

# M State News

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

August 2012

## *Welcome to M State and Best Wishes for the 2012-13 Academic Year!*

I am profoundly honored and thrilled to be appointed as the president of Minnesota State Community and Technical College with campuses in Detroit Lakes, Fergus Falls, Moorhead and Wadena and our growing online

program. It is my privilege to work with the stellar students, faculty, staff and community members who all contribute to the success of the College. Your support of my efforts has been tremendous — thank you so much!

I look forward to continuing the journey we began last year “to provide dynamic learning for living, working and serving” as we all strive to achieve “success for every student and stakeholder.” Those meaningful phrases are not just rhetoric; they are the revised mission and vision statements developed last year during our comprehensive strategic planning process. They are intended to provide focus and commitment to our College community as we move into the future together and start the next 10 years as a combined college. Yes, the 10-year anniversary of M State will be celebrated beginning in 2013, and we are well-positioned to deliver success for our students and service to our workforce and communities, to provide sustainability through the College, and to support the MnSCU system.

We have a great deal to accomplish as we align our work with that of the MnSCU framework. Despite funding cuts, increasing competition and continued pressure for accountability, we must still provide an extraordinary education for all Minnesotans, be the partner of choice to meet Minnesota’s workforce and community needs and deliver the highest value/most affordable option by designing a higher education system of the future. This will be a challenge for us all because it represents some changes that we may not be

entirely comfortable with. I encourage you to participate in our upcoming meetings to discuss how we might best accomplish the strategies below.

### COLLEGE STRATEGIES

- Improve College performance measures of our students
- Prepare for continued accreditation with the Higher Learning Commission and National League for Nursing Accrediting Commission
- Collaborate with Minnesota State University Moorhead to offer baccalaureate degrees on campus
- Expand Customized Training Services and Business & Entrepreneurial Services
- Collaborate with Department of Employment and Economic Development workforce centers to offer career education services on our campuses
- Expand partnerships with K-12
- Put new systems in place to refresh effectiveness and efficiency in operations
- Pursue additional sources of revenue to improve communications between campuses and communities, renovate campus facilities and provide financial relief to students
- Continue to expand shared services opportunities

I know that we are up to the task of accomplishing these lofty goals. My role will be to draw upon the collective wisdom of our College community and our regional stakeholders to embrace both our challenges and our opportunities as we celebrate our next decade together.

*Dr. Peggy Kennedy*

*President*

*Minnesota State Community and Technical College*

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## CTS/BES

GL Tucker, Dean, CTS and BES

As some of you might recall, I served as interim dean for Customized Training Services in 2011-2012 and was appointed to the dean position several months ago. A new addition to my duties will be overseeing Business & Entrepreneurial Services, an opportunity that I am excited to take on.



GL Tucker  
Dean, CTS and BES

Over the past three years, the region has seen an explosion in demand for topic-specific outreach workshops and classes (credit and non-credit) related to entrepreneurship and business ownership. In response, BES has developed one-hour affordable workshops on diverse topics such as Do-It-Yourself Video; A to Z Bookkeeping & Taxes for Business; The 4-D's to Achieving Your Goals; Learn More About PEOs and Payroll 101.

Along with the workshop format, we have developed new credit course opportunities including Financial Accounting, Introduction to Social Media and Direct Sales, an exciting new offering to address the education gap for new and experienced direct sellers by providing them with entrepreneurial skills and business acumen.

These courses are being taught by M State faculty at times that are attractive to entrepreneurs and business owners. While costs vary for these courses, the application fees are waived for participants interested in receiving the education and training in these important business topics without pursuing a degree.

CTS had another fantastic year. The final data has been released for FY11, and it shows that CTS delivered more than 75,000 hours of training and trained more than 4,400 students and incumbent workers. Based on the training hours delivered, we were the 11th largest CTS group among the 32 MnSCU schools. While the final data isn't available for 2012, we expect similar results in terms of hours delivered and students served.

CTS received two grants from West Central Initiative to deliver training to workers in CNC machining and long-term health care. The grants total \$65,000, and training will begin this fall with completion in June 2013.

CTS continues to deliver a wide variety of training opportunities. With the shortage of trained workers available in the area, many businesses are looking at ways to increase the skills of their existing workforce. Using faculty from the wide variety of programs offered at M State and area subject experts, CTS is able to meet the needs of area business and industry.

## Academics

As I look back over my first year at M State, there is only one word to describe it – “amazing.” We can really be proud of the variety of opportunities we provide to our students and the support they receive through our various departments and divisions.

I realize there will be both new and familiar faces in new roles this fall. Before looking forward, I would like to

say thank you to four individuals who assisted in the administration of academic affairs: Thanks to both Cindy Moore and Jennifer Jacobson for serving as acting directors of nursing this past year and to Loren Haggenson and Mark Johnson for their leadership over the summer on the Moorhead campus. Please help me in welcoming Kathy Burlingame back to the role of dean of nursing after a year-long leave of absence and Gary Hertel, who will begin his position as a dean on the Moorhead campus Sept. 6.



Dr. Kathy Brock  
Chief Academic Officer

During Duty Days this coming week, faculty will have the opportunity to hear details on increased opportunities to facilitate communication between campuses, an expanded focus on developing relationships with our local high schools and business and industry, revisions in the program review process, a focus on retention and serving developmental students, the establishment of a schedule

for the finalization of the 2013-14 catalog, college accreditation activities and a focus the assessment of student learning.



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Duty Day activities will also provide faculty with the opportunity to hear directly from Stephen Spangehl of the Higher Learning Commission, for discussion with other faculty and to provide input on topics both at the College and the classroom/program level.

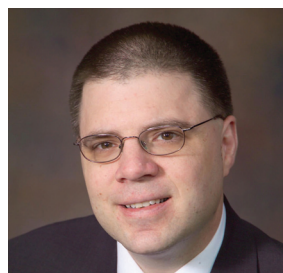
Looking forward to a fantastic year!

## Information Technology

### StarID Implementation:

Plans are moving forward to implement StarID for all employees this fall. Have you activated your StarID yet? If not, please go to <http://starid.mnscu.edu/go/activate/> to complete this activation.

Beginning in late September, we will start the process of transitioning all employee computers and local college accounts to the StarID usernames and passwords. All systems, including GroupWise, iFolder, D2L, Novell login, Wireless SecureW2, phone systems, e-Services and several others will require the use of your StarID username and password. The benefit of moving to this system is the ability to use just one username and password for all systems! By December 1, 2012, we will transition all employees to this new system.



Dave Overby  
Chief Information Officer

### Employee Portal:

Also coming in late September is the release of the new employee portal. This portal replaces our old Intranet and includes updated functionality for all technology services. It will include single sign-on access to GroupWise Web mail, voice mail, CARP, the Advisor Access Portal, eTimesheet, eServices, D2L and much more!

### New Hires:

We welcome two new employees to the IT Department. Chris Klein is the Computer Help Desk lead for the Detroit Lakes campus, and Greg Schwoboda is the systems administrator, a college-wide position focused on information technology security and servers. Greg's office is located on the Detroit Lakes campus, as well.

Please watch for further information from Information Technology regarding dates, times and other information about this transition.



## Human Resources

Where has the summer gone? Each summer I seem to contemplate this, and it is no different this year. As you will see, it has been a productive summer at M State with the hiring of new employees and transfers and promotions of current employees.



**Dacia Johnson**  
Chief Human Resources Officer

It is with gratitude that I thank the members of the M State human resources team for all their efforts with the searches that took place over the summer and still are trickling into the fall, and for their work developing vacancy notices, advertising positions, scheduling interviews, corresponding with candidates, supporting search committees ... and the list goes on. Sandi, Maggie, Pam, Brenda and Doug – you are the best team!

Thanks also to everyone who served on a search committee during the course of the summer. Your perspective and expertise are valued. It is always a commitment to serve on a search committee, both in time and energy, and for those of you who are able to volunteer, your service to the College in this capacity is appreciated.

Please welcome our new employees and congratulate those who have moved to new positions!

## STAFF CHANGES AT M STATE

### NEW EMPLOYEES Detroit Lakes

- Nicole Ballard, *BES Administrative Assistant (Temp)*
- Cheryl Bocnuk, *Web Development Instructor*
- Chris Klein, *IT Help Desk Lead*
- Greg Schwoboda, *Systems Security Administrator*

### Fergus Falls

- John Cox, *Art Instructor*
- Andrea Sasseville, *Housing Director (Temp)*

### Moorhead

- Jim Bergquist, *Physics/Engineering Instructor*
- Erin Brachman, *Biology Instructor*
- Jenna Brakke, *Admissions Representative (Temp)*
- Margaret (Peg) Dunham, *Food Service Coordinator*
- John Edmonds, *Academic Advisor*
- Megan Ellefson, *Mathematics Instructor*
- Gary Hertel, *Dean of Academic Affairs, Trade and Technical*
- Miguel Macias, *General Maintenance Worker*
- Melissa Olheiser, *CTS Administrative Assistant*

- Kimberle Samuelson, *Medical Records Technology Instructor*
- Beverly Schmidt, *General Maintenance Worker*
- Angela Their, *General Maintenance Worker (Temp)*
- Mary Jo Titus, *Art Instructor*

### Wadena

- David Nevala, *Heating, Air Conditioning & Refrigeration Instructor*

### Moorhead

- Sharlene Allen, *Interim College Registrar*
- Shawn Anderson, *Senior Dean/Dean of Student Success*
- Scott Ebsen, *transfer to Director of Student Services*
- Lacey Hoffmann, *transfer to Registration and Records Assistant*
- Kelly Jorgens, *Medical Administrative Assistant*
- Online Instructor

- Sharon Buermann, *retired*
- Lynn Durward, *retired*
- Helene Hedlund, *retired*
- Catie Herman, *resigned*
- Carrie Mayfield, *resigned*
- Julie Smith, *resigned*
- Kathleen Tappe, *resigned*

### Fergus Falls

- Robert Anderson, *retired*
- Kris Gyolai, *transfer to MCTC*
- Diane Ihrke, *resigned*
- Sharon Miltich, *retired*

### Moorhead

- Terisa Ames-Ohnstad, *resigned*
- John Centko, *transfer to NTC-Bemidji*
- Tracy Conklin, *transfer to Anoka TC*
- Mick Erickson, *retired*
- Cassandra Jensen, *resigned*
- Jerry Migler, *resigned*
- Becky Schroeder, *retired*
- Trish Schrom, *retired*
- Shelli Staiger, *resigned*
- Cheryl Thorpe, *retired*

### Perham

- Diane Hanson, *retired*
- Barry Lane, *retired*

### Wadena

- Catie Herman, *resigned*
- Alan Linda, *retired*

### STAFF CHANGES

#### Detroit Lakes

- Karen Buboltz, *Director of Student Services*
- Tom Whelihan, *Dean of Academic Affairs to Senior Dean of Academic Affairs*

#### Fergus Falls

- Carrie Brimhall, *transfer to Associate Vice President of Academic & Student Affairs*
- Gary Henrickson, *Dean of Academic Affairs to Senior Dean of Academic Affairs*
- Kyle Johnston, *transfer to Director of Admissions*
- Nancy South, *transfer to Director of Student Services*

### Perham

- Jill Abbott, *Senior Dean of Academic Affairs, eCampus*
- Megan Adamczyk, *transfer to K-12 Collaboration/Concurrent Enrollment Coordinator*

### Wadena

- Christian Breczinski, *Director of Student Service*
- Monty Johnson, *Dean of Academic Affairs to Senior Dean of Academic Affairs*

### NO LONGER AT M STATE

- Jacqueline Bennett, *resigned*

## Finance and Facilities

### Budget Reorganization:

As we move through the administrative reorganization, there will be some changes as to budget and purchasing authority. Each supervisor is being asked to determine who will have authority to request budget adjustments and which employees will have purchase authority, including who will be allowed to carry a purchasing card. If you currently carry and use a college purchasing card, you should continue to use it. If there are any changes that affect you, you will be notified.

### Tip of the Week:

In the past years I established the "Tip of the Week" as a way to communicate financial policies and procedures to the College community via email. In order to reduce the number of emails employees receive, I now will be including the tips as part of the monthly college-wide newsletter. I hope to include two tips each



**Pat Nordick**  
Chief Financial Officer

month with links to relevant forms and documents. Please let me know if there are specific topics you would like me to cover.

### Vehicle Use Agreement:

As in past years, all employees and students who drive state-owned vehicles are required to complete a vehicle use agreement which authorizes the Department of Risk Management to perform a driving record check. If you plan to use college vehicles, please complete the vehicle use agreement and send it to Janice Carpenter at [Janice.carpenter@minnesota.edu](mailto:Janice.carpenter@minnesota.edu). She will send your information to the Department of Risk Management, which will complete the driving record review. This review must be done annually, so even if you have completed the agreement in prior years, you will need to do it again for the new fiscal year.

### Campus Safety Committees:

Even though campus facility management will have a more college-wide approach moving forward, we still will have a safety committee on each campus. The role of the safety committee will remain the same, as will committee membership. I will be working with the campus contacts to kick off the safety committees once the academic year gets under way.

# Student Services

On behalf of everyone in Student Services, please allow me to extend a heartfelt "Welcome!" at the start of this academic year at our college. Over the course of this year, we in Student Services hope to partner with all members of the M State team to create win-win-win situations for all.

*"When you know better, you do better."*  
~ Maya Angelou

Many of us are fortunate to have been raised in families that valued education; I know I am. There were at least eight teachers in my surrounding family as I was growing up. Learning was clearly identified within our clan as THE path toward bigger and better things for one's self. The value proposition of educational achievement was present in every household that comprised my surrounding family.

The evening course preparations that took place at the kitchen tables in these homes constantly impressed upon me the fact that the "magic" of learning didn't happen by accident; it happened by design and dedication to the craft of instruction. However, even though I've logged the equivalent of four years' college teaching experience during my career, my calling to work in education led to roles other than that of instructor.

*"The best way to find yourself is to lose yourself in the service of others."*  
~ Mahatma Gandhi

It's a good thing that there are so many of us who find the work of student services rewarding. It truly is a noble endeavor to not

only work alongside the magic of classroom learning, but also to support student success and promote personal growth. Not all college learning takes place within the classroom environment. Whether the work is about financial aid, admissions, academic planning, recruitment or registration, it feels good to be part of the collegiate experience.

Student services staff at M State are among the finest in the state. We know our stuff. We care. We follow through and do the best we can with what we have. We struggle with the hard challenges and unwelcome messages that students need to have presented to them. While we recognize the professional manner by which we must be stewards of the institutional, system, state and federal rules (which we had no hand in creating), we welcome the opportunity to help students understand the complexities of higher ed policies and processes.

Most of all, we feel a sense of loss when students fail.

It's rapidly becoming apparent that even though there are widely acknowledged student



Dr. Peter Wielinski  
Chief Student Services Officer

that many of our older students are quite likely first generation college students who don't come from families able to identify and reinforce the skillset needed for college success.

All of our students don't know what they don't know.

Beginning with our "1Stop 2 Enroll" events in July, we began communicating to entering students these "3Steps4Success": Show up. Work hard. Finish what you start.

It is our hope that we all can get behind sending these five messages of expectation to enrolled students this year:

1. Attendance is key to success.
2. You're responsible for your educational plan. We're here to help.
3. You will get out of college what you put into it.
4. Be proactive. Ask questions. Learn what resources are available to help you succeed.
5. Know the deadlines and the consequences of not meeting them.

Studies show that if we consistently communicate higher expectations to our students, they will not only work to meet those expectations, they will strive to exceed them.

*"Those are my principles, and if you don't like them ... well, I have others."*  
~ Groucho Marx

Partnering with faculty to deliver clear messages of higher expectations to our students isn't our only strategy for this year. You'll hear over the next several weeks about more initiatives for improvement. We're not going to chase everything we can think of, but we will strategically pursue select initiatives where we're likely to get some serious bang for our buck when it comes to promoting student success and degree completion.

Please know that we will continue to raise the level of customer service while attending to developmental approaches that contribute to students' personal growth of autonomy, competence and self-confidence. We will also examine our policies and processes to identify opportunities to remove barriers where we can, and to identify opportunities in our execution of those policies and processes of those we can't change. Together we can contribute to success.

“ Things work out best for those who make the best of how things work out.

~ John Wooden

success risk factors (e.g., time lapse between high school graduation and college enrollment, working at least 30 hours per week, being a single parent, being financially independent from parents, etc.), we have been slow to admit to a significant student success risk factor of our own creation:

We don't clearly communicate to our students what we expect of them.

We tend to take for granted those behaviors and skills that we associate with what a student must do in order to succeed and complete a degree. We gloss over the reality that a third of our student body are recent high school grads who probably had a very structured experience and are assuming that college will be the same. We forget

## DATES TO KNOW

### August

- 27 Fall semester begins
- 31 Last day to drop/add courses

### September

- 3 Labor Day: COLLEGE CLOSED
- 13 Spring 2013 registration opens
- 19 Orator series featuring Zach Wahls, Moorhead campus
- 20 Wadena Area College Foundation Golf Scramble, Whitetail Run Golf Course, Wadena
- 21-22 Robert Moore Exhibit, Charles Beck Gallery, Fergus Falls campus
- 22 Spartan 5K, Fergus Falls campus
- 29 Homecoming, Fergus Falls campus
- 29 Volleyball parents' night, Fergus Falls campus

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