

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

**Thursday, January 11, 2018
1:00-2:30 P.M.
CSU 203**

Present – President Davenport, Sara Granberg-Rademacker, Marilyn Wells, Rick Straka, David Jones, Steve Barrett, Mark Johnson, Henry Morris, Jamie Van Boxel, Ramon Pinero, Rachel Tanquist, Melissa Iverson, Rich Wheeler, Kristel Seth

Meeting Chair – President Davenport

I. Information Items

A. Review of Notes

- Sent out December notes after M&C, contacted by members with feedback – not about the accuracy of what was recorded, but the accuracy of statements made. Specifically:
 - “Only CSET and College of Business entered their scholarships into Scholarship Finder. The other colleges kept their scholarships separately.”
 - ALL department scholarships were entered in Scholarship Finder as a means of awarding them, and the College of Education and Social & Behavioral Sciences also did outreach and collected applications via the tool.
 - “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.”
 - There have been no meetings with SRCs exclusively. Rather, there have been meetings with scholarship managers, some of whom are SRCs but others include members of different bargaining units who have been assigned this task.
 - S. Granberg-Rademacker stated that we want to make sure that notes reflect these details as our members do play critical roles with scholarship processes (marketing, coordination, selection, etc.). R. Davenport will make K. Stanley aware of the corrections.

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

- Everything going smoothly so far this semester, although we are down a few students.
- R. Davenport met this week with local legislators to learn what their initiatives are. Our legislators are focused on addressing water quality, water conservation issues, and street issues. R. Davenport discussed higher education and the local bonding project with the legislators. More details were published in the local news yesterday.
- R. Davenport explained how St. Cloud was included in the bonding project last year and we were not even though we were ranked higher on the bonding bill than they were. MNSU did not have the legislative power that St. Cloud did, whereas St. Cloud had Lieutenant Governor Fischbach to push their bonding project through.
- Our local legislators support our phase 2 bonding project if there is a bonding bill. Our project is ranked #4 on the bonding bill this year.
- R. Clark Johnson will be stepping down, we will wait to see how this race works out.

- There was a Senate Capital investment committee tour Tuesday to review Phase 2 of the clinical science building. The project would take care of the space that was vacated when nursing, speech and hearing disorders, and dental hygiene moved.
- R. Davenport does not expect to hear anything regarding the bonding bill for a while. The legislators resume their session on Feb. 20th and they have three months to get everything together in the midst of campaigning.
- R. Straka stated that if there is a bonding bill he is confident that we will be a part of it.
- Martin Luther King Day is on Monday. The University will be closed. R. Davenport asks faculty and staff to try to find a way to demonstrate support for the accomplishments of MLK on this holiday.
- Board of Trustees meeting will be week and a half from now so R. Davenport will have more to report at the next Meet and Confer.

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

- Our members are in a busy time with the new semester with advising, registration, training student leaders, opening the residence hall, etc.
- In December, state level MSUAASF leadership met with system HR about M. Carlson's retirement and the timeline of the system's FLSA decisions. State MSUAASF is also working on strategic planning moving forward.
- Locally MSUAASF is working on elections and updates to our constitution.

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

- Enrollment is down. The Monday system report stated that we are down 2.5% or 147 full year equivalents. We are down 350 headcount from same point last year.
- Every University is down across the system.
- Fall applications are up .9% from last year and we are up 11.8% on fall enrollment confirmations.
- This increase is likely reflective of the new student search process in admissions. Admissions is running students who are on ACT lists and reaching out to students who pre-qualify and show that they would be successful here. D. Jones is hopeful that the increased enrollment trend will continue.
- We received clarification from the system office regarding the statute to limit student fee increases to no more than 2% per year without a student vote. The system clarified that that means a 2% cap for athletics and a 2% cap for student service fees (4% total). To go any higher we would need the campus government to propose a higher rate. A referendum would then need to be included in our spring student general election with a voting window of at least two days.
- R. Straka stated that in the past we could aggregate fees to reach the cap, but we are no longer allow to do this (example: in the past we could allocate 3% to student services and 1% to athletics and vice-versa to reach 4% total but now they are individually limited to 2% caps). This is the system office's interpretation of statute
- S. Granberg-Rademacker asked if the cap allowed for salary negotiations for a raise above this 2%. R. Straka answered that administrative fees are excluded from the 2% cap and that staff salaries and benefits are considered administrative costs.
- R. Davenport stated that D. Jones will be participating in Mankato Dancing with the Stars. D. Jones had taken the lead for fundraising until another candidate got a \$9000 donation. R. Davenport is happy that the University is represented in this event.

- R. Davenport added that international student enrollment is down over 200 students. Students are currently struggling with getting Visas approved. This is currently a policy issue with the consulate offices but this might correct itself for fall term.
- M. Wells added that she has not seen a particular pattern with any certain countries delaying Visas.

II. Discussion Items

A. Budget (R. Straka)

- Not much has changed since the last Meet and Confer.
- We will be able to see impact of tuition of reduced students by the end of January.
- The amount we are down may be offset by climbing tentative agreements. There will not be a huge impact on the budget.
- Next year we will see a bigger change to the budget since the appropriations increased this current year.
- R. Straka does not see a need to make dramatic change of what we are doing.
- We will use this year's results to inform 2020-2021 budget.

B. HR Topics (S. Barrett)

- Human Resource Vacancies
 - S. Barrett shared two vacancies list: one sorted by status and one sorted by bargaining unit.
 - The department the position is listed under is now more specific to the academic department that position is in.
 - Please let S. Barrett know if there are any questions.
 - S. Granberg-Rademacker voiced that many fixed term positions end in May/June since fixed term positions are limited to two years under the MSUAASF contract.
 - S. Barrett stated that he would keep a close eye to make sure that there are no gaps in these positions. S. Barrett will keep us posted on this.
- Human Resources Investigation Process
 - Handout listing this month's update.
 - The handout is color coded. Green numbers mean HR is hitting their date goals. Yellow means they are not hitting their goals but they are close. Red means that HR are not hitting their goal.
 - The investigation process has been taking an average of 18 days which is well within the 30 day window goal.
 - The start of investigation timeline was inflated since a complaint came in right before the holidays when there was limited staffing. S. Barrett is meeting with his team to discuss strategies on how to convene the investigations around holiday breaks so that there is not a delay.
 - S. Barrett will share the total number of investigations to give us a better sense of the volume.
- FLSA
 - Handout attached lists the progress from month to month.
 - Our local HR has audited 124 positions, but only 37 have been sent back from system office. This number has increased by 4 from last month.

- Almost all positions that have been sent back have changed statuses. Only four positions have stayed exempt. However we have only received 37 positions out of 170-180 positions so it is a small subset.
- S. Barrett is watching this process closely because he also does not want to see system HR overcorrect and make too many positions become non-exempt. The reason it is a concern is that the University does not budget for overtime costs for faculty so this will affect scheduling, overtime, etc. and may affect the service to our students.
- The academic advisor position is going through a separate process with a separate duties test. The process is happening now. The forms have not been submitted to the systems office yet but they will be soon. 10 academic advisor positions on hold while it goes through this separate process.
- J. Van Boxel asked if the four positions that were returned were a part of the next bundle that was expected to come back or if they were they part of a range review. S. Barrett answered that one was range review the other three were expected.
- J. Van Boxel also asked if S. Barrett has received any information from his counterparts at system office of a timeline for when these positions will be returned. S. Barrett recognizes that we are sending reviews up faster than we are getting them back. Every 2-3 weeks we are sending up more batches. The system office is still stating that they will have all position reviews done by June 2018, however S. Barrett is feeling less confident with this timeline.
- S. Barrett is due to meet with S. Appelquist this time next week to discuss the timeline and other items. He is going to ask for what confidence they can give us they will stick to this timeframe. System HR has had staffing changes. That being said, S. Barrett recently but in a reclassification request and he was given a timeline of up to 6 months for a review.
- S. Granberg-Rademacker added that in the last six months we have only received four position reviews back. We can't have these delays.
- R. Wheeler expressed his concern over the quality of reviews if the systems office does stick to the June 2018 deadline and do them all in a short period of time. The reviews have to be done right and with the proper analysis.
- S. Barrett recognizes that employees have been through a lot with this process already and adds that all bargaining units going through this.
- S. Barrett has heard from his HR Director colleagues that they have the same concerns.
- St. Cloud State submitted all of their positions at once and their reviews are also trickling back because there is only one person reviewing them.
- S. Granberg-Rademacker added that a second person is currently being trained in, with the hope that this individual could help with the backlog of reviews once approved.
- R. Davenport stated that if the central office can't get the job done it should be put back on the campus.
- S. Barrett raised a suggestion to S. Appelquist to pilot a program where colleges do our own position reviews for two years. Under this pilot the campus HR team would make decision and the central office would then have 30 days to weigh in on the decision if they do not agree. S. Barrett believes that this will be a quicker system that would then just have broad oversight at the system level. He believes that a decision done closer to the local employees would lead to a better decision.
- R. Davenport added that it would be ideal to try this model and then audit it after a year to see if the campus determinations match what the central HR team would have

decided. This audit would show the central HR team that they can trust the campus HR teams. S. Barrett added that we might be only university who has the HR capacity to do this model on our own

- H. Morris asked S. Barrett if getting only 30% of positions back at this time is typical. S. Barrett answered that it is.
- R. Wheeler asked if the positions we have received back so far have matched the outcomes that the local HR team expected. S. Barrett answered that there have been a few surprises. R. Wheeler also asked how many positions came back differently classified than what was expected. S. Barrett stated that he will find out from A. Johnson and report back.
- M. Iverson asked if positions that are similar will be sent up separately or together. S. Barrett answered that for the academic advisor position in particular he will probably send them all together with the new test and process.
- J. Van Boxel stated that the academic advisor position should be an example of a position that should be reviewed quickly at the system office since it has already been reviewed and just needed to go through the new test and process. S. Barrett agrees.

- Holiday Calendars

- S. Granberg-Rademacker shared that based on our member survey Dec. 26 and Dec. 31st were chosen for holidays for both the 2018-2019 and the 2019-2020 school years.

C. 2012-2017 Strategic Enrollment Management Plan Report (D. Jones)

- Handout details the condensed version of the full report that is available online. A link to the full report is included on the handout.
- 2017 marked the end of our most recent 5 year strategic enrollment management plan.
- New Text on the handout is indicated in red. This added information gives context of what higher education is like both country and state wide.
- There are currently 4 million less college students nationwide than there were before this plan started.
- This plan gives details on the different enrollment ups and downs as well as the context of why.
- 4 goals were identified.
- We did not meet our first goal of reaching an 85% retention rate but we did see an improvement for first year retention from 70.1% to 74.3%.
- Part of this retention gain was due to a change in Satisfactory Academic Progress standards.
- Goal #2 was to increase the four year graduation rate by 15%. We did not meet this goal but we are moving in the right direction.
- Goal #3 was to increase our six year undergraduate graduation rate for all populations by 65%. We did not achieve this 5 year growth goal and instead saw a reduction for this period. We have some more work to do here and there are a lot of plans in place to improve this number.
- Goal #4 was to increase overall student enrollment to 17,000. We did not meet this goal and instead declined in enrollment, largely due to the large drop in student numbers for fall 2017. When fall 2017 is removed from the data we just see a decline of 1%.
- Goal 4.3 was poorly written so it is hard to analyze the data.
- These results give us a snapshot of what we have done over the last 5 years. In the last five years, discussion and plans regarding retention have become much more common. We have made more efforts to increase student success and completion, such as the integrated

academic plan, the strategic directions plan, our online initiative, academic mapping, etc. These initiative will allow us to continue to grow.

- D. Jones will be working with L. Akey's team to determine what the right metrics are for future student success and completion for the next Enrollment Management Plan. D. Jones will bring preliminary metrics to Meet and Confer in February for feedback. D. Jones plans on having a final draft in April to then be adopted in May.
- R. Davenport stated that in regards to enrollment and retention, D. Jones's team could not have done a better job with enrollment and that there are a lot of reasons why our retention is not moving ahead the way we want it.
- R. Davenport added that we need to be more tactical by using more tools and software to reach our students. R. Davenport stated that the biggest question is how we head off problems students are having before it is too late. Initiatives regarding this are difficult and slow to get it implemented. Initiatives to try to resolve this question will be part of what will be coming and they will be a part of the framework that is sent to MSUAASF members for input.
- S. Granberg-Rademacker asked if goal #2.2 is a usual metric used for transfer students (the two year completion rate). D. Jones stated that it is not. He believes that a four year graduation rate will be a better future metric. M. Wells added that the two year completion rate only makes sense if student already has associates degree.
- S. Granberg-Rademacker also asked if the completion rate decline was a linear decline. D. Jones stated that it was relatively stable other than a spike. International students graduated at the highest rate we have ever had.

D. Strategic Budget Planning Feedback (R. Straka)

- Handout attached lists where we are in the process. Information sessions are coming up in February and March.
- There will be open sessions throughout the rest of the process.
- S. Granberg-Rademacker stated that our members were wondering more about what happens after departments are classified.
- R. Straka answered that the data we gain from this will inform resource allocations. This allows us to make strategic and academic plans of where we have priorities and where there are opportunities to reallocate resources. This process will happen in the following year.
- This data will also inform whether a staffing position is re-filled after a vacancy. The cabinet already reviews positions, this review will just help inform their decision.
- Fiscal year 2020 is when significant budget planning decisions will take place and this will be a piece of it.
- Being a candidate for investment doesn't guarantee more resources and being a candidate for reallocation doesn't guarantee a reduction of funds.
- We will re-do this process every 4 years. Programs can request to revisit their review if a significant change occurs.
- Management can use this review as a tool for allocating resources, such as equipment allocations, space allocations, R&R investments, etc.
- In periods of stable or declining resources mean we need to disinvest in certain areas to reinvest in others. R. Davenport added that this is a moving target.
- R. Straka states that the amount of investment is not predetermined.
- R. Davenport adds that we should applaud ourselves since he is not aware of any other university that is this forward thinking. We are positioning ourselves to be aggressive to support programs and staff. This will also mean that there are no surprises on where a program stands.

- M. Wells stated that this plan will be useful if a donor gives a generalized donation because we already prioritized the areas we want to invest in.
- R. Straka recognizes that people are more scared of the second part of equation and the possible reduction of resources. We need to look at how do we get resources to areas that have potential and where we see this University in 5-7 years
- S. Granberg-Rademacker stated that our members gave feedback that the training used for narrative evaluators was incredibly useful. Our members recommended that this training be used as a part of future open sessions on how to write narratives. M. Wells asks that we share this feedback with L. Akey.

E. University Strategic Directions Update (M. Wells)

- The first page of the attachment recaps six strategic directions and the second page refocuses the timeline
- Currently (December-January) the action plans are being developed. Institutional research will assist in creating what the action plans are.
- The action plans will be implemented later in spring.
- S. Granberg-Rademacker stated that we brought this topic to Meet and Confer because we have a lot of members involved. Since there are a lot of deadlines coming up our members wanted to know when they should anticipate more information.
- R. Davenport asked if there would be continuous reports through the process. M. Wells stated that there will be.
- Planning sub-meet is meeting at this time.

F. Other Items

- S. Granberg-Rademacker asked S. Barrett if there was any feedback or data from Professional Development Day. S. Barrett stated that attendance was stable from last year. He met with the Professional Development Committee earlier this week and will bring more details to the next Meet and Confer.
- S. Granberg-Rademacker also asked about the date that professional development day is held. S. Barrett answered that that would be a great future Meet and Confer topic. Every year there is a debate for when to hold Professional Development day to allow the highest amount of staff to attend. S. Granberg-Rademacker stated that the day it was held this year seemed to be a better fit for our members than in prior years.
- H. Morris mentioned that there will be four open sessions to discuss the results of the climate study next week. He hopes that staff and faculty will take part in the sessions.
- R. Davenport stated that the open house for the 7700 and France location will happen on March 29th. The new sign will also be lit at the end of the open house. R. Straka stated that the location will transition from the 2nd to the 3rd floor the week after Spring break (first week of March).

FY18 Meeting Dates

February 1, 2018

March 1, 2018

April 5, 2018

May 3, 2018

Position Vacancies by Bargaining Unit/Employee Group
Meet-and Confer, Thursday, January 4, 2018

Administrators

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Director of MN Institute for Natural Resources, Agriculture and Land Stewardship	AA18117	NEW	NEW	GENERAL	AT WILL	FINALISTS SELECTED	MN Institute for Natural Resources, Agriculture and Land Stewardship (MINRALS)	7		
U	Dean	AA19026	EXISTING	EXISTING	GENERAL	AT WILL	ADVERTISEME	Dean's Office	10		8/20/18
U	Acting Associate Vice President of University Advancement	UA18005	NEW	EXISTING	GENERAL	AT WILL	NOT YET STARTED	University Advancement	ASSOC VP		2/1/18

AFSCME

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Advising Assistant	AA18112	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	CSET Advising Center	OAS SR	Sadie Anderson	11/9/17
C	Administrative Assistant	AA18131	EXISTING	EXISTING	GENERAL	UNLIM	WRITTEN OFFER EXTENDED	MN State Engineering Center of Excellence	OAS, INT		
C	Registration Help Center Assistant	AA18133	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Registrar	OAS INT		10/23/17
C	Science Fair Coordinator	AA18136	EXISTING	EXISTING	GENERAL	SEAS	FINALISTS SELECTED	MN State Engineering Center for Excellence	OAS INT		11/10/17

C	DARS Transfer Articulation Specialist	AA18138	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Registrar's Office	OAS SR	11/27/17
C	Administrative Assistant	AA18140	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	English	OAS INTER	11/6/17
C	Administrative Assistant	AA18141	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Educ Studies: K-12 & Secondary Programs	OAS INTER	11/27/17
C	Accessibility Resources Office Manager	AA18142	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Accessibility Resources	OAS INT	12/6/17
C	Archives Technician	AA18143	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Library Services	LIB TECH	12/6/17
C	Science Fair Coordinator	AA18145	EXISTING	EXISTING	GENERAL	TEMP	HIRED	MN State Engineering Center for Excellence	OAS INT	12/6/17
C	Administrative Assistant	AA18149	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Children's House	OAS INT	1/3/18
C	Administrative Assistant	AA18150	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	K-12 & Secondary Programs	OAS INT	12/11/17
C	Library Technician/Late Night Tech	AA18151	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Library Services	LIB TECH	1/8/18
C	General Maintenance Worker	FA18020	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW	
C	General Maintenance Worker	FA18021	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW	
C	Groundskeeper Intermediate	FA18029	EXISTING	EXISTING	GENERAL	EMERG ENCY	NOT YET STARTED	Facilities Management	GRDS INT	11/1/17
C	Data Warehouse/Database Developer	IT18002	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Application Development	ITS 4	

C	Administrative Assistant	PO18005	NEW	NEW	GENERAL	UNLIM	FINALISTS SELECTED	Equal Opportunity & Title IX	OAS INTER	12/11/17
C	General Maintenance Worker	SA17042	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Residential Life	GMW	
C	General Maintenance Worker	SA17043	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Residential Life	GMW	
C	General Maintenance Worker	SA17053	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Residential Life	GMW	
C	General Maintenance Worker	SA18015	NEW	NEW	NON-GEN	TEMP	NOT YET STARTED	Residential Life	GMW	10/9/17
C	Temporary GMW	SA18018	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Residential Life	GMW	10/30/17
C	Temporary GMW	SA18019	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Residential Life	GMW	10/30/17
C	Campus Security Officer	SA18021	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Security	CSO	11/15/17
C	Campus Security Officer	SA18022	EXISTING	EXISTING	NON-GEN	UNLIM	FINALISTS SELECTED	Security	CSO	11/15/17
C	General Maintenance Worker	SA18026	EXISTING	EXISTING	NON-GEN	UNLIM	HIRED	Residential Life	GMW	Derek Greenfield 12/4/17
C	General Maintenance Worker	SA18031	EXISTING	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Residential Life	GMW	1/8/2018
C	Off-Campus Program Coordinator	SP18000	EXISTING	EXISTING	NON-GEN	UNLIM	NO LONGER BEING FILLED	University Extended Education	OAS INT	10/23/17
C	Graphic Designer	UA18003	EXISTING	EXISTING	NON-GEN	UNLIM	REVIEWING APPLICATIONS	Printing Services	GRAPHI C ARTS SPEC	3/1/18

ASF

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Assistant Director of Sponsored Programs	AA18065	EXISTING	EXISTING	NON-GEN	PROB	HIRED	International Student & Scholar Services	C	Hamdi Elnuzahi	
U	Director, Academic Advising	AA18082	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	Undergraduate Education	E		
U	Laboratory Coordinator for Biological Sciences	AA18128	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Biological Sciences	C		
U	Interim International Student Services Advisor	AA18139	EXISTING	EXISTING	NON-GEN	FIXED TERM	CALL OUT TO ASF	International Student & Scholar Services	B		12/1/17
U	Customized English Language Trainer	AA18146	NEW	EXISTING	NON-GEN	INTMT	HIRED	Global Education	B	Katherine Schultz	1/8/18
U	Customized English Language Trainer	AA18147	NEW	EXISTING	NON-GEN	INTMT	HIRED	Global Education	B	Stephen Hunt	1/8/18
U	Customized English Language Trainer	AA18148	NEW	EXISTING	NON-GEN	INTMT	HIRED	Global Education	B	Samantha Ten Eyck	1/8/18
U	Director of Communication and Endowed Programs	AA19033	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	Dean's Office	A		7/1/18
U	Interim Athletic Training Assistant	FA18032	NEW	EXISTING	GENERAL	FIXED TERM	HIRED	Intercollegiate Athletics	B	Beverly Grunzner	12/1/17
U	Interim Athletic Training Assistant	FA18033	NEW	EXISTING	GENERAL	FIXED TERM	HIRED	Intercollegiate Athletics	B	Cailey Priem	12/1/17
U	Physician	SA18011	EXISTING	EXISTING	NON-GEN	PROB	FINALISTS SELECTED	Student Health Services	E		
U	Hall Director	SA18027	EXISTING	EXISTING	NON-GEN	PROB	ADVERTISEMENTS OPEN	Residential Life	B		7/12/18
U	Program Advisor	SA18028	EXISTING	EXISTING	NON-GEN	PROB	ADVERTISEMENTS OPEN	Residential Life	B		5/29/18

U	Hall Director	SA18029	EXISTING	EXISTING	NON-GEN	PROB	ADVERTISEME NT OPEN	Residential Life	B	7/12/18
U	Interim Coordinator of Alcohol and Drug Sanction Education	SA18030	EXISTING	EXISTING	NON-GEN	FIXED TERM	WRITTEN OFFER EXTENDED	Student Health Services University	C	1/8/18
U	Industry Relations Director	SP17007	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Extended Education - TCE	C	
U	Interim Senior Director of Administration	UA18007	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	University Development	D	1/3/2018

Commissioners Plan

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Dental Hygienist	AA17206	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Hygiene	Hygieni st		
C	Dental Hygienist	AA17207	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Hygiene	Hygieni st		
C	Dental Hygienist	AA17208	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Hygiene	Hygieni st		
C	Dental Hygienist	AA17209	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Hygiene	Hygieni st		

IFO

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Assistant Professor	AA18057	NEW	EXISTING	NON-GEN	FIXED TERM	WORK EXPERIENCE COMPLETED	Nursing	Asst Prof		
U	Instructor	AA18074	NEW	NEW	NON-GEN	FIXED TERM EXT	REVIEWING APPLICATIONS	Philosophy	INSTR		
U	Research Professor	AA18087	NEW	EXISTING	NON-GEN	FUNDE D	ON HOLD	Integrated Engineering	Prof		

U	Associate / Assistant Professor	AA18116	NEW	EXISTING	GENERAL	PROB	ADVERTISEMENTS OPEN	Automotive & Manufacturing Engineering Technology	ASSOC ASST PROF
U	Assistant Professor	AA18120	EXISTING	EXISTING	NON-GEN	PROB	HIRED	Dental Hygiene	Alyssa Klenke ASST PROF
U	Assistant Professor / Research Scientist	AA18130	NEW	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	Physics/Astronomy	ASST PROF
U	Assistant Professor	AA19001	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Chemistry and Geology	Asst Prof
U	Associate / Assistant Professor	AA19002	EXISTING	EXISTING	GENERAL	PROB	VERBAL OFFER EXTENDED	K-12 & Secondary Programs	Assoc/Asst Prof
U	Associate / Assistant Professor	AA19004	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Biological Sciences	ASSOC ASST PROF
U	Assistant Professor	AA19005	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Management	ASST PROF
U	Assistant Professor	AA19006	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Management	ASST PROF
U	Associate / Assistant Professor	AA19007	EXISTING	EXISTING	GENERAL	PROB	OFFEREE APPROVED	Computer Information Science	ASSOC ASST PROF
U	Associate / Assistant Professor	AA19008	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Computer Information Science	ASSOC ASST PROF
U	Associate/Assistant Professor	AA19009	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENTS OPEN	School of Nursing	ASSOC/ASST PROF
U	Assistant Professor	AA19013	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Physics and Astronomy	ASST PROF
U	Assistant Professor	AA19014	EXISTING	EXISTING	GENERAL	FIXED TERM	REVIEWING APPLICATIONS	Mass Media	ASST PROF

1/3/18

8/20/18

U	Assistant Professor	AA19015	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Music	ASST PROF	8/20/18
U	Assistant Professor	AA19016	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	WLC/Spanish	ASST PROF	8/20/18
U	Assistant Professor	AA19017	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Mathematics and Statistics	ASST PROF	8/20/18
U	Assistant Professor	AA19018	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	English	ASST PROF	8/20/18
U	Associate or Assistant Professor	AA19020	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Educational Leadership	ASSOC ASST PROF	8/20/18
U	Assistant Professor	AA19021	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Human Performance	ASST PROF	1/3/18
U	Associate / Assistant Professor	AA19022	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Aviation	ASSOC ASST PROF	8/20/18
U	Assistant Professor	AA19023	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Assistant Professor	AA19024	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Assistant Professor	AA19025	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Physics and Astronomy	ASST PROF	8/20/18
U	Assistant Professor	AA19027	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	Marketing & International Business	ASST PROF	8/20/18
U	Assistant Professor	AA19028	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEME NT OPEN	English	ASST PROF	8/20/18
U	Associate / Assistant Professor	AA19029	EXISTING	EXISTING	GENERAL	PROB	ON HOLD	Biological Sciences	ASSOC ASST PROF	8/20/18

U	Assistant Professor	AA19030	EXISTING	EXISTING	GENERAL	PROB	ADVERTISE NT OPEN	Human Performance - Exercise Science Human	ASST PROF	8/20/18
U	Assistant Professor	AA19031	EXISTING	EXISTING	GENERAL	PROB	ADVERTISE NT OPEN	Human Performance - Exercise Science Human	ASST PROF	8/20/18
U	Assistant Professor	AA19032	EXISTING	EXISTING	GENERAL	PROB	ADVERTISE NT OPEN	Human Performance - Exercise Science Human	ASST PROF	8/20/18
U	Assistant Professor	AA19034	NEW	NEW	GENERAL	PROB	ADVERTISE NT OPEN	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Assistant Professor	AA19035	NEW	EXISTING	GENERAL	PROB	ADVERTISE NT OPEN	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Associate / Assistant Professor	AA19036	EXISTING	EXISTING	GENERAL	PROB	WRITTEN OFFER EXTENDED	Educational Studies: K-12 & Secondary Programs	ASSOC ASST PROF	8/20/18
U	Assistant Professor	AA19037	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Mathematics & Statistics	ASST PROF	8/20/18
U	Associate Professor	AA19038	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Accounting/Bu- siness Law	ASSOC PROF	8/20/18
U	Associate or Assistant Professor	AA19039	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	School of Nursing	ASSOC ASST PROF	8/13/18
U	Assistant Volleyball Coach	FA18034	EXISTING	EXISTING	GENERAL	FIXED TERM	FINALISTS SELECTED	Intercollegiate Athletics	INSTR	1/5/18
U	Counselor	SA18024	EXISTING	EXISTING	GENERAL	FIXED TERM	WRITTEN OFFER EXTENDED	Counseling Center	INSTR	1/8/18

Managerial

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Director of College Operations	AA18079	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	CSET Dean's Office	Admin. Officer		

MAPE

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
	Research Analyst							Research			
C	Intermediate / Research Database Developer	AA17201	NEW	EXISTING	NON-GEN	UNLIM	FINALISTS SELECTED	Anthropology	Analyst		
C	Library Systems ITS 1	AA18134	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Library Services	ITS 1		12/1/17
C	Support and Training Specialist	AA18144	EXISTING	EXISTING	GENERAL	UNLIM	ADVERTISEMENTS OPEN	PALS	LIB DEV		1/10/18
C	Computer Store Technical Specialist	IT17001	EXISTING	EXISTING	NON-GEN	UNLIM	ON HOLD	Campus Computer Store	ITS 1		
C	Desktop Software Manager	IT17002	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	Academic Technology	ITS 3		
C	ITS 3 / Instructional Technologist	IT17005	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	Academic Technology	ITS 3		
C	Systems Supervisor/ACIO	IT17007	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	IT Solutions	Systems Supervisor		
C	Data Warehouse/Database Developer	IT18001	NEW	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Application Development	ITS 4		
C	Equal Opportunity & Title IX Specialist	PO18004	NEW	NEW	GENERAL	UNLIM	FINALISTS SELECTED	Equal Opportunity & Title IX	AAO2		12/11/17

C	Technology & Information Specialist	SA18001	EXISTING	EXISTING	EXISTING	GENERAL	TEMP	REVIEWING APPLICATIONS	Career Development Center	MGMT ANAL 2	
C	State Program Administrator Intermediate	SA18032	EXISTING	EXISTING	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Student Health Services	PRG ADM	3/5/2018

MGEC

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
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NONE

MMA

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Physical Plant Director	FA18035	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Physical Plant	DIR		1/8/2018
C	Building Services Foreman	SA18025	EXISTING	EXISTING	NON-GEN	UNLIM	INTERNAL BID STAGE	Residential Life	FOREM AN		1/2/18
C	Senior Director of Advancement Services	UA18006	NEW	EXISTING	GENERAL	UNLIM	NOT YET STARTED	Advancement Services	SR DIR		2/1/18

TOTAL POSITIONS:	103	103	115	109							
	10/5/17	11/2/17	12/7/17	1/4/18							
ADMINISTRATORS	2	2	2	3							
AFSCME	28	34	34	30							
ASF	17	15	19	17							
COMMISSIONERS PLAN	15	5	5	4							
IFO	26	31	42	40							
MANAGERIAL PLAN	1	1	1	1							
MAPE	13	13	10	11							
MGEC	1	1	0	0							
MMA	0	0	2	3							

MSUAASF (211) Fixed Term

NAME	TITLE	DEPARTMENT	JOB ENTRY DATE	ASSIGNMENT BEGIN DATE	ASSIGNMENT END DATE
Adams, Timothy W	Military & Veteran Success Coordinator	Student Affairs & Enrollment Manage	06/05/2017	07/01/2017	06/30/2018
Aguiar 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 Ruitter, Frederick P	Program Advisor & Summer Operations Coord	Residential Life	08/15/2017	08/15/2017	06/01/2018
Gruenzner, Beverly Jean	Interim Athletic Training Assistant	Intercollegiate Athletics	08/25/2015	12/15/2017	05/04/2018
Hansen, Jared W	Industry Relations Director	University Extended Education	06/22/2017	07/01/2017	06/21/2018
Linde, Kasey Michelle	Director of Annual Giving Programs	University Advancement	06/01/2017	07/01/2017	05/31/2018
Linde, Nicholas M	Interim Senior Dir of Administration	University Advancement	10/17/2013	07/01/2017	06/30/2018
Olsen, Morgan Laux	Intermittent Athletic Training Asst	Intercollegiate Athletics	11/09/2017	11/09/2017	06/30/2018
Power, Amber Joy	Director of Communication & Endowed Progra	Arts and Humanities, College of	09/12/2017	09/12/2017	06/30/2018
Priem, Cailey Marie	Intermittent Athletic Training Asst	Intercollegiate Athletics	10/17/2017	12/15/2017	05/04/2018
Swartz-Beckius, Ann Marie	Interim Recruitment & Retention Advisor	Institutional Diversity	02/21/2017	07/01/2017	06/30/2018
Valencia, Xochitl R	Interim Education Abroad Advisor	Center for Education Abroad and Aw	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 Status
 Meet-and Confer, Thursday, January 4, 2018

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	Dental Hygiene	Hygienist		
C	Dental Hygienist	AA17207	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Hygiene	Hygienist		
C	Dental Hygienist	AA17208	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Hygiene	Hygienist		
C	Dental Hygienist	AA17209	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Hygiene	Hygienist		
U	Assistant Professor / Research Scientist	AA18130	NEW	EXISTING	NON-GEN	IFO	FIXED TERM	Physics/Astronomy	ASST PROF		1/3/18
C	Administrative Assistant	AA18150	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	K-12 & Secondary Programs	OAS INT		12/11/17
U	Assistant Professor	AA19025	EXISTING	EXISTING	GENERAL	IFO	PROB	Physics and Astronomy	ASST PROF		8/20/18
U	Director of Communication and Endowed Programs	AA19033	EXISTING	EXISTING	NON-GEN	ASF	PROB	Dean's Office	A		7/1/18
U	Assistant Professor	AA19037	EXISTING	EXISTING	GENERAL	IFO	PROB	Mathematics & Statistics	ASST PROF		8/20/18
U	Associate Professor	AA19038	EXISTING	EXISTING	GENERAL	IFO	PROB	Accounting/Business Law	ASSOC PROF		8/20/18
U	Associate or Assistant Professor	AA19039	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC ASST PROF		8/13/18
C	General Maintenance Worker	FA18020	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW		

C	General Maintenance Worker	FA18021	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	Groundskeeper Intermediate	FA18029	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Facilities Management	GRDS INT	11/1/17
C	Physical Plant Director	FA18035	EXISTING	EXISTING	GENERAL	MMA	TEMP	Physical Plant	DIR	1/8/2018
C	ITS 3 / Instructional Technologist	IT17005	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	Academic Technology	ITS 3	
C	General Maintenance Worker	SA17042	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	
C	General Maintenance Worker	SA17043	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	
C	General Maintenance Worker	SA17053	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	
C	General Maintenance Worker	SA18015	NEW	NEW	NON-GEN	AFSCME	TEMP	Residential Life	GMW	10/9/17
C	Temporary GMW	SA18018	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	10/30/17
C	Temporary GMW	SA18019	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	10/30/17
C	General Maintenance Worker	SA18031	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Residential Life	GMW	1/8/2018
C	State Program Administrator Intermediate	SA18032	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	Student Health Services	PRG ADM	3/5/2018
U	Industry Relations Director	SP17007	EXISTING	EXISTING	GENERAL	ASF	PROB	University Extended Education - TCE	C	
U	Acting Associate Vice President of University Advancement	UA18005	NEW	EXISTING	GENERAL	ADMIN	AT WILL	University Advancement	ASSOC VP	2/1/18

C	Senior Director of Advancement Services	UA18006	NEW	EXISTING	GENERAL	MMA	UNLIM	Advancement Services	SR DIR	2/1/18
U	Interim Senior Director of Administration	UA18007	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	University Development	D	1/3/2018

Open / Bidding

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Associate / Assistant Professor	AA18116	NEW	EXISTING	GENERAL	IFO	PROB	Automotive & Manufacturing	ASSOC ASST PROF		
C	Library Systems ITS 1	AA18134	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	Engineering Technology Library Services	ITS 1		12/1/17
U	Interim International Student Services Advisor	AA18139	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	International Student & Scholar Services	B		12/1/17
C	Accessibility Resources Office Manager	AA18142	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Accessibility Resources	OAS INT		12/6/17
C	Archives Technician	AA18143	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Library Services	LIB TECH		12/6/17
C	Support and Training Specialist	AA18144	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	PALS	LIB DEV		1/10/18
C	Library Technician/Late Night Tech	AA18151	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Library Services	LIB TECH		1/8/18
U	Associate/Assistant Professor	AA19009	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC/ASST PROF		8/20/18
U	Assistant Professor	AA19015	EXISTING	EXISTING	GENERAL	IFO	PROB	Music	ASST PROF		
U	Assistant Professor	AA19017	EXISTING	EXISTING	GENERAL	IFO	PROB	Mathematics and Statistics	ASST PROF		
U	Associate or Assistant Professor	AA19020	EXISTING	EXISTING	GENERAL	IFO	PROB	Educational Leadership	ASSOC ASST PROF		8/20/18

U	Associate / Assistant Professor	AA19022	EXISTING	EXISTING	GENERAL	IFO	PROB	Aviation	ASSOC ASST PROF	8/20/18
U	Assistant Professor	AA19023	EXISTING	EXISTING	GENERAL	IFO	PROB	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Assistant Professor	AA19024	EXISTING	EXISTING	GENERAL	IFO	PROB	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Dean	AA19026	EXISTING	EXISTING	GENERAL	ADMIN	AT WILL	Dean's Office	10	8/20/18
U	Assistant Professor	AA19027	EXISTING	EXISTING	GENERAL	IFO	PROB	Marketing & International Business	ASST PROF	8/20/18
U	Assistant Professor	AA19028	EXISTING	EXISTING	GENERAL	IFO	PROB	English	ASST PROF	8/20/18
U	Assistant Professor	AA19030	EXISTING	EXISTING	GENERAL	IFO	PROB	Human Performance - Exercise Science	ASST PROF	8/20/18
U	Assistant Professor	AA19031	EXISTING	EXISTING	GENERAL	IFO	PROB	Human Performance - Exercise Science	ASST PROF	8/20/18
U	Assistant Professor	AA19032	EXISTING	EXISTING	GENERAL	IFO	PROB	Human Performance - Exercise Science	ASST PROF	8/20/18
U	Assistant Professor	AA19034	NEW	NEW	GENERAL	IFO	PROB	Mechanical & Civil Engineering	ASST PROF	8/20/18
U	Assistant Professor	AA19035	NEW	EXISTING	GENERAL	IFO	PROB	Mechanical & Civil Engineering	ASST PROF	8/20/18

C	Building Services Foreman	SA18025	EXISTING	EXISTING	NON-GEN	MMA	UNLIM	Residential Life	FOREMAN	1/2/18
U	Hall Director	SA18027	EXISTING	EXISTING	NON-GEN	ASF	PROB	Residential Life	B	7/12/18
U	Program Advisor	SA18028	EXISTING	EXISTING	NON-GEN	ASF	PROB	Residential Life	B	5/29/18
U	Hall Director	SA18029	EXISTING	EXISTING	NON-GEN	ASF	PROB	Residential Life	B	7/12/18

Reviewing Applications

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Instructor	AA18074	NEW	NEW	NON-GEN	IFO	FIXED TERM	Philosophy	INSTR		
C	Director of College Operations	AA18079	EXISTING	EXISTING	GENERAL	MANGRL	UNLIM	CSET Dean's Office	Admin. Officer		
U	Director, Academic Advising	AA18082	NEW	NEW	GENERAL	ASF	PROB	Undergraduate Education	E		
U	Assistant Professor	AA19005	EXISTING	EXISTING	GENERAL	IFO	PROB	Management	ASST PROF		
U	Assistant Professor	AA19006	EXISTING	EXISTING	GENERAL	IFO	PROB	Management	ASST PROF		
U	Assistant Professor	AA19013	EXISTING	EXISTING	GENERAL	IFO	PROB	Physics and Astronomy	ASST PROF		
U	Assistant Professor	AA19014	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mass Media	ASST PROF		
U	Assistant Professor	AA19016	EXISTING	EXISTING	GENERAL	IFO	PROB	WLC/Spanish	ASST PROF		
U	Assistant Professor	AA19018	EXISTING	EXISTING	GENERAL	IFO	PROB	English	ASST PROF	8/20/18	
U	Assistant Professor	AA19021	EXISTING	EXISTING	GENERAL	IFO	PROB	Human Performance	ASST PROF	1/3/18	
C	Technology & Information Specialist	SA18001	EXISTING	EXISTING	GENERAL	MAPE	TEMP	Career Development Center	MGMT ANAL 2		
C	Graphic Designer	UA18003	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Printing Services	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	DEPARTMENT	RANGE	NAME	START
	Research Analyst										
C	Intermediate / Research Database Developer	AA17201		NEW	EXISTING	NON- GEN	MAPE	Anthropology	Research Analyst Int.		
U	Assistant Professor	AA18057	NEW	EXISTING	NON-GEN	IFO	FIXED TERM	Nursing	Asst Prof		
U	Director of MN Institute for Natural Resources, Agriculture and Land Stewardship	AA18117		NEW	NEW	GENERAL ADMIN		MN Institute for Natural Resources, Agriculture and Land Stewardship (MINRALS)	7		
U	Laboratory Coordinator for Biological Sciences	AA18128		EXISTING	EXISTING	GENERAL ASF		Biological Sciences MN State	C		
C	Administrative Assistant	AA18131	EXISTING	EXISTING	GENERAL	AFSCME UNLIM		Engineering Center of Excellence	OAS, INT		
C	Registration Help Center Assistant	AA18133		EXISTING	EXISTING	GENERAL AFSCME		Registrar	OAS INT		10/23/17
C	Science Fair Coordinator	AA18136		EXISTING	EXISTING	GENERAL AFSCME		MN State Engineering Center for Excellence	OAS INT		11/10/17
C	DARS Transfer Articulation Specialist	AA18138		EXISTING	EXISTING	GENERAL AFSCME		Registrar's Office	OAS SR		11/27/17

C	Administrative Assistant	AA18140	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	English	OAS INTER	11/6/17
C	Administrative Assistant	AA18141	EXISTING	EXISTING	EXISTING	GENERAL	AFSCME	Educ Studies: K-12 & Secondary Programs	OAS INTER	11/27/17
U	Assistant Professor	AA19001	EXISTING	EXISTING	EXISTING	GENERAL	IFO	Chemistry and Geology	Asst Prof	
U	Associate / Assistant Professor	AA19002	EXISTING	EXISTING	GENERAL	IFO	PROB	K-12 & Secondary Programs	Assoc/Asst Prof	
U	Associate / Assistant Professor	AA19004	EXISTING	EXISTING	EXISTING	GENERAL	IFO	Biological Sciences	ASSOC ASST PROF	
U	Associate / Assistant Professor	AA19007	EXISTING	EXISTING	GENERAL	IFO	PROB	Computer Information Science	ASSOC ASST PROF	
U	Associate / Assistant Professor	AA19008	EXISTING	EXISTING	EXISTING	GENERAL	IFO	Computer Information Science	ASSOC ASST PROF	
U	Associate / Assistant Professor	AA19036	EXISTING	EXISTING	GENERAL	IFO	PROB	Educational Studies: K-12 & Secondary Programs	ASSOC ASST PROF	8/20/18
U	Assistant Volleyball Coach	FA18034	EXISTING	EXISTING	EXISTING	GENERAL	IFO	Intercollegiate Athletics	INSTR	1/5/18
C	Desktop Software Manager	IT17002	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	Academic Technology	ITS 3	
C	Data Warehouse/Database Developer	IT18001	NEW	EXISTING	GENERAL	MAPE	GENERAL	Application Development	ITS 4	

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	Data Warehouse/Database Developer	IT18002	EXISTING	EXISTING	EXISTING	GENERAL	AFSCME	Application Development	ITS 4		
C	Equal Opportunity & Title IX Specialist	PO18004	NEW	NEW	NEW	GENERAL	MAPE	Equal Opportunity & Title IX	AAO2		12/11/17
C	Administrative Assistant	PO18005	NEW	NEW	NEW	GENERAL	AFSCME	Equal Opportunity & Title IX	OAS INTER		12/11/17
U	Physician	SA18011	EXISTING	EXISTING	NON-GEN	ASF		Student Health Services	E		
C	Campus Security Officer	SA18021	EXISTING	EXISTING	GENERAL	AFSCME		Security	CSO		11/15/17
C	Campus Security Officer	SA18022	EXISTING	EXISTING	NON-GEN	AFSCME		Security	CSO		11/15/17
U	Counselor	SA18024	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Counseling Center	INSTR		1/8/18
U	Interim Coordinator of Alcohol and Drug Sanction Education	SA18030	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	Student Health Services	C		1/8/18

Hired

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Assistant Director of Sponsored Programs	AA18065	EXISTING	EXISTING	NON-GEN	ASF	PROB	International Student & Scholar Services	C	Hamdi Einuzahi	
C	Advising Assistant	AA18112	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	CSET Advising Center	OAS SR	Sadie Anderson	11/9/17
U	Assistant Professor	AA18120	EXISTING	EXISTING	NON-GEN	IFO	PROB	Dental Hygiene	ASST PROF	Alyssa Klenke	

C	Science Fair Coordinator	AA18145	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	MN State Engineering Center for Excellence	OAS INT	Shveta Agarwal	12/6/17
U	Customized English Language Trainer	AA18146	NEW	EXISTING	NON-GEN	ASF	INTMT	Global Education	B	Katherine Schultz	1/8/18
U	Customized English Language Trainer	AA18147	NEW	EXISTING	NON-GEN	ASF	INTMT	Global Education	B	Stephen Hunt	1/8/18
U	Customized English Language Trainer	AA18148	NEW	EXISTING	NON-GEN	ASF	INTMT	Global Education	B	Samantha Ten Eyck	1/8/18
C	Administrative Assistant	AA18149	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Children's House	OAS INT	Christine Sieberg	1/3/18
U	Interim Athletic Training Assistant	FA18032	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Intercollegiate Athletics	B	Beverly Grunzner	12/1/17
U	Interim Athletic Training Assistant	FA18033	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Intercollegiate Athletics	B	Cailey Priem	12/1/17
C	General Maintenance Worker	SA18026	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Residential Life	GMW	Derek Greenfield	12/4/17

On Hold / No Longer Being Filled / Failed Search

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Research Professor	AA18087	NEW	EXISTING	NON-GEN	IFO	EXT FUNDED	Integrated Engineering	Prof		
U	Associate / Assistant Professor	AA19029	EXISTING	EXISTING	GENERAL	IFO	PROB	Biological Sciences	ASSOC ASST PROF		
C	Computer Store Technical Specialist	IT17001	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	Campus Computer Store	ITS 1		
C	Systems Supervisor/ACIO	IT17007	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions	Systems Supervisor		
C	Off-Campus Program Coordinator	SP18000	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	University Extended Education	OAS INT		

TOTAL POSITIONS:	103	103	115	109
	10/5/17	11/2/17	12/7/17	1/4/18
TOTAL NOT STARTED	27	40	39	28
TOTAL OPEN	21	10	18	26
TOTAL REVIEWING APPLICANTS	8	14	20	12
TOTAL FINALISTS SELECTED	17	8	21	27
TOTAL HIRED	13	25	13	11
TOTAL ON HOLD/NOT BEING FILLED	17	6	4	5



STATUS REPORT HUMAN RESOURCES INVESTIGATION TIMELINE

Meet and Confer
Thursday, January 4, 2018

	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
December 2017	2 days	6.33 days	2.33 days	10.67 days

January 2018	6 days	11 days	4.67 days	18 days
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STATUS REPORT
FLSA REVIEW OF MSUAASF POSITIONS
 MSUAASF Meet and Confer
 Thursday, January 11, 2018

	Positions Audited by HR	Positions at the System Office	Positions Returned by System Office	Positions on Hold (Academic Exemption)	Positions Remaining to Audit
Dec. 7, 2017	96	53	33	10	72
Jan. 11, 2018	124	77	37	10	54



- 4 positions were previously exempt and returned as exempt
- 33 positions were previously exempt and returned as non-exempt

Minnesota State University, Mankato

Enrollment Management Plan

2012-2017

Results 1/5/18



I. Introduction

The purpose of enrollment management is to identify, recruit, and retain students in order for Minnesota State University, Mankato to fulfill its mission and goals. The following enrollment management plan owed much of its success to the institution's ability to refine current recruitment and retention practices, while developing new strategies to achieve our goals. In short, the focus of the enrollment plan was to improve our ability to identify potential students and to improve our student retention.

To record our progress and the success of this strategic enrollment management plan, updates are infused into the document along with the final measurements for our goals.

- II. Reason for a Minnesota State University, Mankato Plan**
- III. Five-Year Enrollment Trends at Minnesota State University, Mankato**
- IV. Changes and Opportunities**
- V. Elements of an Enrollment Management Plan**
- VI. Enrollment Management Goals and Strategies**

Minnesota State University, Mankato has identified the following four goals based on our Strategic Plan, MnSCU Strategic Framework, shifting state demographics, historical trend data, and our aspirations. The following goals and measures are based on 2010 graduation, retention, persistence, and enrollment rates reported in FY2011.

Goal One – Increase the first- to second-year retention rate incrementally to 85% by 2017

1.1 Increase first-year student retention incrementally by 2% annually.

While we did not achieve the five-year growth goal we had set, we did see an improvement over this period. First-year student retention to the second year improved from 70.1% in 2012 to 74.3% in 2017.

1.2 Develop campus tools and systems to assist in the retention of first-year students.

During this past five-year period the campus has written an Academic Master Plan to include a new vision for advising, created undergraduate and graduate degree maps, participated in AASCU's Reimagining the First Year of College project, and replaced our retention software with Starfish retention software.

Goal Two – Increase our four-year graduation rate by 15% by 2017

- 2.1 Increase First-Time First-Year Full-Time Student four-year completion rate incrementally by 3% annually.
FTFYFT Student four-year completion rate improved from 17.7% for the Fall 2009 entering cohort to 22.9% for the Fall 2013 entering cohort.
- 2.2 Increase First-Time Full-Time Transfer Student two-year completion rate incrementally by 2% annually.
FTFT Transfer Student two-year completion rate improved from 49.4% for the Fall 2009 entering cohort to 50.7% for the Fall 2013 entering cohort.
- 2.3 Develop campus tools and systems to promote 4-year graduation.
The single biggest effort during the past five years was the creation of four-year degree maps for all undergraduate programs and degree maps for graduate programs.

Goal Three – Increase our six-year undergraduate graduation rate for all populations to 65% by 2017

- 3.1 Increase six-year completion rate incrementally by 3% annually.
We did not achieve the five-year growth goal we had set and we did see a decline over this period. The six-year undergraduate completion rate declined from 54.0% for the Fall 2006 entering cohort to 52.3% for the Fall 2011 entering cohort. This undergraduate population includes all Full-Time and Part-Time Undergraduate First-Time, and Transfer students.
- 3.2 Develop campus tools and systems to assist in the retention of first-year students.
The aforementioned creation of the degree maps and the purchase of AcademicWorks scholarship software, titled Scholarship Finder for campus, are two campus tools, which should impact student retention.

Goal Four – Increase total student enrollment through recruitment and retention to 17,000 by 2017^a

- 4.1 Increase new undergraduate student enrollment incrementally by 1.5% each year.
Overall, new undergraduate student enrollment declined by 6.5% over the five-year period. Most of this decline is attributable to a large single year decline for Fall 2017 because of our University response to the Higher Learning Commission's change in Concurrent Enrollment instructor standards and a drop in Full-Time First-Time new students. Removing Fall 2017 (-6.1% from the previous year), the decline is less than 1% since Fall 2013.
- 4.2 Increase new graduate student enrollment incrementally by 2% each year.
Overall, new graduate student enrollment declined by 6.6% over the five-year period. Most of decline is attributable to a large single year decline for Fall 2017. Removing Fall 2017 (-10.5% from the previous year), there was actual growth of over 4% since Fall 2013.
- 4.3 Increase current undergraduate student retention incrementally by 2% each year.
As stated, this goal proves too difficult to measure. However, Goal 1.1 is the best measure to show progress.
- 4.4 Develop campus tools and systems to assist in the recruitment and retention of students.
The launch of the degree maps, Starfish retention software, Scholarship Finder website, comprehensive online learning initiative, consolidation of graduate and undergraduate admissions processing, and the creation of a Director of Advising are all campus tools to improve our recruitment and retention of students.

You can find the entire report at this web address:

<http://www.mnsu.edu/student/staffandfacultyresources/enrollmentmanagement.html>

^aRefers to unduplicated headcount for Fall terms

GENERAL FUND STRATEGIC BUDGET PLANNING PROCESS 2017-2018 ACADEMIC YEAR

Strategic Budget Planning Web Site: [HTTPS://WWW.MNSU.EDU/PLANNING/SBP.HTML](https://www.mnsu.edu/planning/sbp.html)

TIMELINE	PROCESS/STEPS	SUPPORT POINTS
Strategic Budget Planning Implementation Phase Aug. to Sept. 2017		
Data and Information Generation Phase Sept. to Nov. 2017		
Initial Categorization Phase Nov. 2017 to Jan. 2018		
Nov. 2017 – Jan. 2018	<ul style="list-style-type: none"> Strategic Budget Planning Sub-Committee completes evaluation of narrative portions within the evaluation criteria. Narrative and non-narrative evaluation results merged to produce initial program category outcome (<i>Candidate for Investment, Maintenance, or Reduction</i>). Initial program category result communicated with the Program and respective Dean/VP. 	Information Sessions <ul style="list-style-type: none"> Tuesday, January 23, 2018; 3:00 – 3:50 p.m., CSU 201
Final Categorization Phase Jan. - Mar. 2018		
Jan.– Mar. 2018	<ul style="list-style-type: none"> Programs can file an appeal (30 business days following notification) for review by the Categorization Appeal Team. Categorization Appeal Team review and decision communicated with the appealing Program and respective Dean/VP (30 business days following appeal submission). Final categorization of programs published internally. 	Information Sessions <ul style="list-style-type: none"> Thursday, February 15, 2018; 12:30 – 1:30 p.m., CSU 238 Tuesday, February 20, 2018; 11:00 a.m. – 12:00 p.m., CSU 201 Thursday, March 22, 2018; 2:00 – 3:00 p.m., CSU 201 Friday, March 23, 2018; 11:00 a.m. – 12:00 p.m., CSU 201
Process Review and Evaluation Phase Sept. - Dec. 2018		



UNIVERSITY STRATEGIC DIRECTIONS, 2016 – 2021
<http://www.mnsu.edu/planning/strategicplan.html>

As Minnesota State University, Mankato nears its 150th year of existence, we stand on the threshold of a new era. We have reached this point because of our intense desire to go further by combining big ideas with real-world thinking to turn dreams into reality. As we plan for our future we must acknowledge what is happening in higher education today in the context of demographic changes, financial challenges and workforce needs, global issues, diversity and a multitude of forces impacting Minnesota, our country and our world.

Poised to become an even greater University, one that is not only an engine but a leader in generating solutions for the problems facing our state, nation and world, President Richard Davenport, identified six University Strategic Directions:

Enhancing Student Success and Completion

Minnesota State Mankato will uphold its value of being an innovative student centered learning community where students, both undergraduate and graduate, go farther than they thought possible. The Enhancing Student Success and Completion Task Force was charged to examine trends and changes, future implications, and effective ideas and strategies that will advance ongoing transformation of student success and completion for all students.

Elevating Faculty Distinction and Academic Achievement

Minnesota State Mankato will uphold academic principles of teaching excellence and innovation, entrepreneurial thinking and innovation, and research, scholarly and creative activity, and areas of distinction within academic, research, and industry. The Elevating Distinction and Academic Achievement Task Force was charged to recognize, communicate, and promote national prestige and distinction among our faculty and academic degree programs, and to tell our story of faculty distinction and academic achievement, boldly and more often.

Expanding Regional and Global Impact

Minnesota State Mankato will expand its reach as a premier provider of effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region, and the global community. The Expanding Regional and Global Impact Task Force was charged to examine the barriers, understand the factors for success, and identify strategies that will enable the University to dramatically increase its regional and global impact.

Leading Equity and Inclusive Excellence

Minnesota State Mankato will advance equity and inclusive excellence as an essential component of an active and engaged learning community. Diversity enhances the educational process, it fosters good citizenship, and develops strong communities. Diversity promotes economic prosperity as it prepares globally-oriented citizens who can compete successfully in an interconnected global economy. The Leading Equity and Inclusive Excellence Task Force was charged to identify strategies that will propel the University forward in its ability to lead and influence measurable progress in diversity, inclusion, and equity across the university, as well as being a beacon of change and hope throughout the community and region.

Advancing a Culture of Evidence and Innovative Organizational Designs

Minnesota State Mankato will establish a culture of evidence-based decision-making. The use of data to inform institutional strategy will advance innovative organizational designs that will heighten efficiency and effectiveness. When used effectively, data highlights areas of challenge, prioritizes efforts around what is working and what is not, and sets a direct, clear course toward sustainable institutional change that drives achievement. The Advancing a Culture of Evidence and Innovative Organizational Designs Task Force was charged to examine the barriers to rapidly advancing a culture of evidence at Minnesota State Mankato, recognize key factors for success, and identify strategies that will launch the University forward and establish it as a recognized leader in data utilization, data-informed strategy development and decision-making, and innovative organizational design.

Leveraging the Power of Partnerships and Collaboration

Minnesota State Mankato will increase the quantity and quality of internal and external partnerships and collaborations that will ignite big ideas with real world thinking. True to its mission, the University promotes learning in service to the state, the region, and the global community. This mission will be further heightened and sustained by enriching strategic partnerships and collaboration. The Leveraging the Power of Partnerships and Collaboration Task Force was charged to examine the barriers, understand the factors for success, and identify strategies that will advance the University forward and establish strategic value-added partnerships and collaborations.

Strategic Planning Milestones and Timeline

Planning Milestones

	Timeline
Task Force Initial Meetings	November 9-28, 2016
Task Force Mid-Term/Check-In	January 16, 2017
Task Force Final Report Due	March 2017
Planning Sub-Meet Review and Recommendation of Task Force Reports	April 2017
Cabinet Review of Task Force Reports	May 2017
Strategy Implementation	August 2017

Implementation Milestones

	Timeline
President Announces Strategic Directions, Goals, and Objectives	September 2017
Published Electronic University Strategic Plan 2016-2021, with Strategic Directions, Goals, and Objectives	September 2017
Responsible Cabinet-Level Champion Designated to Develop an Action Plan for each Strategic Objective	September 2017
Strategic Direction Metrics and Baseline Measures Established	December 2017 – January 2018
Draft Action Plans Developed and Submitted to Institutional Research, Planning and Assessment	December 2017 – January 2018
Draft Action Plans Recommended by Cabinet and Approved by the President	January 2018 – March 2018
Action Plan Progress Monitoring and Reporting on an Annual Basis	June 2018, 2019, 2020, 2021

Strategic Planning updates will be regularly provided to the Planning Sub-Meet and Confer