

M State News

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

September 2012

The new academic year is off to a smooth start

Hello again, everyone! I sincerely hope that the 2012-13 academic year is going well for you and that students, faculty and staff have settled into a routine that best enhances teaching, learning, service and support for all of our constituents in our

service area communities. As I visited each campus these past few weeks, the new academic year began very smoothly from my perspective. I appreciate the efforts you extended to ensure that would happen. Thank you!

When students returned, I sent each of them a “welcome to the College” message again this year. One of the things I appreciate about working at M State is that many students respond to my message! That is a new experience for me. Sometimes our students respond just to thank me for the message, but others share some of the things they struggle with or have questions about. Their comments and questions remind me that the College “vision” of Success for Every Student will be achieved only through intentional perseverance and the use of various interventions on the part of students, faculty and staff. And just implementing those strategies may not guarantee success for our students — we will need to measure the effectiveness of our strategies for student success and continue to use those tactics that work and replace those that do not.

As we more closely examine why students do or don’t succeed, we find that many of those factors have nothing to do with what occurs in the classroom or on campus. Students may have multiple responsibilities outside of class, or have accumulated numerous credits in fields for which they no longer have an interest or an aptitude, or their debt load no longer allows them to attend classes. These are not issues isolated to just M State but are concerns that are being addressed all over the country. At M State, we will be having conversations and further examining what we can do intentionally as a College to help students succeed. We want every student to complete his or her goal by



Dr. Peggy Kennedy
President

finishing a program of study, graduating and either finding related employment or transferring to a university in a related field. I hope you will join us in those conversations.

Note also that we have replaced campus meetings with monthly “Campus Forums” on each campus. Meetings will be rotated just after Cabinet or management meetings on Thursdays from 3- 4 p.m. We will meet in Detroit Lakes on the first Thursday, Moorhead on the second Thursday, Fergus Falls on the third Thursday and Wadena on the fourth Thursday of each month. This is your opportunity to receive college and campus updates, ask questions and have conversations about topics relevant to you. I encourage you to participate. Remember to regularly access the monitors on each campus for emergency and quick daily updates.

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CONGRATULATIONS TO:

- *Mark Johnson and Karen Buboltz for successfully completing the prestigious Luoma Leadership Academy*
- *The Moorhead campus for its second-place float entry in the Moorhead City Parade*
- *The Lady Spartan volleyball team for its 3-1 record in the Southern Division and its 2-2 showing in a weekend tournament in Rochester*
- *The Spartan football team for its first victory, 27-26 over Ely*
- *The national champion Spartan golfers for winning second place in a tournament at The Legend at Giants Ridge in Biwabik and their victory in the Hibbing Invitational.*

If you have any other campus news, please let me know so I can add my congratulations in the next newsletter.

Thanks for everything you do!

Dr. Peggy Kennedy
President

Minnesota State Community and Technical College



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Minnesota State

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GL Tucker
Dean, CTS and BES

Business & Entrepreneurial Services is pleased to announce the offering of two credit courses that are aimed at business professionals and entrepreneurs with a condensed timeline and on days/times that are friendly to those with full-time work schedules. Along with the two credit courses – in marketing and accounting – BES is offering its non-credit course Preparing the Entrepreneurial Venture. PEV is offered on Saturday mornings in a condensed schedule aimed at the same target market.

These courses provide a great opportunity for business professionals and entrepreneurs to gain new skills, training and education without having to pursue a degree. They also allow employers to make additional training available to their employees.

The credit courses begin in early October and continue into December, and the six-week PEV course is offered in November and December.

In other news, Custom Training Services is partnering with Rural MN CEP to provide welding training to three cohorts of 12 students each, a total of 36 students. CEP received a \$99,000 Minnesota Jobs Skills Partnership grant to fund the project, and M State is the provider for the training, which will be completed over the next year.

There's been an enthusiastic reception, with more than 300 people registered, for the Northern Plains Conference on Aging and Disability sponsored by CTS and scheduled for Sept. 25-27 in Fargo. For more information on the conference, check out the website www.northernplainsconference.com.

Academics

The following announcements and reminders are related to academic affairs across the College.

September 17 - Constitution Day Celebrate the Birthday of Our United States of America Government

Students have now completed the second week of the semester, and besides the various events on the campuses I would like to draw your attention to a College-wide event. On Sept. 17 the College will be celebrating Constitution Day on each of the campuses. This day, which is recognized by colleges across the country, honors the 39 brave individuals who changed the course of history by establishing the government of the United States of America. In addition to honoring their legacy, it is intended to draw awareness to students and encourage the development of habits of citizenship in new generations of Americans. Please watch for the announcement of Constitution Day activities on your campus and online and encourage your students to participate. Faculty members also are encouraged to incorporate activities related to Constitution Day into their classrooms. A variety of resources for instructors can be found on the Internet.

October 17

Wednesday, Oct. 17, has been identified as a College duty day, and thus no classes will be held. Please watch for an email with additional information.

Personnel Update

Kathy Burlingame has resigned her position as dean of health to pursue other opportunities. This semester, while a search is conducted, Jennifer Jacobson from the Moorhead campus will serve half-time as the dean for the LPN program,



Dr. Kathy Brock
Chief Academic Officer

and Pat Ahlschlager from the Wadena campus will serve half-time as the dean for the RN program.

Curricular Changes/New Programs and New Courses for Fall 2013

Faculty members are reminded to visit with their academic deans about proposed new programs or courses during

October. Submissions for new curriculum or curricular changes must be submitted to CARP for review by AASC during its November meetings. This will allow for the two-month review required of all curriculum items by AASC and will allow the additional month of January should follow-up be necessary.



Constitution Day . . . honors the 39 brave individuals who changed the course of history by establishing the government of the United States of America.

Equipment Funding

Equipment funding for academics during 2012-2013 has been identified. A portion of those dollars will be distributed through an RFP process similar to last year. Faculty will be sent an email with details in the immediate future.

Follow-up Material from August Duty Days

Any faculty who have not yet submitted to Marcia Goodyear either their course/program assessment forms or the follow-up information on their priority idea from their program's discussion on extraordinary education are reminded to do so.

Have a wonderful September.

Budget Reorganization:

Delegation of Authority:

Minnesota law requires that any employee who is conducting business on behalf of the state must have written delegation of authority to do so. Conducting business includes signing contracts, approving invoices, approving timesheets, approving purchase orders, using a purchasing card, etc.

The first step in the process of delegation of authority is for the Legislature to delegate the MnSCU chancellor to conduct the business of MnSCU. The chancellor then authorizes/delegates college presidents to conduct business for their institutions, and the presidents in turn authorize certain



Pat Nordick
Chief Financial Officer

employees of their colleges to conduct their business. The authorization to conduct business for a college can be done only through a written delegation of authority letter.

In the near future you should receive your delegation of authority letter from Carol Totland; it will outline the types of transactions you are authorized to complete. For the majority of employees, the

authorization will be limited to purchasing card use, invoice approval and purchase order requisitions. Depending on your job description, some of you will receive other authorizations such as contract approval.

Once you receive an authorization letter, you will need to sign it and return it to Carol. In the short term you may continue to do

your business as you have in the past. If you have been involved in the type of business transactions listed and do not receive a delegation letter in the next month or so, you will need to contact Carol so a delegation letter can be completed.

Facilities Committees:

We will be convening the campus facility committees again this year under the new organizational structure. Each campus will have a facility committee whose role will be to advise the College relative to facilities planning, facility policies and procedures, and local facility concerns. I have asked the campus building and grounds supervisors to convene the first meeting in the near future. Please consider being part of your campus facility committee.

TIP OF THE MONTH

Purchasing card fundamentals

Many of you carry purchasing cards to assist you in purchasing your meals, lodging, needed supplies and materials in an efficient and time-saving way. In order for us to process the purchasing card transactions efficiently, I would ask that you remember to do the following:

1. Make sure when you are finalizing your purchase that the vendor has not charged you sales tax, unless you are using your purchasing card for lodging and/or prepared food. M State is tax exempt for all other purchases, and the tax-exempt number is on the front of your card.
2. Receipts and/or invoices that are submitted to the central accounts payable office for documentation of the purchase must have the detail of what you purchased. Many times the electronic receipt generated by the vendor only contains the date and amount of the transaction. This type of receipt is not acceptable by the auditors as documentation. If you receive this type of receipt from the vendor or restaurant, you need to have them generate a more detailed receipt that displays what you actually purchased.
3. If you are using your purchasing card to pay for food for meetings or events, you must include a copy of the special expense form along with your receipt. This is a requirement of the State of Minnesota.
4. You cannot use the purchasing card to pay for personal meals. Those meals must be paid for out of pocket, and then you get reimbursed by submitting an expense reimbursement form through payroll.
5. When you go online to reallocate your purchases, make sure that the amount showing on your account is the same as the amount on your receipt.

Please keep the above items in mind. They will make processing more efficient and also alleviate the need for the finance office to contact you for more documentation.

TIP OF THE MONTH

Contract Signature Authority:

By state law, only state employees who have a signed delegation of authority on file are allowed to sign contracts or agreements with outside vendors for goods and services. MnSCU is delegated the authority by the Legislature, the Chancellor delegates authority to Dr. Kennedy to sign contracts on behalf of M State, and she in turn has delegated authority to certain administrators and managers in the College to sign contracts. If you negotiate contracts, including contracts that we receive from vendors or contracts that we write, it is important to understand that you are not allowed to sign that agreement unless you have a delegation of authority on file that authorizes you to sign on behalf of M State.

Contracts and/or agreements can range from large professional technical contracts to small vendor contracts for items such as maintenance agreements, online subscriptions, software licenses, speakers/entertainers, etc. This also includes grant agreements. These are all considered contracts in the eyes of State of Minnesota and MnSCU policy.

Please remember that any time a contract is completed, a purchase order must be done to encumber the funds in the contract.

For a complete listing of types of contracts along with templates and contracting rules, go to the M State Intranet. Under "Divisions" click on "Finance," where you will find "Contract Instructions." There are links there to help you navigate the rules, responsibilities and templates for various contracts.

MnSCU Tax Sheltered Annuity Plan - Universal Availability Notice

Minnesota State Colleges and Universities System provides you with the opportunity to save for your retirement through the MnSCU Tax Sheltered Annuity Plan (the "Plan"). Any non-student employee is eligible to participate in the plan. To enroll, visit www.tiaa-cref.org/mnscu and select "Enroll Now." Voluntary enrollment in the Tax Sheltered Annuity Plan (TSA) is not final until you elect your contribution amount on the State of Minnesota Employee Self-Service website. If you are already enrolled in the plan but wish to change the amount of your deferral, you may change your bi-weekly amount on the State of Minnesota Employee Self Service website.

All non-student employees who receive compensation reportable on an IRS Form W-2 are eligible to participate in the plan.

Please take a moment to review the Plan Details at www.tiaa-cref.org/mnscu before enrolling. Once you are enrolled, you can review and change the amount of your contributions and your investment allocations at any time. The Plan offers both pre-tax and after-tax (Roth) payroll deferral options.

Also, please be aware that the law limits the amount you may defer under this and other plans in any tax year. For 2012, the limit under all plans of this type is generally \$17,000, although larger limits may apply if you are age 50 or over or if you have at least 15 years of service with MnSCU. Each participant only gets one limit for contributions to all 403(b) plans, so if you are also a participant in a 403(b) plan of another employer, your combined contributions to that plan and to the MnSCU Tax Sheltered Annuity Plan in 2012 are generally limited to \$17,000. If you participate in more than one 403(b) plan, you are responsible for tracking and reporting the amount of all of your contributions to the plans so that the total amount of all your contributions to all plans in which you participate do not exceed the limit. Note also that the sum of all of your contributions, and those of your employers, to all 403(b) plans that you participate in are generally limited to the lesser of \$50,000



Dacia Johnson
Chief Human Resources Officer

or 100 percent of your compensation in 2012.

For further details, or if you have questions, please contact your Human Resources Office or the MnSCU Retirement Call Center at (800) 682-8969.

Vacation Donation Program

Periodically, you receive an email from me which tells the story of a State employee who is in need of additional

sick leave time based on his or her or a family member's medical condition. This is a wonderful way for fellow State of Minnesota employees to take care of one another! State employees can donate up to a total of 40 hours of accrued vacation leave (staff) or personal leave (faculty) each fiscal year to the sick leave account of one or more state employees, or to employees who have unreimbursed medical costs of at least \$10,000. Employees may donate accrued vacation hours only if they are eligible to accrue and use vacation and have an earned balance that equals or exceeds the number of hours donated.

To view a list of recipients in the Vacation Donation program, log in to the Employee Self Service. Click on Other Payroll, Leave Donations, then Recipient Flyers. This will give you a list of individuals who are in the program. To donate hours to an individual in the program, click on Input Your Leave Donations.

STAFF CHANGES AT M STATE

NEW EMPLOYEES

- Chesay Colson, *Coordinator of Diversity/Inclusion, Moorhead*
- Peggy Dunham, *Bookstore, Moorhead*
- Adam Hutton, *Bookstore, Moorhead*

- Tom Dubbels, *Interim Academic Dean, Liberal Arts and Sciences, Moorhead*

NO LONGER AT M STATE

- Kathy Burlingame, *Dean of Nursing, resigned*

STAFF CHANGES

- Dr. Holly Doyle, *eCampus Director of Student Services*

Family and Medical Leave Act (FMLA)

Did you know that any one of these six categories qualifies as a serious health condition and requires M State, as your employer, to notify you about your rights under the Family and Medical Leave

Act? The categories are (1) inpatient care (hospitalization); (2) continuing treatment of a health condition (primarily a period of incapacity of three or more days); (3) pregnancy-related incapacity or illness; (4) chronic serious health condition; (5) permanent or long-term condition without treatment; (6) multiple treatments or a condition that requires multiple treatments.

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

FMLA provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

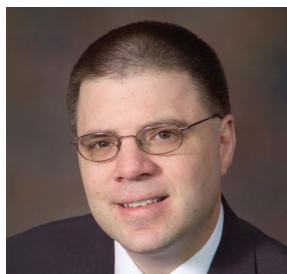
FMLA is designed to help employees balance work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

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

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

Continued on page 5

Information Technology



Dave Overby
Chief Information Officer

MState is moving forward with implementation of the use of StarID username and password to log in to all campus-based technology applications by Dec. 1. These technology applications include GroupWise, D2L, CARP, the Advisor Access Portal, Novell Login, eServices and Employee Central (the new employee portal).

To transition all faculty and staff to the use of StarID login for all campus-based applications, IT will need to work with

each user on a one-on-one basis converting your account and computer login to the new system. Several IT staff will be on your campus during the following days to help with the transition: *Please mark your calendar!*

- **Fergus Falls Campus – Tuesday, Sept. 25, through Thursday, Sept. 27**
- **Wadena Campus – Tuesday, Oct. 9, through Thursday, Oct. 11**
- **Detroit Lakes Campus – Tuesday, Oct. 23, through Thursday, Oct. 25**
- **Moorhead Campus – Tuesday, Nov. 6, through Thursday, Nov. 8**

If you have not yet activated your StarID, please go to <http://starid.mnscu.edu/go/activate/> to complete the activation before Sept. 25.

On the dates above, IT staff will be located in a conference room from 9 a.m. until 3 p.m. to help with the transition. If you have a desktop computer, your campus computer help desk will schedule a time with you to complete the transition. We estimate that it will take about 15 to 20 minutes to complete the process for each user. All college users must transition to the new StarID system no later than Dec 1.

On Tuesday, Sept. 25, IT will release the new employee portal, Employee Central, which replaces the current Intranet website. To access Employee Central, users will need to log in with their StarID username and password. Employee Central is a Web-based system that will provide single sign-on access to GroupWise Web Access, D2L, eServices, eTimesheet, CARP, Advisor Access Portal, voice mail and more. Please note that Employee Central does not replace the GroupWise client installed on your computer.

Please watch for further information about the transition to StarID. If you have any questions, please contact your campus computer help desk.

Human Resources

Continued from page 4

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months and at a location where the company employs 50 or more employees within 75 miles. Whether an employee has worked the minimum 1,250 hours of service is determined according to FLSA principles for determining compensable hours or work.

Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave.

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

Academic and Student Affairs

Many times over the last few years, and with even more attention in the next few months, you will hear the term AQIP used throughout the information and formal M State communication channels. If you are not aware, AQIP stands for Academic Quality Improvement Program; the improvement process provides the foundational documentation about the great work that we do at M State every day of the year. More importantly, it is the process we use for re-accreditation.

The AQIP process and ultimate portfolio, along with peer review, are the foundation for comprehensive evaluations for North Central re-accreditation through the Higher Learning Commission. The purpose of the AQIP Portfolio is to document our progress as an institution; receive high-quality, actionable feedback on the M State strengths and opportunities from a team of quality improvement experts and educators; serve as a body of evidence to illustrate that M State is meeting the Criteria for Accreditation; provide a common reference point for our shared understanding of our organization, processes, performance results and improvement efforts; serve as a planning tool to share our future agenda; and prove to our stakeholders with clarity and persuasiveness that M State is accomplishing our mission with our resources.

The last M State accreditation site visit occurred in 1993, and the Self-Study and final Report were conducted and completed (as NTC and FFCC) somewhere between 1990 and 1992. As a College, this will be the first opportunity we have to showcase the work we do.

The next M State portfolio evaluation is due **June 1, 2013**. Although we have been continuously preparing for our next visit since 1993, our 2013 portfolio will be designed to highlight our most recent processes, results and improvements. In addition, it will provide suggestions for the next phases of developments; creating the portfolio will simultaneously create a roadmap for our future. The process of writing the portfolio will be led by Associate Vice President Carrie Brimhall but will be integrated throughout the College by utilizing existing committee and organizational structures to provide input and review.

The actual on-site re-accreditation visit will occur within the 2013-2014 academic year. We hope to realize another 10-year continued accreditation status to recognize the dedication, time and talent you give to M State to ensure success for each of our students and stakeholders!

If you have questions about the AQIP process, please don't hesitate to contact the Office of Institutional Effectiveness at 218-736-1504 or carrie.brimhall@minnesota.edu.



Carrie Brimhall
Associate Vice President of
Academic and Student Affairs

Student Services

MState has a full schedule of Program Showcases coming up through February to highlight the many program opportunities on our campuses.



Dr. Peter Wielinski
Chief Student Services Officer

The Program Showcases provide faculty the chance to promote their programs to prospective students during campus visits. The popular events allow faculty to demonstrate the curriculum and give students a tangible, in-person and hands-on experience.

This provides a much more compelling experience for prospective students than we can provide at a college fair or high school visit, or on the website. Faculty can communicate, demonstrate and provide experiences that convey their passion for their field and can spark a bit of the same passion in a prospective student.

The enrollment managers host the events and provide marketing and promotion. The most successful events are those that faculty actively promote, as well, through their contacts.

DATES TO KNOW

September

- 21 Spring 2013 registration opens
- 19 Speaker, Zach Wahls, Moorhead campus
- 20 Wadena Area College Foundation Golf Scramble, Whitetail Run Golf Course, Wadena
- 21 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

October

- 17 Curriculum day
- 17-19 Fall break

Minnesota State Community and Technical College PROGRAM SHOWCASE

Discover M State. Discover your future.
Come learn about all the opportunities in these fields.

OCTOBER 10

Criminal Justice and Fire Service
Moorhead | 9 a.m.

OCTOBER 16

Business, Management and Administration
Detroit Lakes | 1 p.m.

OCTOBER 24

Transportation-Related Trades
Moorhead | 9 a.m.

NOVEMBER 2

Fine Arts
Fergus Falls | 9 a.m.

NOVEMBER 8

Trades and Industry
Wadena | 10 a.m.

NOVEMBER 8

Health Care
Detroit Lakes | 10 a.m.

NOVEMBER 15

Business, Management and Administration
Moorhead | 9 a.m.

NOVEMBER 15

Medical Office and Nursing
Wadena | 1 p.m.

NOVEMBER 30

University Transfer (Associate) Degrees
Fergus Falls | 9 a.m.

JANUARY 18

Health and Sciences
Fergus Falls | 9 a.m.

JANUARY 24

Building Trades
Moorhead | 9 a.m.

FEBRUARY 1

Science, Technology, Engineering and Math
Moorhead | 9 a.m.

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Moorhead
1900 28th Avenue South
Moorhead, MN 56560
218.299.6500
1.877.450.3322
Fax: 218.299.6810

Wadena
405 SW Colfax Avenue
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