

**MINNESOTA STATE UNIVERSITY ASSOCIATION
OF ADMINISTRATIVE AND SERVICE FACULTY MEET and CONFER**

Thursday, December 7, 2017

1:15-2:45 P.M.

CSU 203

Present – President Davenport, Sara Granberg-Rademacker, Marilyn Wells, Rick Straka, Kent Stanley, David Jones, Steve Barrett, Henry Morris, Cathy Hughes, Jean Clarke, Jamie Van Boxel, Ramon Pinero, Rachel Tanquist, Melissa Iverson

Meeting Chair – President Davenport

I. Information Items

A. Review of Notes

- No changes noted. If changes are needed they can be recommended by the MSUAASF President.

B. MSU President's Report (R. Davenport)

- December 11 is the President's Chili Luncheon from 11:30am-1pm.
- D. Jones will be participating in Dancing with the Stars to represent Minnesota State, Mankato's 150th year. He will be partnered with Emily Navara who is an MNSU student and an elementary education major.
- Commencement will take place this Saturday 12/9/17 until 1pm.
- The leadership council meeting took place 12/4/17-12/5/17. The council discussed the climate studies on campus, student success, and diversity plans so that campuses could share their experiences and ideas.
- The collaboration funding grant applications are due by Friday 12/9/17 to the system office. MNSU is submitting four proposals for review. The collaboration funding grant is using money off of the top of the appropriations (5 million dollars) to encourage innovative partnerships. Schools must have partner institutions to be eligible for the grant.
- The system office is taking a strong stance on online learning. MNSU is on the front lines of online learning in the Minnesota State System.
- Minnesota State currently has a 1.4 million budget for marketing and advertising. The current billboard campaign has received negative feedback because it highlights that we are the lowest cost opportunity for students but it does not highlight the high quality of education we provide.
- The leadership council also discussed advising. These conversations solidified that MNSU's move to go forward with our advising initiatives were the right thing to do, even though they were controversial.
- The regional HR center was also discussed. S. Appelquist will be the interim HR director after M. Carlson steps down. S. Barrett will be talking with S. Appelquist for how to make the service centers more effective. S. Appelquist seemed open to ideas, stay tuned for more information at future meetings. The Board of Trustees is behind the centralized HR model so we need to make it work as much as possible. S. Barrett also added that there will need to be appropriate audits and evaluations of the effectiveness of the regional HR center.

C. MSUAASF President's Report (S. Granberg-Rademacker)

- MSUAASF members are currently busy with closing the residence halls for Winter Break, meeting with prospective students, resolving student cases, and the commencement ceremony.
- Our leadership team is working on membership, constitution updates, and our upcoming elections this spring.
- At the MSUAASF state Meet & Confer the focus was on student success, enrollment and retention, reaching out to disadvantaged student populations, and the re-classification of MSUAASF positions.
- S. Granberg-Rademacker asked M. Wells for an update on the feedback received via the listening sessions regarding the recent leadership changes. M. Wells answered that there were four listening sessions hosting nearly 100 participants. All six academic colleges, support staff, and most graduate programs were represented. M. Wells also received electronic communications of feedback from individuals who couldn't make it to the sessions or individuals who had further feedback after the sessions concluded.
- Some of the feedback that M. Wells received so far has been regarding:
 1. Continuing the conversations
 2. Funding concerns
 3. Graduate assistantships not being competitive which loses the University some of the best applicants
 4. Pursuing private giving and endowment
 5. Connecting with alumni of graduate programs
 6. Increasing support structures
 7. Incentivizing faculty engagement
 8. Increasing graduate research
 9. Research compliance
 10. The graduate student experience
 11. Building community for graduate students
 12. Re-evaluating fees
 13. Focusing on diversity
 14. Increasing marketing
 15. Addressing graduate class quality and rigor
- S. Granberg-Rademacker asked what the timeline would be for addressing the feedback received. M. Wells stated that she is currently reviewing and synthesizing the input and that the listening sessions will continue. M. Wells would like to continue to have graduate student and faculty engagement in this conversation.
- M. Wells also mentioned that 3 faculty, 2 professional staff, and 2 administrators were sent to a graduate conference in Scottsdale, AZ. M. Wells met with the group before they departed to discuss goals for the meeting. They will meet again once the group returns to share information received.

D. Vice President Student Affairs & Enrollment Management Report (D. Jones)

- We are currently down 295 headcount for spring. This number is expected since we were down 200 FYE from fall. The new student intention to enroll for spring is flat and there is no anticipation that this will change.
- Fall 2018 applications are up .3% overall. Intent to enroll is up 17.4% from one year ago and 7% from 2 years ago. Transfer students intent to enroll is up 20% from last year. While these projections are early, D. Jones hopes they maintain.
- S. Granberg-Rademacker asked if enrollment confirmation spikes and then changes later. D. Jones answered that enrollment confirmation has been relatively consistent with a 91-92%

accuracy rating. J. Van Boxel asked if there has been an enrollment effect on international students due to the travel ban. D. Jones answered that they are anticipating a national effect on international enrollment. D. Jones stated that while MNSU only has 7 students from the countries affected by the travel ban, it could have rippling repercussions. International student's submission of their I20 forms in the spring will be the best indicator for fall international enrollment.

- St. Cloud currently has over 200 more international students than we have, which is surprising since we have over 1000 students more than St. Cloud does.
- R. Davenport stated we recently ranked fourth in state university rankings after the University of Minnesota, St. Cloud State, and St. Thomas.
- The admissions office has been overwhelmed with the large requests for tours.
- H. Morris added that they forecasted for over 2500 diverse high school students to visit MNSU this year and so far 2000 have visited as of October. This high number is promising since students of color are large drivers of enrollment.

II. Discussion Items

A. Budget (R. Straka)

- There is a funding deficit of 188 million, when you factor in legislative funding that number becomes 300 million dollars.
- There is a 700 million dollar deficit projected in 2020-2021.
- These numbers include anticipated revenue increases but not increased inflation, which means that the 2020-2021 deficit will likely be closer to 1 billion dollars.
- The governor wants to wait until March for special session due to the uncertainty of the federal tax package and stimulus.
- We are in a cash positive year. There will be a decrease in appropriations next year. There will also be a freeze of undergraduate tuition for next year.
- There have been significant salary savings in the last years and we continue to trend that way. R. Straka suggests using the reserve and not making reductions based on fuzzy forecasts depending on how much in salary savings the university has.
- Our University reserve is currently almost up to the system level max.
- Since there are so many budget unknowns right now, R. Straka suggests using the reserve to get us to next fall and see where we are at. This will also be at end of the strategic budget cycle which will allow us to better allocate our resources.

B. HR Topics (S. Barrett)

- Human Resource Vacancies
 - The two attached lists are sorted by the status in the search process and by the bargaining unit. Please let S. Barrett know if anything needs to be cleaned up.
- Human Resources Investigation Process
 - The attachment outlines the investigation timeline. HR's goal is to get the investigation timeline to 30 days. The investigation timeline average is currently between 10 and 11 days for new cases within the new framework.
 - We will receive a status report from HR every month so that we can monitor the timeline.
 - Clean up for inquiries that happened before the new framework is still ongoing.

- FLSA
 - Handout provided
 - HR has audited over 100 positions. So far the system office has returned 1/3 of those positions. We have not received a decision on 53 of the positions that have been sent to the system office.
 - The system office has agreed to apply the Academic Administrative Exemption duties test framework to the Academic Advisor positions. These position reviews will likely be received back within the next week.
 - M. Iverson asked if all advising positions were being evaluated, even the ones that already came back. S. Barrett answered yes.
 - S. Barrett stated that we haven't got any position reviews back from the system office since August.
 - H. Morris asked how many positions were reclassified out of the 33 positions returned. S. Barrett is going to look and report back. S. Granberg-Rademacker stated that it is close to 100%.
- Holiday Calendar 2018-2019
 - Handout provided.
 - The 2018-2019 winter holidays fall on Tuesdays. MSUAASF will celebrate Veterans Day and President's Day during that week.
 - The 2019-2020 holidays falls on Wednesdays. This presents more options for when Veteran's Day and President's Day could be celebrated. S. Barrett is interested in members' feedback on the 2019-2020 holiday schedule. He hopes that the final decision will be by February at the latest.
 - S. Barrett hopes that all employee groups will reach consensus on when holidays will be celebrated, but that it is not necessary for a consensus to be reached.
 - J. Clarke mentioned that we have polled members regarding their preferences in the past. R. Straka also added that there used to be a calendar committee. S. Granberg-Rademacker stated that we will have a calendar plan by the next meet and confer.
- Professional Excellence Award
 - Details emailed to members on 12/7/17.
- Professional Development Day
 - Takes place on Monday, December 11th
 - Coincides with the President's Chili luncheon.
 - S. Barrett will be hosting a session on FLSA.

C. Death of a Student Protocol (D. Jones)

- MNSU has a rich history of being caring when a student passes away.
- This past fall was unusual with 3 students passing away in a car accident.
- The protocol is documentation of what we do across all departments when a student passes away so future colleagues will have a resource to lean on when tragedy happens.
- The protocol is an organic document that will change over time, since we will learn more of what needs to be done with each passing.
- This internal document will be located in the student affairs website under faculty and staff resources.

- This procedure is meant to be a resource for us. No feedback is requested at this time since it will be revised as needed.

D. Scholarship Processes Update (K. Stanley)

- This is a four and a half year project that started in 2014. K. Clark and D. Jones started combatting the challenge of getting private support scholarships to the students in need of funds.
- The University purchased Scholarship Finder through AcademicWorks as a one stop shop for students to find the scholarships available.
- Sadly only CSET and the College of Business entered their scholarships into Scholarship Finder. The other colleges kept their scholarships separately.
- Based the research conducted last January, over \$800,000 could have been spent on student scholarships over the last few years that went un-awarded. \$270,000 of those dollars were from last year alone.
- Currently, departments are spending discretionary department dollars (between \$8,000 and \$15,000 per department) on funding scholarships that no longer have institutional funding to back them up. \$61,000 was awarded last year from funds that were no longer available and had to come from discretionary department dollars.
- The foundation was not pleased at how much scholarship funding is being un-awarded.
- K. Stanley states that all colleges needed to be involved in one universal scholarship process for students.
- K. Stanley's team met with SRCs to discuss what has and hasn't worked about the current process. All people involved were ASF members.
- For the new scholarship process, deans will select someone as scholarship champion in each college who will work with students and University Advancement to maximize scholarship dollars.
- K. Stanley would like to standardize the University scholarship deadlines. His plan is for January to be the month where colleges finalize all scholarships available for the next school year. The scholarships will then be marketed to students through posters, social media, D2L, advertising in Campus Newsletter. Students would then apply for scholarships in February. Faculty would then select scholarship winners in March. If a scholarship is not awarded by the end of March an Ad Hoc Committee will review the scholarship to see if the funding can be awarded to students who need the funding.
- S. Granberg-Rademacker asked if there is an assessment tool for the new process. K. Stanley answered that there has been one in place for the last four years, but that it was voluntary.
- Currently 2200 students went on scholarship finder this year, for an average of one time. K. Stanley's goal is to double this number. The universal timeline for scholarships is crucial for achieving this goal.
- J. Van Boxel asked what percentage of scholarships K. Stanley sees being awarded from faculty verses the Ad. Hoc committee. K. Stanley answered that this is currently unknown but he hopes that it will be a small number. He will know more after this year.
- R. Straka added that there will need to be coordination with financial aid office due to changes in student awards. Financial Aid Director T. Heu is aware of the new scholarship process and was present at the recent scholarship champions meeting. R. Straka added that when a student gets a scholarship it may mean a reallocation of aid with less student loans, and not necessarily more money available to the student.
- M. Wells explained that the scholarship process update is an institutional priority because overcoming financial barriers is a retention issue.

- R. Davenport added that nationwide, 20% of students who drop out of college could be saved if we could get ahead of their financial crises. Almost every institution is struggling to do this. The end of freshman year and senior year are when students are most likely to drop out due to finances, which is why scholarships are so critical.
- M. Wells gave context that various donor scholarship agreements have defined criteria. Faculty sometimes add additional elements, such as recommendation letters, to reduce applications. However, these additional barriers are not beneficial to students.
- M. Wells added that scholarship money is an honor that can be added to resume and not just a check. It is also a good way for students to build relationships with donors.

E. Online Learning Solutions and Models (M. Wells)

- Handout provided.
- The system is moving forward with an online framework, so it is good that we are ahead of this.
- The proposed plan is about identifying best practices and models as well as defining market growth and new market segments.
- In November, M. Wells shared the current roster of online programs.
- External experts were brought in to give us the best knowledge currently available.
- Feedback was due by 12/7/17 for the framework for selecting programs to pilot the online learning solutions and models.
- S. Granberg-Rademacker stated that the feedback we received from our members was that the categories selected seemed relevant but that our membership expertise was not on recommending programs. Our members also voiced concerns for student support and how fees will be assessed. S. Granberg-Rademacker added that we won't get a lot of feedback from members until the project is further along and the impact becomes more apparent.
- The online work plan includes 8 areas with 38 goals, objectives, and action steps.
- The handout details the front line action team. Please let M. Wells know before the first meeting on January 8th if you feel there's someone else who should be on the frontline action team that was not listed.
- The frontline action team will meet every two weeks for the first two months and then once per month after that to keep on track.

F. Website Update (C.Hughes)

- The website update is right on track with the schedule outlined.
- Dec. 8th marks the soft launch of the Office of the President's page. They expect minor problems that will be resolved quickly.
- The new homepage and other high level pages (links off of the homepage) will go live during the second half of January.
- There have been more than 150 people involved in developing effective website content. There has been good engagement from the campus while getting ready for the transition.
- Most other websites will be ready to go live by February or March.
- IT is currently working on training materials.
- IT is working with an outside implementation partner for the data from the online academic catalog that feeds into the website program day. This project will wrap up in April.
- R. Pinero asked if anyone can do the training or if it is just open to editors. C. Hughes answered that anyone can do the training, you do not have to be editor to attend the training.

G. Strategic Budget Planning Update (R. Straka)

- The teams are currently in place for scoring and have gone through training on how to look at the rubrics.
- Scoring groups have been assigned as academic and non-academic.
- The rubrics are due back for categorization in January. Individual program initial categorization will happen at that time so that programs have time to appeal.
- The final categorization will be available to the general public in February and March after the appeal process concludes.

FY18 Meeting Dates

January 11, 2018

February 1, 2018

March 1, 2018

April 5, 2018

May 3, 2018

MSUAASF (211) Fixed Term

NAME	TITLE	DEPARTMENT	JOB ENTRY		ASSIGNMENT	
			DATE	BEGIN DATE	END DATE	
Adams, Timothy W	Military & Veteran Success Coordinator	Student Affairs & Enrollment Manage	06/05/2017	07/01/2017	06/30/2018	
Aguilar Javier, Sergio Yosimar	Interim Director of OASIS	Multicultural Center	10/01/2017	10/01/2017	06/30/2018	
Allen, Kelly R	Hall Director	Residential Life	07/17/2017	07/17/2017	06/30/2018	
Campa, Logan T	Interim Admissions Officer	Undergraduate Admissions	08/21/2017	08/21/2017	06/30/2018	
de Ruiter, Frederick P	Program Advisor & Summer Operations Coord	Residential Life	08/15/2017	08/15/2017	06/01/2018	
Elnuzahi, Hamdi A	Interim Saudi Arabian Cultural Mission Program	International Student & Scholar Servic	11/02/2015	07/01/2017	03/01/2018	
Gruenzner, Beverly Jean	Intermittent Athletic Training Assistant	Intercollegiate Athletics	08/25/2015	08/30/2017	12/15/2017	
Hansen, Jared W	Industry Relations Director	University Extended Education	06/22/2017	07/01/2017	06/21/2018	
Linde, Kasey Richelle	Director of Annual Giving Programs	University Advancement	06/01/2017	07/01/2017	05/31/2018	
Power, Amber Joy	Director of Communication & Endowed Progra	Arts and Humanities, College of	09/12/2017	09/12/2017	06/30/2018	
Swartz-Beckius, Ann Marie	Interim Recruitment & Retention Advisor	Multicultural Center	02/21/2017	07/01/2017	06/30/2018	
Valencia, Xochitl R	Interim Education Abroad Advisor	Global Education	10/19/2015	08/21/2017	06/30/2018	
Vorwerk, Daniel A	Hall Director	Residential Life	08/03/2017	08/03/2017	06/30/2018	

Position Vacancies by Bargaining Unit
 Meet-and Confer, Thursday, November 2, 2017

Administrators

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
U	Dean	EXISTING	EXISTING	GENERAL	AT WILL	ADVERTISEME NT OPEN	AA - CSBS	10		8/20/18
U	Director of MIN Institute for Natural Resources, Agriculture and Land Stewardship	NEW	NEW	GENERAL	AT WILL	REVIEWING APPLICATIONS	AA - CSET	7		

AFSCME

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Accessibility Resources Office Manager	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	AA	OAS INT		12/6/17
C	Administrative Assistant	EXISTING	EXISTING	NON-GEN	UNLIM	HIRED	AA	OAS INT	Gretchen Cords	
C	Archives Technician	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	AA	LIB TECH		12/6/17
C	DARS Transfer Articulation Specialist	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	AA	OAS SR		11/27/17
C	Registration Help Center Assistant	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	AA	OAS INT		10/23/17
C	Administrative Assistant	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	AA - CAH	OAS INTER		11/6/17
C	Administrative Assistant	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	AA - COE	OAS INT		1/3/18

C	Administrative Assistant	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	AA - COE	OAS INTER	11/27/17
C	Administrative Assistant	EXISTING	EXISTING	GENERAL	UNLIM	WRITTEN OFFER EXTENDED	AA - CSET	OAS, INT	
C	Advising Assistant	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	AA - CSET	OAS SR	11/9/17
C	Science Fair Coordinator	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	AA - CSET	OAS INT	12/6/17
C	Science Fair Coordinator	EXISTING	EXISTING	GENERAL	SEAS	REVIEWING APPLICATIONS	AA - CSET	OAS INT	11/10/17
C	General Maintenance Worker	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	FA	GMW	
C	General Maintenance Worker	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	FA	GMW	
C	General Maintenance Worker	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	FA	GMW	
C	Groundskeeper Intermediate	EXISTING	EXISTING	GENERAL	EMERGEN CY	HIRED	FA	GRDS INT	Adam Morris 11/1/17
C	Groundskeeper Intermediate	EXISTING	EXISTING	GENERAL	EMERGEN CY	HIRED	FA	GRDS INT	Jacob Sukalski 11/1/17
C	Groundskeeper Intermediate	EXISTING	EXISTING	GENERAL	EMERGEN CY	HIRED	FA	GRDS INT	Andrew Prange 11/1/17

C	Groundskeeper Intermediate	EXISTING	EXISTING	GENERAL	EMERGEN CY	HIRED	FA	GRDS INT	Broderick Hosch	11/1/17
C	Groundskeeper Intermediate	EXISTING	EXISTING	GENERAL	EMERGEN CY	NOT YET STARTED	FA	GRDS INT		11/1/17
C	Administrative Assistant	NEW	NEW	GENERAL	UNLIM	INTERNAL BID STAGE	PO	OAS INTER	Zachary Knochenm us	12/11/17
C	Campus Security Officer	EXISTING	EXISTING	GENERAL	TEMP	HIRED	SA	CSO		11/15/17
C	Campus Security Officer	EXISTING	EXISTING	NON-GEN	UNLIM	REVIEWING APPLICATIONS	SA	CSO		11/15/17
C	Campus Security Officer	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	SA	CSO		11/15/17
C	General Maintenance Worker	NEW	EXISTING	NON-GEN	INTMT	HIRED	SA	GMW	Mark Hagebak	11/6/17
C	General Maintenance Worker	EXISTING	EXISTING	NON-GEN	UNLIM	INTERNAL BID STAGE	SA	GMW		12/4/17
C	General Maintenance Worker	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	SA	GMW		
C	General Maintenance Worker	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	SA	GMW		
C	General Maintenance Worker	NEW	NEW	NON-GEN	TEMP	NOT YET STARTED	SA	GMW		10/9/17
C	Temporary GMW	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	SA	GMW		10/30/17
C	Temporary GMW	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	SA	GMW		10/30/17
C	Off-Campus Program Coordinator	EXISTING	EXISTING	NON-GEN	UNLIM	FINALISTS SELECTED	SBERP	OAS INT		10/23/17

C Graphic Designer EXISTING EXISTING NON-GEN UNLIM REVIEWING UA GRAPHIC ARTS SPEC 3/1/18
ASF

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
U	Assistant Director of Sponsored Programs	EXISTING	EXISTING	NON-GEN	PROB	FINALISTS SELECTED	AA	C		
U	Customized English Language Trainer	NEW	EXISTING	NON-GEN	INTMT	VERBAL OFFER EXTENDED	AA	B		1/8/18
U	Customized English Language Trainer	NEW	EXISTING	NON-GEN	INTMT	WRITTEN OFFER EXTENDED	AA	B		1/8/18
U	Customized English Language Trainer	NEW	EXISTING	NON-GEN	INTMT	WRITTEN OFFER EXTENDED	AA	B		1/8/18
U	Director, Academic Advising	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	AA	E		
U	Interim International Student Services Advisor	EXISTING	EXISTING	NON-GEN	FIXED TERM	CALL OUT TO ASF	AA	B		12/1/17
U	Director of Communication and Endowed Programs	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	AA - CAH	A		7/1/18
U	Laboratory Coordinator for Biological Sciences	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - CSET	C		
U	Athletic Training Assistant	EXISTING	EXISTING	GENERAL	INTMT	HIRED	FA	B	Morgan Olsen	11/9/17
U	Interim Athletic Training Assistant	NEW	EXISTING	GENERAL	FIXED TERM	CONDUCTING RANGE REVIEW	FA	B		12/1/17

U	Interim Athletic Training Assistant	NEW	EXISTING	GENERAL	FIXED TERM	CONDUCTING RANGE REVIEW	FA	B		12/1/17
U	Hall Director	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	SA	B		7/12/18
U	Hall Director	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	SA	B		7/12/18
U	Interim Coordinator of Alcohol and Drug Sanction Education	EXISTING	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	SA	C		1/8/18
U	Physician	EXISTING	EXISTING	NON-GEN	PROB	FINALISTS SELECTED	SA	E		
U	Program Advisor	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	SA	B		5/29/18
U	Industry Relations Director	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	SBERP	C		
U	Director of Development for CSET	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	UA	D	Ashley Elmer	11/6/17
U	Director of Development, Allied Health & Nursing	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	UA	D	Chris Hviden	11/13/17

Commissioners Plan

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Dental Hygienist	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	AA - CAHN	Hygienist		
C	Dental Hygienist	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	AA - CAHN	Hygienist		
C	Dental Hygienist	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	AA - CAHN	Hygienist		

IFO

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Dental Hygienist	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	AA - CAHN	Hygienist	Lacie	
C	Staffing Specialist	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	PO	HR TECH 2 2	Mitchell- Garza	11/6/17
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - CAH	ASST PROF		
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - CAH	ASST PROF		8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - CAH	ASST PROF		8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - CAH	ASST PROF		
U	Assistant Professor	EXISTING	EXISTING	GENERAL	FIXED TERM	REVIEWING APPLICATIONS	AA - CAH	ASST PROF		
U	Instructor	NEW	NEW	NON-GEN	FIXED TERM	REVIEWING APPLICATIONS	AA - CAH	INSTR		
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - CAHN	ASST PROF		1/3/18
U	Assistant Professor	NEW	EXISTING	NON-GEN	FIXED TERM	HIRED	AA - CAHN	ASST	Tiffany Gordon	
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	AA - CAHN	ASST PROF		8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	AA - CAHN	ASST PROF		8/20/18

U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - CAHN	ASST PROF	8/20/18
U	Assistant Professor	NEW	EXISTING	NON-GEN	FIXED TERM	WORK EXPERIENCE COMPLETED WRITTEN OFFER EXTENDED	AA - CAHN	Asst Prof	
U	Assistant Professor	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	AA - CAHN	ASST PROF	8/13/18
U	Associate or Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - CAHN	ASSOC ASST PROF	8/20/18
U	Associate/Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - CAHN	ASSOC/ASST PROF	8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - COB	ASST PROF	8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - COB	ASST PROF	
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - COB	ASST PROF	
U	Associate Professor	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	AA - COB	ASSOC PROF	8/20/18
U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - COE	ASSOC ASST PROF	8/20/18
U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	AA - COE	Assoc/Asst Prof	
U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	AA - COE	ASSOC ASST PROF	8/20/18
U	Associate or Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - COE	ASSOC ASST PROF	8/20/18

U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - CSET	ASST PROF	
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	NEW	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	NEW	NEW	GENERAL	PROB	POSITION DRAFTED	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - CSET	ASST PROF	
U	Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - CSET	Asst Prof	
U	Assistant Professor / Research Scientist	NEW	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	AA - CSET	ASST PROF	1/3/18
U	Associate / Assistant Professor	NEW	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	AA - CSET	ASSOC ASST PROF	
U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	AA - CSET	ASSOC ASST PROF	
U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	AA - CSET	ASSOC ASST PROF	8/20/18

U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	OFFEREE APPROVED	AA - CSET	ASSOC ASST PROF		
U	Associate / Assistant Professor	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	AA - CSET	ASSOC ASST PROF		
U	Microbiologist	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	AA - CSET	ASST PROF INSTR	Demelash Bifta Areda	1/3/18
U	Research Professor	NEW	EXISTING	NON-GEN	EXT FUNDED	ON HOLD	AA - CSET	Prof		
U	Assistant Volleyball Coach	EXISTING	EXISTING	GENERAL	FIXED TERM	ADVERTISEME NT OPEN	FA	INSTR		1/5/18
U	Counselor	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	SA	INSTR		1/8/18

Managerial

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Director of College Operations	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	AA - CSET	Admin. Officer		

MAPE

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Library Systems ITS 1	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	AA	ITS 1		12/1/17
C	Support and Training Specialist	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	AA	LIB DEV		1/10/18
C	Research Analyst	NEW	EXISTING	NON-GEN	UNLIM	FINALISTS SELECTED	AA - CSBS	Research Analyst Int.		
C	Intermediate / Research Database Developer	EXISTING	EXISTING	NON-GEN	UNLIM	ON HOLD	ITS	ITS 1		

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Data Warehouse/Database Developer	NEW	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	ITS	ITS 4		
C	Data Warehouse/Database Developer	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	ITS	ITS 4		
C	Desktop Software Manager	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	ITS	ITS 3		
C	ITS 3 / Instructional Technologist	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	ITS	ITS 3		
C	Equal Opportunity & Title IX Specialist	NEW	NEW	GENERAL	UNLIM	ADVERTISESEME NT OPEN	PO	AAO2		12/11/17
C	Technology & Information Specialist	EXISTING	EXISTING	GENERAL	TEMP	REVIEWING APPLICATIONS	SA	MGMT ANAL 2		

MMA

C/U	POSITION TITLE	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME	START
C	Building Services Foreman	EXISTING	EXISTING	NON-GEN	UNLIM	INTERNAL BID STAGE	SA	FOREMAN		1/2/18
C	Systems Supervisor/ACIO	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	ITS	Systems Supervisor		

Position Vacancies by Status
 Meet-and Confer, Thursday, December 7, 2017

Search Not Started

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
C	Dental Hygienist	AA17206	NEW	EXISTING	NON-GEN	COMMS	INTMT	AA - CAHN	Hygienist		
C	Dental Hygienist	AA17207	NEW	EXISTING	NON-GEN	COMMS	INTMT	AA - CAHN	Hygienist		
C	Dental Hygienist	AA17208	NEW	EXISTING	NON-GEN	COMMS	INTMT	AA - CAHN	Hygienist		
C	Dental Hygienist	AA17209	NEW	EXISTING	NON-GEN	COMMS	INTMT	AA - CAHN	Hygienist		
U	Assistant Professor / Research Scientist	AA18130	NEW	EXISTING	NON-GEN	IFO	FIXED TERM	AA - CSET	ASST PROF		1/3/18
C	Science Fair Coordinator	AA18145	EXISTING	EXISTING	GENERAL	ATSCME	TEMP	AA - CSET	OAS INT		12/6/17
U	Associate/Assistant Professor	AA19009	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAHN	ASSOC/ASST PROF		8/20/18
U	Assistant Professor	AA19023	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF		8/20/18
U	Assistant Professor	AA19024	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF		8/20/18
U	Assistant Professor	AA19025	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF		8/20/18
U	Assistant Professor	AA19027	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COB	ASST PROF		8/20/18
U	Associate / Assistant Professor	AA19029	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASSOC ASST PROF		8/20/18
U	Assistant Professor	AA19030	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAHN	ASST PROF		8/20/18
U	Assistant Professor	AA19031	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAHN	ASST PROF		8/20/18

U	Assistant Professor	AA19032	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAHN	ASST PROF	8/20/18
U	Director of Communication and Endowed Programs	AA19033	EXISTING	EXISTING	NON-GEN	ASF	PROB	AA - CAH	A	7/1/18
U	Assistant Professor	AA19034	NEW	NEW	GENERAL	IFO	PROB	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	AA19035	NEW	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	AA19037	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF	8/20/18
U	Associate Professor	AA19038	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COB	ASSOC PROF	8/20/18
U	Associate or Assistant Professor	AA19039	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAHN	ASSOC ASST PROF	8/13/18
C	General Maintenance Worker	FA17119	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	FA	GMW	
C	General Maintenance Worker	FA18020	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	FA	GMW	
C	General Maintenance Worker	FA18021	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	FA	GMW	
C	Groundskeeper Intermediate	FA18029	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	FA	GRDS INT	11/1/17
C	ITS 3 / Instructional Technologist	IT17005	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	ITS	ITS 3	
C	General Maintenance Worker	SA17042	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	SA	GMW	
C	General Maintenance Worker	SA17043	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	SA	GMW	
C	General Maintenance Worker	SA17053	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	SA	GMW	
C	General Maintenance Worker	SA18015	NEW	NEW	NON-GEN	AFSCME	TEMP	SA	GMW	10/9/17
C	Temporary GMW	SA18018	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	SA	GMW	10/30/17

Open / Bidding

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
C	Temporary GMW	SA18019	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	SA	GMW		10/30/17
U	Counselor	SA18024	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	SA	INSTR		1/8/18
U	Hall Director	SA18027	EXISTING	EXISTING	NON-GEN	ASF	PROB	SA	B		7/12/18
U	Program Advisor	SA18028	EXISTING	EXISTING	NON-GEN	ASF	PROB	SA	B		5/29/18
U	Hall Director	SA18029	EXISTING	EXISTING	NON-GEN	ASF	PROB	SA	B		7/12/18
U	Interim Coordinator of Alcohol and Drug Sanction Education	SA18030	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	SA	C		1/8/18
U	Industry Relations Director	SP17007	EXISTING	EXISTING	GENERAL	ASF	PROB	SBERP	C		
U	Associate / Assistant Professor	AA18116	NEW	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASSOC ASST PROF		12/1/17
U	Interim International Student Services Advisor	AA18139	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	AA	B		12/1/17
C	Accessibility Resources Office Manager	AA18142	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA	OAS INT		12/6/17
C	Archives Technician	AA18143	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA	LIB TECH		12/6/17
C	Support and Training Specialist	AA18144	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	AA	LIB DEV		1/10/18
C	Administrative Assistant	AA18149	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA - COE	OAS INT		1/3/18
U	Assistant Professor	AA19015	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAH	ASST PROF		
U	Assistant Professor	AA19017	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF		

U	Assistant Professor	AA19018	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAH	ASST PROF	8/20/18
U	Associate or Assistant Professor	AA19020	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COE	ASSOCASST PROF	8/20/18
U	Assistant Professor	AA19021	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAHN	ASST PROF	1/3/18
U	Associate / Assistant Professor	AA19022	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COE	ASSOC ASST PROF	8/20/18
U	Dean, College of Social and Behavioral Sciences	AA19026	EXISTING	EXISTING	GENERAL	ADMIN	AT WILL	AA - CSBS	10	7/1/18
U	Assistant Professor	AA19028	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAH	ASST PROF	8/20/18
U	Assistant Volleyball Coach	FA18034	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	FA	INSTR	1/5/18
C	Equal Opportunity & Title IX Specialist	PO18004	NEW	NEW	GENERAL	MAPE	UNLIM	PO	AAO2	12/11/17
C	Administrative Assistant	PO18005	NEW	NEW	GENERAL	AFSCME	UNLIM	PO	OAS INTER	12/11/17
C	Building Services Foreman	SA18025	EXISTING	EXISTING	NON-GEN	MMA	UNLIM	SA	FOREMAN	1/2/18
C	General Maintenance Worker	SA18026	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	SA	GMW	12/4/17

Reviewing Applications / Work Experience

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
U	Instructor	AA18074	NEW	NEW	NON-GEN	IFO	FIXED TERM	AA - CAH	INSTR		
C	Director of College Operations	AA18079	EXISTING	EXISTING	GENERAL	MANGRL	UNLIM	AA - CSET	Admin. Officer		
U	Director, Academic Advising	AA18082	NEW	NEW	GENERAL	ASF	PROB	AA	E		

U	Director of MN Institute for Natural Resources, Agriculture and Land Stewardship	AA18117	NEW	NEW	GENERAL	ADMIN	AT WILL	AA - CSET	7	
U	Laboratory Coordinator for Biological Sciences	AA18128	EXISTING	EXISTING	GENERAL	ASF	PROB	AA - CSET	C	
C	Registration Help Center Assistant	AA18133	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA	OAS INT	10/23/17
C	Science Fair Coordinator	AA18136	EXISTING	EXISTING	GENERAL	AFSCME	SEAS	AA - CSET	OAS INT	11/10/17
C	Administrative Assistant	AA18140	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA - CAH	OAS INTER	11/6/17
C	Administrative Assistant	AA18141	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA - COE	OAS INTER	11/27/17
U	Assistant Professor	AA19001	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	Asst Prof	8/20/18
U	Associate / Assistant Professor	AA19004	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASSOC ASST PROF	
U	Assistant Professor	AA19005	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COB	ASST PROF	8/20/18
U	Assistant Professor	AA19006	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COB	ASST PROF	8/20/18
U	Assistant Professor	AA19013	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASST PROF	8/20/18
U	Assistant Professor	AA19014	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	AA - CAH	ASST PROF	8/20/18
U	Assistant Professor	AA19016	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CAH	ASST PROF	8/20/18
C	Technology & Information Specialist	SA18001	EXISTING	EXISTING	GENERAL	MAPE	TEMP	SA	MGMT ANAL 2	
C	Campus Security Officer	SA18021	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	SA	CSO	11/15/17

C	Campus Security Officer	SA18022	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	SA	CSO	11/15/17
C	Graphic Designer	UA18003	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	UA	GRAPHIC ARTS SPEC	3/1/18

Finalists Selected / Offer Approvals

Work Experience Completed / Offer Extended

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
	Research Analyst										
C	Intermediate / Research Database Developer	AA17201	NEW	EXISTING	NON-GEN	MAPE	UNLIM	AA - CSBS		Research Analyst Int.	
U	Assistant Professor	AA18057	NEW	EXISTING	NON-GEN	IFO	FIXED TERM	AA - CAHN		Asst Prof	
U	Assistant Director of Sponsored Programs	AA18065	EXISTING	EXISTING	NON-GEN	ASF	PROB	AA		C	
C	Advising Assistant	AA18112	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA - CSET		OAS SR	11/9/17
U	Assistant Professor	AA18120	EXISTING	EXISTING	NON-GEN	IFO	PROB	AA - CAHN		ASST PROF	
C	Administrative Assistant	AA18131	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA - CSET		OAS, INT	
C	DARS Transfer Articulation Specialist	AA18138	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	AA		OAS SR	
U	Customized English Language Trainer	AA18146	NEW	EXISTING	NON-GEN	ASF	INTMT	AA		B	1/8/18

U	Customized English Language Trainer	AA18147	NEW	EXISTING	NON-GEN	ASF	INTTMT	AA	B		1/8/18
U	Customized English Language Trainer	AA18148	NEW	EXISTING	NON-GEN	ASF	INTTMT	AA	B		1/8/18
U	Associate / Assistant Professor	AA19002	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COE	Assoc/Asst Prof		
U	Associate / Assistant Professor	AA19007	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASSOC ASST PROF		
U	Associate / Assistant Professor	AA19008	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - CSET	ASSOC ASST PROF		
U	Associate / Assistant Professor	AA19036	EXISTING	EXISTING	GENERAL	IFO	PROB	AA - COE	ASSOC ASST PROF		8/20/18
U	Interim Athletic Training Assistant	FA18032	NEW	EXISTING	GENERAL	ASF	FIXED TERM	FA	B		12/1/17
U	Interim Athletic Training Assistant	FA18033	NEW	EXISTING	GENERAL	ASF	FIXED TERM	FA	B		12/1/17
C	Desktop Software Manager	IT17002	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	ITS	ITS 3		
C	Warehouse/Database Developer	IT18001	NEW	EXISTING	GENERAL	MAPE	UNLIM	ITS	ITS 4		
C	Warehouse/Database Developer	IT18002	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	ITS	ITS 4		
U	Physician	SA18011	EXISTING	EXISTING	NON-GEN	ASF	PROB	SA	E		
C	Off-Campus Program Coordinator	SP18000	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	SBERP	OAS INT		

Hired

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
U	Assistant Professor	AA17187	NEW	EXISTING	NON-GEN	I FO	FIXED TERM	AA - CAHN	ASST	Tiffany Gordon	11/16/17
C	Administrative Assistant	AA18100	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	AA	OAS INT	Gretchen Cords	11/13/17
U	Microbiologist	AA18137	EXISTING	EXISTING	GENERAL	I FO	FIXED TERM	AA - CSET	ASST PROF	Demelash Biffa Areda	1/3/18
C	Groundskeeper Intermediate	FA18025	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	FA	GRDS INT	Broderick Hosch	11/1/17
C	Groundskeeper Intermediate	FA18026	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	FA	GRDS INT	Adam Morris	11/1/17
C	Groundskeeper Intermediate	FA18027	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	FA	GRDS INT	Jacob Sukalski	11/1/17
C	Groundskeeper Intermediate	FA18028	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	FA	GRDS INT	Andrew Prange	11/1/17
U	Athletic Training Assistant	FA18031	EXISTING	EXISTING	GENERAL	ASF	INTMT	FA	B	Morgan Olsen	11/9/17
C	Staffing Specialist	PO18003	EXISTING	EXISTING	GENERAL	COMMS	UNLIM	PO	HR TECH 2	Lacie Mitchell-Garza	11/6/17
C	General Maintenance Worker	SA18020	NEW	EXISTING	NON-GEN	AFSCME	INTMT	SA	GMW	Mark Hagebak	11/6/17
C	Campus Security Officer	SA18023	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	SA	CSO	Zachary Knochenmus	11/15/17
U	Director of Development for CSET	UA18001	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	UA	D	Ashley Elmer	11/6/17
U	Director of Development, Allied Health & Nursing	UA18002	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	UA	D	Chris Hviden	11/13/17

On Hold / No Longer Being Filled / Failed Search

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
U	Research Professor	AA18087	NEW	EXISTING	NON-GEN	IFO	EXT FUNDED	AA - CSET	Prof		
C	Library Systems ITS 1	AA18134	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	AA	ITS 1		
C	Computer Store Technical Specialist	IT17001	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	ITS	ITS 1		
C	Systems Supervisor/ACIO	IT17007	EXISTING	EXISTING	GENERAL	MMA	UNLIM	ITS	Systems Supervisor		

TOTAL POSITIONS:	103	103	115								
	10/5/17	11/2/17	12/7/17								
TOTAL NOT STARTED	27	40	39								
TOTAL OPEN	21	10	18								
TOTAL REVIEWING APPLICANTS	8	14	20								
TOTAL FINALISTS SELECTED	17	8	21								
TOTAL HIRED	13	25	13								
TOTAL ON HOLD/NOT BEING FILLED	17	6	4								



**STATUS REPORT
HUMAN RESOURCES INVESTIGATION TIMELINE**

Meet and Confer
Thursday, December 7, 2017

	Starting the Investigation	Completing the Investigation Report	Decision-maker Makes a Decision	TOTAL Time to Complete Investigation
PREVIOUS AVERAGE	14 days	66 days	28 days	108 days
GOAL	5 days	20 days	5 days	30 days
CURRENT AVERAGE	2 days	6.33 days	2.33 days	10.67 days



**STATUS REPORT
FLSA REVIEW OF MSUAASF POSITIONS**

Meet and Confer
Thursday, December 7, 2017

Overview of FLSA Audits:

Positions Audited by HR	Positions at the System Office	Positions Returned by System Office	Positions on Hold (Academic Exemption)	Positions Remaining to Audit
96	53	33	10	72

Timeframe for Remaining Positions:

Bundle #7 – week of December 4

Assistant Director, Transfer Specialist
 Assistant Director of Admissions
 Associate Director of Admissions
 Director of Admissions
 Interim Twin Cities Recruiter
 Transfer Liaison

Assistant Director for Mathematics and Sciences
 Assistant Director for Writing, Speech and Languages
 Director for Center for Academic Success

Assistant Director
 Director of Career Development Center
 Interim Assistant Director

Bundle #8 – week of January 8

Director, ISSS
Education Abroad Advisor
ESL Coordinator
Immigration and Programs Coordinator
International Recruitment and Retention Specialist
Sponsored Student Specialist

Assistant Registrar
Associate Registrar
Registrar

Coordinator of AOD Sanction Education
Director Health Services
Medical Director
Physician

Bundle #9 – week of February 5

Assistant Director of LGBT Center
Assistant Director of the Women's Center
Director of English Institute
Director of Community Partnerships
Director of Gender and Sexuality Programs
Director of Latino Affairs
Director of Retention
Director, American Indian Affairs
Interim Director of Diversity Initiatives
Interim Recruitment & Retention Advisor
Senior Director for Institutional Diversity
Violence Awareness & Response Coordinator

Academic Coordinator
Director of Student Support Services
Educational Advisor

Bundle #10 – week of March 5

Associate Athletic Director / Athletic Comm.
Coordinator of Hockey & Video Operations
Acting/Interim Head Athletic Trainer
Assistant Athletics Trainer
Associate Athletic Director / Finance and Operations
Associate Head Athletic Trainer

Assistant Athletic Director for Compliance and Student Services
Assistant Athletic Communications Director
Assistant Athletic Director for Sports Operations
Assistant Director of Athletic Health Care
Assistant Swim Coach and Learn to Swim Coordinator
Director of Marketing & Special Events
Director of Strength & Conditioning
Interim Director of Athletic Development and Revenue Generation
Interim Director of Marketing and Special Events
Program Coordinator
Industry Relations Coordinator
Director of Graduate Studies
RASP Director
Assistant Director of Honors & Fellowship Coordinator
Assistant Director for PSEO & Concurrent Enrollment
Assistant Director of Orientation and Transition Programs
Assistant Director for Student Success & Communications
Director of First Year Experience



HOLIDAY CALENDAR
2018-2019, 2019-2020
Meet-and-Confer
Thursday, December 7, 2017

2017-2018:

- Christmas and New Year's Day fall on Monday
- Many groups observed Veteran's Day on Tuesday, December 26
- Many groups observed President's Day on Friday, December 29

2018-2019:

- Christmas and New Year's Day fall on Tuesday
- One option would be for affected groups to observe Veteran's Day on Monday, December 24
- These same groups could observe President's Day on Monday, December 31

2019-2020:

- Christmas and New Year's Day fall on Wednesday
- One option would be to observe Veteran's Day and President's day for the affected groups on the Monday and Tuesday preceding Christmas
- Another option would be to observe Veteran's Day and President's Day for the affected groups on the days they actually fall

Minnesota State University, Mankato
 2017-2018
 Holiday Schedule

FINAL

Human Resources
 12/16/16 Rev

Holidays	IFO Non-Duty Days and Holidays	MSU/ASF Holidays		MnSCU Administrators Holidays		AFSCME, Commissioner's Plan MAPE, MMA Holidays		Managerial Plan Holidays		MGEC Holidays		MNA Holidays	
		Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed
Independence Day July 4, 2017 - Tuesday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Labor Day Sept. 4, 2017 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Veterans Day Nov. 11, 2017 - Saturday (Observed on Friday, Nov. 10)	classes scheduled	yes	no (a)	yes	no (a)	yes	no (a)	yes	no (a)	yes	yes	yes	no (a)
Thanksgiving Day Nov. 23, 2017 - Thursday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Day after Thanksgiving Nov. 24, 2017 - Friday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Day before Christmas Dec. 24, 2017 - Sunday (Observed on Friday, Dec. 22)	no classes	yes	yes	no	no	no	no	no	no	no	no	no	no
Christmas Day Dec. 25, 2017 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
New Year's Day Jan. 1, 2018 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Martin Luther King Day Jan. 15, 2018 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Presidents' Day Feb. 19, 2018 - Monday	classes scheduled	yes	no (a)	yes	no (a)	yes	no (a)	yes	no (a)	yes	yes	yes	no (a)
Memorial Day May 28, 2018 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Floating Holiday - Contract		no	no	no	no	yes	yes	yes	yes	yes	yes	yes	yes

(a) Veterans Day will be observed on Tuesday, December 26, 2017; Presidents' Day will be observed on Friday, December 29, 2017.

Minnesota State University, Mankato
 2018-2019
 Holiday Schedule

DRAFT

Human Resources
Date

Holidays	IFO Non-Duty Days and Holidays	MSU/ASF Holidays		MnSCU Administrators Holidays		AFSCME, Commissioner's Plan MAPE, MMA Holidays		Managerial Plan Holidays		MGEC Holidays		MNA Holidays	
		Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed
Independence Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
July 4, 2018 - Wednesday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Labor Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Sept. 3, 2018 - Monday	classes scheduled	yes	no (a)	yes	no (a)	yes	no (a)	yes	no (a)	yes	yes	yes	no (a)
Veterans Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Nov. 11, 2018 - Sunday (Observed on Monday, Nov. 12)	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Thanksgiving Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Nov. 22, 2018 - Thursday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Day after Thanksgiving	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Nov. 23, 2018 - Friday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Day before Christmas	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Dec. 24, 2018 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Christmas Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Dec. 25, 2018 - Tuesday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
New Year's Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Jan. 1, 2019 - Tuesday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Martin Luther King Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Jan. 21, 2019 - Monday	classes scheduled	yes	no (a)	yes	no (a)	yes	no (a)	yes	no (a)	yes	yes	yes	no (a)
Presidents' Day	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Feb. 18, 2019 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Memorial Day	no classes	no	no	no	no	no	no	no	no	no	no	no	no
May 27, 2019 - Monday		no	no	no	no	no	no	no	no	no	no	no	no
Floating Holiday - Contract		yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes

(a) Veterans Day will be observed on _____; Presidents' Day will be observed on _____.

Minnesota State University, Mankato 2019-2020 Holiday Schedule

DRAFT

Human Resources
Date

Holidays	IFO Non-Duty Days and Holidays	MSU/ASJF Holidays		MnSCU Administrators Holidays		AFSCME, Commissioner's Plan MAPE, MMA Holidays		Managerial Plan Holidays		MGEC Holidays		MNNA Holidays	
		Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed	Contract	Observed
Independence Day July 4, 2019 - Thursday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Labor Day Sept. 2, 2019 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Veterans Day Nov. 11, 2019 - Monday	classes scheduled	yes	no (a)	yes	no (a)	yes	no (a)	yes	no (a)	yes	yes	yes	no (a)
Thanksgiving Day Nov. 28, 2019 - Thursday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Day after Thanksgiving Nov. 29, 2019 - Friday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Day before Christmas Dec. 24, 2019 - Tuesday	no classes	yes	yes	no	no	no	no	no	no	no	no	no	no
Christmas Day Dec. 25, 2019 - Wednesday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
New Year's Day Jan. 1, 2020 - Wednesday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Martin Luther King Day Jan. 20, 2020 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Presidents' Day Feb. 17, 2020 - Monday	classes scheduled	yes	no (a)	yes	no (a)	yes	no (a)	yes	no (a)	yes	yes	yes	no (a)
Memorial Day May 25, 2020 - Monday	no classes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
Floating Holiday - Contract		no	no	no	no	yes	yes	yes	yes	yes	yes	yes	yes

(a) Veterans Day will be observed on _____; Presidents' Day will be observed on _____.

RECAP: THE PROPOSED ONLINE PLAN – So, what, exactly, is this plan about?

- ◆ Online programs → 100% online programs: certificate or degree, undergraduate or graduate, currently offered and future programs
- ◆ Best practices, methods, and models → teaching and learning, support and operations
- ◆ Academic quality and integrity
- ◆ Enrollment growth in new market segments
- ◆ Fiscal sustainability and return
- ◆ Student success and satisfaction
- ◆ Access and equity
- ◆ Coherence with our University Strategic Directions, 2016 - 2021 and master plans

CONSULTATION – What's new since the November 2nd Meet & Confer meetings?

- ◆ Roster of 100% Online Programs – Communication/Clarification
- ◆ Technology Roundtable (Tuesday, Dec 5th) – Reflections & Discussion on the 2017 Online Learning Consortium Conference: Faculty – Jennifer Veltsos, Emily Stark, Diane Coursol, Colleen Royal, Lee Tesdell, Rajeev Bukralia, Lee Tesdell, Casey Duevel, Tom Tran
- ◆ Ongoing conversation with external experts
- ◆ Moving Forward with Implementation
 - Initial progress on early action steps
 - Drafted Action Team (see attached)

NEXT STEPS: Near Term (The 2017-2018 Academic Year)

- ◆ Receive & synthesize feedback requested at the November 2nd Meet & Confers to begin to identify the small number of existing 100% online programs that are prime for expansion to serve as pilots for the new models and methods articulated
- ◆ Convene the Action Team in January (welcome & introductions, recap & summary, moving forward with action steps, support and resources, etc.)
- ◆ Continue to engage in consultation and receive input on the plan and action steps as we move forward

ONLINE LEARNING SOLUTIONS & MODELS PROJECT: LEADERSHIP & ACTION TEAMS

Project Leaders – appointed by the President to lead this Cabinet-level priority

- Provost & Senior Vice President for Academic Affairs
- Vice President for Information Technology Solutions & CIO

Cabinet Leaders – senior level administrators with oversight & accountability for the eight core components

- Market Research Methodology – Akey
- Academic Program Capability and Capacity Model(s) – Wells
- Instructional Development, Design, and Support Structure – Johnson
- Instructional and Program Quality Assurance Model(s) – Wells
- Academic Program Fiscal/Operating Model(s) – Straka
- Program Enrollment Management Pipeline, Data Processing, and Student Support Services ~ From Prospect to Alumni – Jones
- Program Marketing and Demand Creation Model(s) – Stanley
- Program Launch and Scalability Methodology – Johnson

Action/Implementation Team – administrators, faculty, and professional staff identified as a "Responsible Person" or one to work with a "Responsible Person" for one or more "Action Steps" in the work plan, organized by division

Academic Affairs

- Provost & Senior VP Academic Affairs
- Dean of Institutional Diversity
- Dean of University Extended Education
- Associate Provost
- AVP Institutional Research, Planning, & Assessment
- AVP Undergraduate Education
- AVP Research & Graduate Dean
- Registrar
- Faculty CDS Coordinator
- Director of CETL
- University Assessment Coordinator
- Financial Analyst
- Director of Graduate Studies
- College Deans (6)
- Proposed Pilot Program Faculty (2 – 6)
- Technology Roundtable Faculty Co-Chair

Information Technology Solutions

- Vice President ITS & CIO
- Assistant CIO for Academic Technology
- Director of Web Application Development

Finance & Administration

- VP Finance & Administration
- AVP Budget & Business Services
- Director of Student Financial Services
- Director of Financial Aid

Student Affairs & Enrollment Management

- VP Student Affairs & Enrollment Management
- Director of Admissions
- Student Affairs IT Liaison
- Director of New Student and Family Programs
- Director of Scholarships

Advancement

- Senior Director of Integrated Marketing
- Director of Alumni Relations

Human Resources

- To be named

Additional Subject Matter Experts

- To be named