

M State News

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

January 2013

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Happy New Year, and Welcome to Spring Semester!

Hopefully you all had a chance to relax and visit with family and friends over the winter break and returned fully energized and looking forward to a new term. I know I did. And there is so much to do!

My priorities for spring term include continuing to work on the strategies outlined in our strategic plan, spending more time with our community, business and industry friends soliciting funds to further support our efforts and our capital campaign, and working with legislators to increase their understanding of the critical work higher education does to support students and our communities.

I also hope to work closely with all of you to define how we can better communicate important information to you in many different formats. Remember, campus forums will be at noon on Jan.

24 in Fergus Falls and Jan. 31 in Wadena. Beginning in February, these meetings will continue at the noon hour. The agenda items for February include regional demographic information and opportunities; the AQIP communication project; and new and different enrollment reporting. I do hope you will participate.

Finally, we all need to continue to work together with each other and with our constituents to ensure college readiness, close the skills gap and ensure students graduate and either obtain employment or transfer to a university. We all do great work here at M State, and we are up to the task — I know it! Thanks for all you do to help M State accomplish its mission of “providing dynamic learning for living, working and serving.” Have a great spring term!



Dr. Peggy Kennedy
President



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Minnesota State
Community and Technical College

Student Services



Dr. Peter Wielinski
Chief Student Services Officer

Spring Expectations

We've come quite a ways this year in helping our students better understand what is expected of them if they are to be successful here at M State. Our initial enrollment events have delivered a clear and concise message of our "3Steps4Success" (Show up. Work hard. Finish what you start.). We've worked together to identify and deliver to students our Top 5 Messages of Higher Expectation, which are:

1. Attendance is key!
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 to succeed.
5. Know the deadlines and the consequences of not meeting them.

Although it's too early as I write this to look at student persistence numbers from this past fall to spring, we can look to our suspension data for one measure of how our students are rising to meet the expectations we have for them. Of the non-graduating students we had at the end of Fall 2011, 12.4 percent were placed on suspension. Compare that to the Fall 2012 rate of 3.6 percent. That's a significant difference.

Please continue to deliver the above messages of expectations to our students this spring term; they do seem to be listening.

Academics

Welcome back! The semester is well under way, and it is great to see the halls filled with students again. Below are several items I'd like you to be aware of.

Faculty Recognition

It is great when the College is able to recognize faculty for outstanding service to students. Each year M State has recognized two or three faculty members with the President's NISOD Excellence in Teaching award.

All faculty members had the opportunity to nominate colleagues for this award, and this year we are recognizing science instructor Carol Bischof, paralegal instructor Pam Cummings and marketing instructor Lynn Kaiser.

Last year – for the first time – M State participated in the MnSCU Board of Trustees Excellence in Teaching award program. Nominations can be made by faculty, staff, students or the general public. Individuals who are chosen must create an extensive portfolio related to their teaching and then compete at the state level for potential recognition as an Educator of the Year.

M State faculty members selected for this year's BOT Excellence in Teaching award program are physics instructor Nandini Banerji, English instructor Theresa Beacom and accounting instructor Nancy Stigen.

All six of these instructors will have the opportunity to attend the NISOD International Conference on Teaching & Leadership Excellence in May.

Equipment requests 2013-2014

Although the specifics haven't been finalized, I want to encourage faculty to start thinking about potential equipment needs for next year. We are expecting the process will occur earlier in the spring term than previously. This past year we saw the potential for additional dollars when matching dollars were available from industry, so please give some thought to opportunities in that area so we have the needed information in case funds become available this year.

Assessment

Thanks to all who volunteered to be on the assessment work group. Representatives from the group will be participating in an HLC conference on assessment during February. The Assessment page in the Employee Portal has been identified as an appropriate site for recording the course and program action projects that were identified earlier this year. Individuals who are making edits or additions are asked to complete them in the next several weeks and make sure that their academic dean has a final version.



Dr. Kathy Brock
Chief Academic Officer

DATES TO KNOW

February

- 1 Summer/Fall 2013 registration opens
Spring ceremony participation graduation application date
- 18 Presidents Day COLLEGE CLOSED

March

- 11-15 Spring break No Classes
- 29 No Classes/College Open

Academic and Student Affairs

The Community College Survey of Student Engagement will be administered on all four M State campuses Feb. 11-15. The survey will yield valuable information about student perceptions of and engagement in their College experience.

The foundational research for the instrument, from the CCSSE website, is listed below:

In "Seven Principles for Good Practice in Undergraduate Education" (1987), Chickering and Gamson provide this oft-quoted guidance:

Good practice in undergraduate education

1. Encourages student-faculty contact
2. Develops reciprocity and cooperation among students
3. Encourages active learning
4. Gives prompt feedback
5. Emphasizes time on task
6. Communicates high expectations
7. Respects diverse talents and ways of knowing

In *How College Affects Students* (1991), Pascarella and Terenzini affirm from their

examination of 20 years of research that "students who are actively involved in both academic and out-of-class activities gain more from the college experience than those who are not so involved."

In *Leaving College* (1993), Tinto summarizes available evidence:

Simply put, the same forces of contact and involvement that influence persistence also appear to shape student learning. Though the research is far from complete, it is apparent that the more students are involved in the social and intellectual life of a college, the more frequently they make contact with faculty and other students about learning issues, especially outside the class, the more students are likely to learn (p. 69).

The CCSSE instrument is based on this research; students who read and write more, and who interact in positive ways with their teachers and peers, gain more in



Carrie Brimhall
Associate Vice President of
Academic and Student Affairs

terms of essential skills and competencies. Identifying what our students do in and out of the classroom, knowing their goals and understanding their external responsibilities can help us create an environment that can enhance student learning, development and retention.

Randomly selected classes at each campus location will be asked to conduct

the survey during this time. Faculty who will be involved will be notified in late January.

It is very important that all selected faculty DO administer the survey. CCSSE will include only data from the classes THEY select.

This is the link to the survey instrument:
www.ccsse.org/aboutccsse/

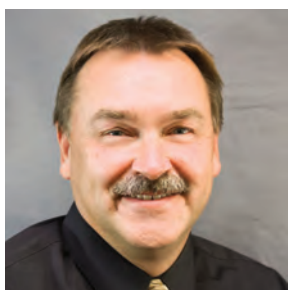
Feel free to contact Associate Vice President **Carrie Brimhall** with any questions.

Finance and Facilities

State appropriations and the legislative session

The Minnesota Legislature is now in session, and over the next four months lawmakers will be working toward approval of an operating budget for fiscal years 2014 and 2015. Although the financial outlook for the state is improving, the early December revenue forecast still showed a shortfall of \$1.095 billion for the 2014-2015 biennium. Current State of Minnesota budgetary trends coupled with an improving economy show that the state should be in a positive financial position by the 2016-2017 biennium.

The effect of this information on M State



Pat Nordick
Chief Financial Officer

will be played out over the next several months. Our first indication will be on Jan. 22, when the governor releases his version of the biennial budget. That will likely give us an early indication of how higher education will fare for the next two years. With both houses now in DFL control, the assumption is that services protected by the governor's

budget will likely also be somewhat protected by the budgets that the House and Senate bring forward.

The MnSCU Board of Trustees has approved a biennial budget request to the Legislature of \$1.188 billion for the upcoming two fiscal years. This represents

an 8.9 percent increase from our current base, with much of the new funding to be used for specific purposes such as equipment, student internships, student retention and expanding PSEO, as well as providing competitive compensation for faculty and staff. If the system receives this 8.9 percent increase, it would bring our state allocation funding back up to the level we received in 2007. The Board of Trustees has included language that will cap tuition increases at \$145 per year for two-year colleges if we receive the requested funding.

Enrollment effect on budget

As we finalize our spring term enrollment numbers, we will be analyzing how actual enrollment compares to budgeted enrollment for the current fiscal year. As you might

expect with rising tuition rates and falling state support, enrollment plays a large role in our revenue sources. Once we have the final enrollment numbers, we will project our tuition revenue for the balance of the fiscal year. At the same time we will review our projected expenditures for the balance of the fiscal year and determine if we need to make expenditure reductions. For every

student FYE we fall short of our budgeted projection, we have to reduce expenditures by \$4,824 to stay balanced.

Bookstore charging

In an effort to promote retention, this term we have allowed all students the ability to charge their books regardless of financial aid status. Although there is a

risk of increased accounts receivable, our belief is that there is much more to gain by getting the books into all students' hands at the beginning of the term. This will remove one hurdle that in the past caused some students to fall behind and in some cases stop attending.

TIP OF THE MONTH

Safety Glasses and Safety Shoes

In order to ensure a safe working environment, M State requires that all employees wear safety glasses and/or safety shoes when required by OSHA regulations, M State policy, or state or federal regulations. If you have questions as to whether you are required to wear safety shoes or safety glasses, contact your immediate supervisor.

With each type of safety equipment there is a procedure as well as a payment limit that the College will pay.

Safety Glasses

- Purchasing of safety glasses shall be done using a purchase order and handled through the campus business office with the state-contracted vendor. Safety glasses shall NOT be purchased using your purchasing card (if you have one).
- M State will pay for the following features associated with safety glasses. Any features not listed here are the responsibility of the employee receiving the glasses.
 - Base price of safety glasses
 - Tinting
 - Overpowering such as bifocal or trifocal
 - Scratch-resistant coating
 - Side shields of all types
- Costs of safety glasses paid by M State are expensed back to the employee's program or functional budget.

Safety Footwear

- Purchasing of safety shoes shall be done using a purchase order and handled through the campus business office with the state-contracted vendor. Safety shoes shall NOT be purchased using your purchasing card (if you have one).
- M State will cover the cost of the safety shoes up to a maximum of \$150. Any costs in excess of \$150 are the responsibility of the employee.
- New safety shoes will be provided once every 24 months unless replacement is needed sooner because of damaged caused by work-related activities.
- Costs of safety shoes paid by M State are expensed back to the employee's program or functional budget.

TIP OF THE MONTH

Fundraising Rules

There are many questions about the acceptability of employees and students doing fundraising using state time, equipment and facilities, as well as all of the details surrounding the issue. Many think that, because the goal is to raise money to donate to a worthy cause such as a needy student or a nonprofit organization, it is OK to do so using college time, equipment or facilities. However, because we are a state entity, there are many cases where this is not so. Below is a sampling of cans and cannots relative to fundraising.

- Employees and/or students cannot use state equipment to solicit for private fundraising. This includes situations where a student group is soliciting to have a fundraiser in order to donate the proceeds to a private person or organization, including a nonprofit organization. The use of email or college monitors to advertise such an event or solicit donations is prohibited.
- Employees and/or students cannot distribute fundraising literature to employees at their work locations (other than in break rooms as described below).
- Students cannot use student activity fees to donate to a private fundraising event, including events where the proceeds are donated to needy student(s) or nonprofit organizations. Although student activity fees are for student use, they are considered state funds and therefore cannot be used for donations.
- Programs cannot donate to needy students or nonprofit organizations using their program budgets. Again, these are state dollars and cannot be used for donation.
- Students can conduct a fundraiser that generates private funds, and those funds can be donated to a needy student or a nonprofit organization. No student fees can be included in the donation, and the fundraising activity cannot use state college equipment or facilities. Students can use their designated bulletin board to advertise this type of fundraiser.
- The Foundations are considered to be related to the college mission, and therefore state equipment and facilities can be used for raising funds for the foundations.
- Fundraising brochures for things such as K-12 activities/Scouts/Daffodil Days/Relay For Life/etc. can be left in break rooms or lounges for solicitation between employees as long as there is no expectation by supervisors that employees will contribute to the fundraiser.

There are many situations that do not fall neatly into a category. If a situation arises, the best approach is to contact either me or Dacia Johnson, and we can contact the Office of General Counsel for clarification.

Human Resources

A number of reminders from Human Resources (and Payroll), given the start of a New Year!

Insurance Rates

The new insurance year began on Jan. 1. The first deduction for your portion of all benefits, including the pre-tax expense accounts, was taken from the paycheck you received on Jan. 11.

If you have not received your cards, please call your provider's customer service number directly.

W-2s

Your W-2 forms will not be mailed to your home. 2012 W-2s are available on the Employee Self Service website. Click **other payroll**, then **W-2**. You may print as many copies as you need.

Mileage Rate Reimbursement

The Internal Revenue Service has announced the standard mileage rate effective Jan. 1. The new rate is \$.565 cents per mile. This is the basic rate used for reimbursing state employees for the business use of their personal vehicles when a state/college vehicle is not available. However, if a state/college vehicle is available and you choose to drive your own vehicle, the mileage reimbursement rate will be \$.495 cents per mile.

North Dakota Residents

Anyone who lives in North Dakota, Michigan or Wisconsin and works in Minnesota needs to fill out a MWR form every tax year to be exempt from having Minnesota state taxes withheld from his or her paychecks. If the information is not entered by Feb. 14, 2013, our payroll system will be reset and Minnesota state taxes will begin to be withheld from your checks.

The preferred method is via the Employee Self Service website (www.state.mn.us/employee) and entering your 2013 MWR information. There is an instruction link on the Other Payroll page.



Dacia Johnson
Chief Human Resources Officer

Weather Emergencies

Employees are encouraged to rely on the college website and StarAlert for the most accurate information

regarding campus closings and the [State of Minnesota website](http://www.state.mn.us/employee) for winter traveling information.

Below is specific information related to time off in emergencies, per the compensation provisions of MMB (DOER) Administrative Procedure 5.4:

Employees At Work When Emergency is Declared:

1. Employees who report to work and are then sent home shall not be paid for more than their regularly scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.

2. Employees who are required to remain at work shall not be paid for more than their regularly scheduled hours or the actual number of hours worked.

Employees On Leave When Emergency is Declared:

1. Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balance.

2. Employees on any approved leave without pay shall not be paid for any emergency leave time.

3. Employees who call in, on the day of an emergency, for vacation time, or compensatory time will be credited with emergency leave from the point of the declaration of the emergency declared by DOER to the end of the scheduled shift.

Reporting Leave for Declared Emergencies:

Employees should record "MSL" to designate this type of leave.

STAFF CHANGES AT M STATE

NEW EMPLOYEES

- Becky Niemi, *Foundation Director, Detroit Lakes and Wadena*
- Pat Mastin, *Interim Nursing Dept. Lab Assistant and Health Occupations Tutor, Detroit Lakes*
- Paul Younger, *Construction Management Instructor (Spring Semester start), Moorhead*
- Jennifer Ketterling, *Dental Clinic Manager (temporary), Moorhead*
- Amanda LeGare, *Academic Advisor, Moorhead*
- Jay Pfeifer, *General Repair Worker (temporary), Moorhead*
- Shane Thielges, *Library Technician (temporary), Moorhead*
- Kay Wilder, *Fitness Center Manager (temporary), Moorhead*
- Josh Mattison, *Enrollment Manager, Wadena*

STAFF CHANGES

- Bryan Christensen, *Interim BES Director, Detroit Lakes*
- Barnabas Mammis, *Temporary ITS1, Helpdesk, Fergus Falls*
- Jeff Haukos, *ITS1, Multimedia Information Technology, Fergus Falls*
- Jennifer Jacobson, *Dean of Nursing, Moorhead*
- Tom Dubbels, *Interim Dean through FY2013, Moorhead*

NO LONGER AT M STATE

- Susan McClendon, *resigned, Detroit Lakes*
- John Bamberg, *retired, Fergus Falls*
- Joyce Nerdahl, *retired, Fergus Falls*
- Carrie Curie, *Transfer to MSU-Mankato, Moorhead*
- Melanie Hiltunen, *resigned, Moorhead*
- Kate Johnson, *resigned, Moorhead*
- Loren Menz, *retired, Moorhead*
- Colleen Sveum, *resigned, Moorhead*
- Sheri Schumann, *resigned, Moorhead*
- Tammy Hale, *resigned, Wadena*

2012 Pre-Tax Reimbursement

The deadline is near! 2012 is over and so is your 2012 pre-tax Medical-Dental Expense Account (MDEA). All requests for 2012 pre-tax reimbursements and the accompanying substantiation documentation must be received by Eide Bailly Employee Benefits by Thursday, Feb. 28, 2013. Reimbursement submissions received after Feb. 28 will not be processed. Any dollars remaining in your account after the deadline will be forfeited.

SUCCESS STORIES

Our Students Shine

Inspiring hope

Students in the Fergus Falls Nursing Organization sponsored the HOPE (Helping Other People Eat) project prior to the holidays and collected \$185 in cash and 225 pounds of food and personal care items for the local food shelf. In February the organization sponsors an on-campus American Red Cross blood drive.

Building his future

John DeVito, a second-year Civil Engineering Technology student on the Detroit Lakes campus, is one of two two-year college students awarded a scholarship by the City Engineers Association of Minnesota. DeVito received a \$1,000 engineering technician scholarship.

All-American teammates

Spartan volleyball player Gretchen Freed was awarded first-team All-American honors and teammate Christine Moenkedick earned All-American honorable mention for their volleyball exploits during the 2012 season. The Spartans won 4th place in the national Division III volleyball tournament in November.

Check It Out!

Take time to dream

Community members are invited to attend any of three upcoming performances of Mixed Blood Theatre's Dr. King's Dream, a celebration of the life and career of Dr. Martin Luther King, on the M State campuses in Detroit Lakes, Fergus Falls and Wadena. Performances are free and sponsored by the Detroit Lakes and Wadena Student Senates and the CACTUS (Cultural Activities Can Touch Us) organization on the Fergus Falls campus.

Performances are scheduled for:

- Fergus Falls: 10 a.m. Tuesday, Jan. 29, in Legacy Hall.
- Detroit Lakes: Noon Wednesday, Jan. 30, in the college's Conference Center.
- Wadena: 3 p.m. Thursday, Jan. 31, in the college cafeteria.

Talents on display

Visitors to the four M State campuses and public libraries in Fargo-Moorhead will have an opportunity to enjoy the 14 works of art that were entered in the 2nd Annual M State Juried Student Art Competition and Exhibition on the Moorhead campus. Top award winners in the competition were Tyler Bakkila, best in show; Nina Santiago, first place; Matthew Spieker, second place; Shelley Paxton, third place; and Sarah Klemisch and Shelley Paxton, honorable mention. Entries will be displayed at the downtown Fargo Public Library until Jan. 31; at the Moorhead Public Library from Feb. 1-28; and on the Moorhead campus from March 1-31, with an opening reception at 4:30 p.m. March 6 in the East Commons. The artwork will then be displayed on the M State campuses in Detroit Lakes, Fergus Falls and Wadena. Moorhead art instructor Mary Jo Titus was one of the show's organizers.

Did You Know?

Dreaming big, pedaling far

Dave Jensen, student life director on the Fergus Falls campus, has announced his Big Dream Tour, an ambitious plan to bike 2,500 miles coast to coast to raise funds for a Big Dream Scholarship through Fergus Area College Foundation. During his travels later this year, M State supporters will be able to keep up with Jensen on his planned daily video blog. Watch the FACF page for more information, and check out Jensen's announcement on [You Tube](#).

Former Spartan wins big

Scott Strohmeier, a former All-State quarterback for the Spartans, was named the 2012 Coach of the Year by the American Community College Football Coaches Association. Strohmeier recently completed his fourth season as head coach of the Iowa Western Community College Reivers, leading the team to the school's first-ever National Junior College Athletic Association National Championship. Playing for the Spartans in 1993 and 1994, Strohmeier led the team to the state championship game in 1993 and was selected All-State both years. He was inducted into M State's Spartan Athletic Hall of Fame in 2008.

Strengthening our Foundation

M State welcomes two new members to its foundation staff. Denise A. Laymon has been hired as M State's first executive director of foundations and alumni development. She will lead M State's efforts to develop and expand private financial support for the college and its students, as well as guiding and expanding alumni affairs and working closely with the college's four campus foundations. [Becky Niemi](#), an M State alumnus, has joined the college as director of advancement for the campuses in Detroit Lakes and Wadena. Niemi will be on the Detroit Lakes campus on Mondays and Fridays and on the Wadena campus on Wednesdays.

In the News

Shaping up nicely

Moorhead cut the ribbon for its new \$1.45 million student-funded [Fitness Center](#) on Dec. 13. The center, funded through a per-credit fee and the student activity fee budget, officially opened Jan. 14 with treadmills, elliptical machines, stationary bikes, weight machines, free weights, a group fitness room, lockers rooms and showers. Guests at the ribbon-cutting were also treated to a tour of the renovated facilities for the Culinary Arts program, which were updated as part of a separate remodeling program that began in 2008.

A cut above the rest

Artist and former M State instructor Charles Beck is being honored at a public reception Jan. 26 in honor of his 90th birthday. Check out the [Daily Journal](#) for the details and a feature on his accomplishments and his impact on the college.

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CATEGORY ONE

Helping Students Learn

Category One identifies the shared purpose of all higher education organizations: the teaching-learning processes within a formal instructional context.

Finding you in this category is easy if ... you teach. Write and edit learning objectives. Design programs and courses. Assess student preparedness. Learn and use technology. Discuss diversity. Teach hybrid or on-line courses. Determine course sequencing and scheduling. Update handouts/exams with a new text. Tutor students. Use co-curricular activities in your courses. Assess student learning, or if you are improving any of your activities or processes.

CATEGORY TWO

Accomplishing Other Distinctive Objectives

Category Two addresses the processes that contribute to the achievement of the major objectives that complement student learning and fulfill other portions of our mission. At M State, we highlight our process for seeking and implementing externally funded grant opportunities as a distinction for community colleges.

Finding you in this category is easy if ... you lead grant-funded initiatives. Look for opportunities and write proposals for new programs or external funds. Develop relationships with partners in the community. Create and implement new activities funded through grants, or if you are improving any of your activities or processes.

CATEGORY THREE

Understanding Students' and Other Stakeholders' Needs

Category Three examines how we work to understand student and other stakeholder needs.

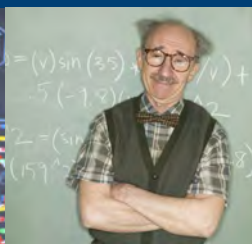
Finding you in this category is easy if ... you counsel students. Survey students. Talk to students about their career/life plans. Respond to issues raised by students. Have an advisory board. Build relationships with employers, or if you are improving any of your activities or processes.

CATEGORY FOUR

Valuing People

Category Four explores our commitment to the development of faculty, staff and administrators since the efforts of all are required for student success.

Finding you in this category is easy if ... you attend faculty development or training workshops. Recruit and hire others. Complete performance evaluations. Participate in recognizing and rewarding others. Determine workforce needs, or if you are improving any of your activities or processes.



CATEGORY FIVE

Leading and Communicating

Category Five address how our leadership and communication structures, networks and processes guide M State in setting directions, making decisions, seeking future opportunities, and building and sustaining a learning environment.

Finding you in this category is easy if . . . you communicate with others. Make decisions about communication processes. Lead others in communication activities. Set direction for your program, division and/or campus. Communicate institutional expectations. Participate in leadership development, or if you are improving any of your activities or processes.

CATEGORY SIX

Supporting Institutional Operations

Category Six addresses the support processes that help provide an environment in which learning can thrive.

Finding you in this category is easy if . . . you keep our facilities in working order. Plan new facilities. Process or analyze payroll, accounts and/or budgets. Develop business services. Deliver financial aid services, or if you are improving any of your activities or processes.

CATEGORY SEVEN

Measuring Effectiveness

Category Seven examines how we collect, analyze and use information to manage M State and to drive performance improvement.

Finding you in this category is easy if . . . you collect, store, manage or use information and data. Measure the effectiveness of your work. Compare your current results/enrollments/counts with past results or with other organizations. Analyze information and data, or if you are improving any of your activities or processes.

CATEGORY EIGHT

Planning Continuous Improvement

Category Eight examines the planning processes and how strategies and action plans are helping achieve our mission and vision.

Finding you in this category is easy if . . . you align your activities with the Strategic Plan. Set performance measures or projections. Participate in strategic planning activities. Serve on an Action Project team, governance committee or other college-wide group that is driven by our mission. Hold others accountable for achieving our mission, or if you are improving any of your activities or processes.

CATEGORY NINE

Building Collaborative Relationships

Category Nine examines our relationships – current and potential – to analyze how they contribute to accomplishing our mission.

Finding you in this category is easy if . . . you identify potential collaborators – both inside M State and outside. Develop relationships with other institutions or community partners. Align your activities with internal and external partners, or if you are improving any of your activities or processes.