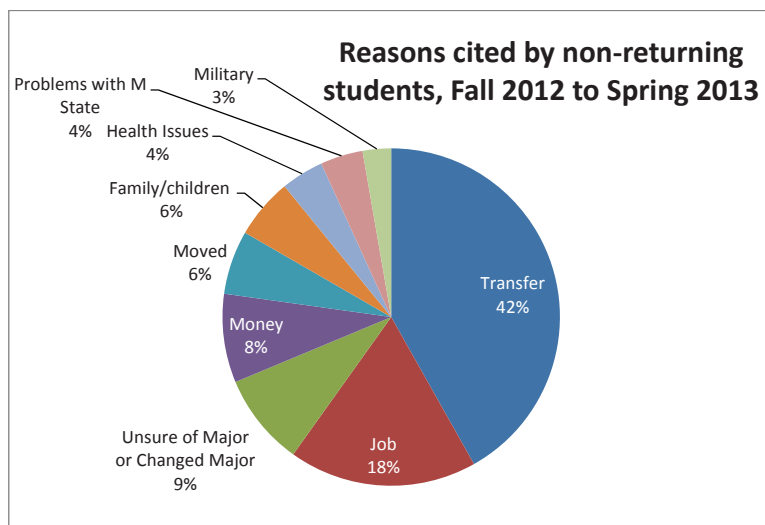
- Shared Governance
- Cabinet and Management Teams
- Campus Forums
- Human Resources Team

Questions

Carrie Brimhall
Associate Vice President
of Academic and Student Affairs
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These 39 students registered for a combined 354 credits, yielding 23.6 FTE. The students have a \$57,000 budget impact through increased tuition dollars, and there are 39 students continuing their education and improving their lives at M State.

In addition to helping students re-enroll at M State, the project team surveyed 341 non-returning students on the primary reason(s) they left M State from Fall 2012 to Spring 2013. Note that the students surveyed were not suspended and did not have any holds. A breakdown of the reasons students chose not to re-enroll in M State is below:



*Percentages represent total of student respondents.

AQIP Timeline, Opportunities for Input

March 1-31	Review drafts of Categories 7,8,9	Cabinet and other committees tied to the categories
April 1-15	Share categories with College community (employee groups and committees). Enrich and revise drafts.	Lead - AVP with Cabinet participation
March 31-April 15	Review final draft and make suggestions	Cabinet
May 1, 2013	All revisions due to AVP	Cabinet
May 1-10	Final edits made - final draft sent to printer	AVP
May 1-15	Electronic version of portfolio complete	AVP
May 15-25	Final version submitted to HLC	AVP
July 1-August 31	All-college communication of portfolio, 2013-14 AQIP projects announced	Lead - AVP with Cabinet participation
May 1-10	Final edits made - final draft sent to printer	AVP
May 1-15	Electronic version of portfolio complete	AVP
May 15- 25	Final version submitted to HLC	AVP
July 1-August 31	All-college communication of portfolio, 13-14 AQIP projects announced	Lead - AVP with Cabinet participation

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