

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

Thursday, October 5, 2017

1:15-2:45 P.M.

CSU 203

AGENDA

Present: President Davenport, Sara Granberg-Rademacker, Bobby Fleischman, Marilyn Wells, David Jones, Jean Clarke, Jamie Van Boxel, Kristel Seth, Ramon Pinero, Rich Wheeler, Rachel Tanquist, Melissa Iverson, Ramon Pinero, Rick Straka, Matt Clay, Cathy Hughes, Jill Kratzke

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)

- R. Davenport met with the parents of one of the international students who lost their lives in the recent Wisconsin traffic accident. R. Davenport plans to acknowledge these students at commencement.
- The President's Leadership Council took place. The council worked on a decision for how to go forward with Workforce Solutions Initiative. Each President is required to resubmit a strategic plan for system. Our strategic plan is submitted. Our strategic plan combines what we're doing with Board of Trustees with the overall MN State System goals. R. Davenport plans on sharing this plan with us in the future. This plan is a high priority for our University.
- Another high priority for MNSU is an integrated advising plan and enrollment management.
- We've got a busy (possibly rainy) Homecoming weekend ahead.

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

- S. Granberg-Rademacker attended State Meet and Confer a few weeks ago.
- The changes to system wide HR Staff affected our position audit delays here. The changes to the position allocation matrix have been delayed, but we will hopefully have more information shortly. MSUAASF and System HR are keeping an eye on positions that have been moved from our bargaining unit to others.
- Oct. 26th is MSUAASF Professional Development Day. Two focal topics of the conference will be positivity in the workplace and strategic planning.
- S. Granberg-Rademacker thanks our members for their hard work during the start of the Fall term since it is always a challenging time of year.

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

- Homecoming event changes due to weather can be found on the University website or Facebook page. If the parade is cancelled an email will be sent.
- 4500 tickets have already been sold for the opening hockey game against St. Cloud. This weekend is St. Cloud State's hockey opening as well. There will also be live music outside of the Verizon Center after the game.
- Enrollment numbers have not changed drastically since the last Meet and Confer.
- MNSU is still down in headcount and FYE compared to last year.
- MNSU has the largest market share of students in the Minnesota State University System. We teach 27% of all credits taught in the system.

- As of Monday, October 9th, the Graduate application is now processed in the Undergraduate Admissions office. This should increase the speed of processing graduate applications so we can get information to prospective graduate students sooner.
- MNSU is using a 3rd party communications company (Ruffalo Noel Levitz) to review all communication that an undergraduate student receives to make sure that we as a University are seamless in what we are sharing with our students. There are 2 consultants on campus, one to focus on our graduate students and one to focus on our undergraduate students.
- Many people across the University will be invited in to talk with the consultants to give their perspectives.
- D. Jones attended a Washington DC workshop that focused on student centered communication. We need to communicate to our students why they should do what they do.
- The University of Minnesota took on a much larger first year class than they have in prior years. Their incoming class is the largest class they've had since 1970. Their official Fall numbers are a few hundred students above typical numbers. We are not sure of their intentions with this change. They are the gorilla in the market; their actions affect what we do.

II. Discussion Items

A. Budget (R. Straka)

- The Hockey Arena ice was affected due to climate change and the higher number of high heat and humidity days during the hockey season. This caused condensation on the scoreboard and dew on the ice. The ice consultant who found this issue was brought in by the city. A dehumidification system will need to be brought in to resolve the issue. R. Straka is hopeful that this system will be paid for by the city and not MNSU.
- We currently have a 1.25 to 1.5 million budget deficit and a 2.5 to 3 million dollar deficit projected for next year. Fall to Spring retention will be key to not increasing this number.
- Fortunately we are not St. Cloud, who are projecting a 5+ million dollar deficit.
- We have the 9th largest freshman class in MNSU's history.
- M. Wells thanks ASF members, especially the SRC's for helping to increase retention by championing students who need to add or withdraw from classes.
- The AFSCME and MAPE contract proposals were rejected. R. Davenport will have more information after next week.
- R. Straka attended the University CFO meeting in St. Cloud. All schools are struggling with next year's budget.

B. HR Topics (J. Kratzke)

▪ Human Resource Vacancies

- List of current vacancies is attached. S. Granberg-Rademacker asked for clarification on the end date of the Interim Director of Oasis position. J. Kratzke will check with S. Barrett.
- S. Granberg-Rademacker raised a few errors on the list (ex. On page 7 the Director of Communications and Events is no longer MSUAASF but instead classified as MAPE). J. Kratzke will bring these errors to S. Barrett.

▪ FLSA

- S. Barrett released a shared governance memo (attached). S. Barrett is requesting input on the memo before it is sent out.
- Bundle #3 was sent out. The rest of the bundles are listed on email schedule that was sent out.
- S. Granberg-Rademacker requests that HR sends ASF updates on who is in the queue, who is being reviewed, and what the results are. Since there are widely different review timelines at the system office this will give members more information.
- S. Granberg-Rademacker voiced that the vast majority of ASF members used to be exempt so taking on shared governance duties was easier to fit into our workload. Now that more ASF members are going to be hourly we have more limited worktime. Supervisors and members are concerned about what their role can be. Our prior contract did not have much information included to guide non-exempt members. This is an important topic from our members.

- R. Davenport is going to review the shared governance memo. R. Davenport stressed that shared governance involves everybody. R. Davenport added that the administration wants everyone's input on campus wide decisions because it is an integral part of shared governance. R. Davenport would like to know if individuals are being left out of this process due to being hourly. Both R. Davenport and S. Granberg-Rademacker are on the same page that hourly members should continue to have a voice in shared governance.

C. Website Update (C. Hughes)

- Handout attached outlines where we are at and where we are headed.
- The first page of the attached handout details the website transition plan. This page gives a broad overview of the technical plan. The President's website will be used for a pilot website in December.
- The second page of the handout gives information on the migration plan options. There are two options: fast track and direct entry method. Taking either path will get your website implemented correctly in January, it's just about which process you prefer.
- The fast track method provides a content planner. The content planner allows individuals to get their website content entered and ready to go so it will be easy to import into their new site in January.
- The direct entry method has individuals wait until January to directly enter their website data once the tool becomes available.
- Departments and areas are able to choose their path so they can move at the pace they want.
- The third page of the handout shows what the menus will look like on homepage and what options are listed on each menu.
- If your department or area is listed on the homepage, please try to be in first round of website updates in January.
- Not every department or area will be ready to update in January. There is time for transition. It will be a fun technical endeavor to coordinate the pages going to new site and the pages linking to the old site in January during this transition time.
- R. Davenport asked how the website update is implemented. C. Hughes answered that we have a consultant who created the design and will have it ready so we can import our data into it when it is time.
- R. Davenport added that our new website must include a statement that we are a member of the Minnesota State System. M. Wells answered that we have a compliance team who will make sure that this information is included.
- S. Granberg-Rademacker asked how this information is currently being shared. C. Hughes answered that it is currently being shared in Meet and Confers, Tech Roundtable, and the Council of Deans. The next step is to share the information more broadly with the campus community.

D. Office 365 Update (Matt Clay)

- We are no longer transitioning to Office 365 in December due to the large amount of problems Winona experienced during the transition. Winona students did not have access to all of their emails until just three weeks ago. Staff and students both experienced emails disappearing or duplicate emails.
- The transition will now happen in Summer 2018 or December 2018. They are leaning towards December so that it does not occur right before the start of the Fall term.
- The transition to Office 365 will allow links with D2L and linking between campuses.
- M. Iverson asked what the impact will be on new students. If we transition in summer will half of the incoming class learn one system vs. the other half of the entering class learn another? M. Clay will take this back as feedback.
- J. Van Boxel asked if we will have new email addresses. M. Clay answered that our email addresses will stay the same.

- J. Van Boxel also asked if individuals will have one inbox if they're at multiple institutions. M. Clay was not sure but will check.

E. Online Learning Feedback (MSUAASF)

- The online learning proposal was submitted to MSUAASF at the last Meet and Confer. The executive team wanted feedback before future steps are taken.
- S. Granberg-Rademacker stated that the materials were shared with membership via weekly the newsletter so that we could solicit feedback from our members.
- Our members primarily commented on the advising side of things since this is many of our focus areas and advising is a core component of student support.
- Our members gave feedback that technological tools are key for distance learning, especially if we will be doing phone appointments, skype, etc.
- Another member raised that program capability should be considered as unseen costs with what programs are grown/developed.
- The question was raised of what kind of professional development is needed so we can best serve online populations.
- S. Granberg-Rademacker mentioned that we only have one member in the extended education sub-meet currently and requested for additional MSUAASF members to be added on this sub-meet if this continues to be our vehicle for information-sharing and decisions about online education.
- S. Granberg-Rademacker stated that our member comments speak to who we want to be as a University and how these programs should fit into our vision of MSU as a University.
- S. Granberg-Rademacker will send the full list of member comments to M. Wells for the executive team to review.
- P. Davenport stated to be successful in the future we need to start looking at IGen's skillset and how they learn. He added that whatever we do with online learning, we need to broaden our audience. While the traditional student has been our livelihood for over 100 years the traditional student demographic is changing. We now have large populations of international students, graduate students, transfer students, and students who can't come to campus at all. Not having online learning programs would put our university at a disadvantage with these populations. Demographic studies have told us that a larger percentage of our students not only want online options, but that it is their only choice
- The executive team will talk with IFO in next hour to get their input. M. Wells also received student input recently as well.

F. Workplace Complaint Investigations (MSUAASF)

- MSUAASF asked about the process of complaint investigations in June and S. Granberg-Rademacker requested an update for our members.
- R. Davenport provided an updated of the Workplace Complaint Investigation timeline. R. Davenport has been adamant about improving the time it takes to complete investigations. He wants to make sure the investigations are thorough but stated that if the investigation goes over 2 months it is unacceptable. Some investigations have run 5.5 to 6 months due to staffing issues and backlog.
- The Equal Opportunity and Title IX Office is still not caught up on the recent backlog of complaints. C. Jordan has been granted approval to hire temporary assistance. R. Davenport states that C. Jordan will be able to complete cases within the two month timeframe once she is caught up on the backlog.
- The HR office has also recently hired another individual, which may help with their backlog of cases.
- There is currently no commitment to hiring permanent staff assistance until a need is shown.
- R. Davenport agrees that the lengthy timeline is hard on the person being investigated because they do not know where they stand. R. Davenport is going to talk more with S. Barrett about increasing the number of decision makers.

- J. Kratzke states that HR also recognizes the delayed timeline as an issue. HR has developed a spreadsheet to track when cases reach HR, when a decision is made, etc. to see where the bottlenecks are occurring.
- HR is currently down 1 generalist. They plan to hire an additional generalist in 2-3 weeks.
- Added problem in this particular area. Recruitment of qualified HR staff is really difficult. HR in high demand. Not a huge pool. Steve and staff working hard to add qualified staff.
- S. Granberg-Rademacker stated that a confidential report displaying the timeline of case reviews would be helpful so that our stewards could help manage expectations and show progress in resolutions.
- J. Van Boxel thanked P. Davenport for his quick action after this issue was raised in June.
- D. Jones added that for Student Affairs he works closely with C. Jordan to make things as timely as possible. Unavailability of individuals during the summer months is always a challenge. Otherwise things are moving forward as normal.

FY18 Meeting Dates

November 2, 2017

December 7, 2017

January 11, 2018

February 1, 2018

March 1, 2018

April 5, 2018

May 3, 2018

Meet and Confer Query

Wednesday, October 04, 2017

C/U	POSITION TITLE	PR#	WAIVER	POSITION	FUNDS	FUND SOURCE	BARG UNIT	POSITION TYPE	SEARCH STATUS	DIVISION/ COLLEGE	DEPARTMENT	RANK/ RANGE	OFFEREE NAME	START DATE	PROPOSED START DATE
C	Dentist	AA17124		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17126		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17127		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17128		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17129		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17130		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17131		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17132		NEW	EXISTING	GENERAL	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Dentist	AA17170		EXISTING	EXISTING	NON-GEN	COMMS	INTMT	NO LONGER BEING FILLED	AA - CAHN	Dental Hygiene	Dentist			
C	Research Analyst / Intermediate / Research Database Developer	AA17201		NEW	EXISTING	NON-GEN	MAPE	UNLIM	ADVERTISEMNT OPEN	AA - CSBS	Anthropology	Research Analyst Int.			

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C	Dental Hygienist	AA17206		NEW	EXISTING	NON-GEN	COMMS	INTMT	NOT YET STARTED	AA - CAHN	Dental hygiene	Hygienist			
C	Dental Hygienist	AA17207		NEW	EXISTING	NON-GEN	COMMS	INTMT	NOT YET STARTED	AA - CAHN	Dental Hygiene	Hygienist			
C	Dental Hygienist	AA17208		NEW	EXISTING	NON-GEN	COMMS	INTMT	NOT YET STARTED	AA - CAHN	Dental hygiene	Hygienist			
C	Dental Hygienist	AA17209		NEW	EXISTING	NON-GEN	COMMS	INTMT	NOT YET STARTED	AA - CAHN	Dental Hygiene	Hygienist			
C	ITS 4 / Project Manager	AA17213		NEW	EXISTING	NON-GEN	MAPE	UNLIM	NO LONGER BEING FILLED	AA	PALS	ITS 4			
C	Director of College Operations	AA18079		EXISTING	EXISTING	GENERAL	MANGR	UNLIM	REVIEWING APPLICATIONS	AA - CSET	CSET Dean's Office	Admin. Officer			
C	Administrative Assistant	AA18100		EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	FINALISTS SELECTED	AA	PALS	OAS INT			
C	Academic Programs & Information Analyst	AA18102		EXISTING	EXISTING	GENERAL	MAPE	UNLIM	FINALISTS SELECTED	AA	Registrar's Office	MGMT ANAL 1			
C	Office & Administrative Specialist Intermediate	AA18115		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	REVIEWING APPLICATIONS	AA - CSBS	History	OAS INT			
C	Research Analyst / Resource GIS and Monitoring Specialist	AA18118		EXISTING	EXISTING	GENERAL	MAPE	TEMP	OFFEREE APPROVED	AA - CSET	Water Resources Center	RES ANYST			
C	Administrative Assistant	AA18123		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	HIRED	AA - COE	Counseling and Student Personnel	OAS INT	Amy Moore	9/27/2017	

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C	Office & Administrative Specialist Intermediate	AA18125		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	HIRED	AA - CSBS	Geography	OAS INT	Katrina Meyer (Anderson)	9/25/2017	
C	Graduation Evaluator	AA18127		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	FINALISTS SELECTED	AA	Registrar's Office	OAS SR			
C	Administrative Assistant	AA18131		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	INTERNAL BID STAGE	AA - CSET	MN State Engineering Center of Excellence	OAS, INT			
C	Administrative Assistant	AA18132		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	INTERNAL BID STAGE	AA - COB	Accounting & Business Law	OAS, INT			
C	Engineering Specialist / Project Manager	FA17099		EXISTING	EXISTING	GENERAL	MGEC	UNLIM	OFFEREE APPROVED	FA	Planning and Construction	Eng. Spec.			
C	General Maintenance Worker	FA17119		EXISTING	EXISTING	GENERAL	AFSCME	TEMP	NOT YET STARTED	FA	Building Services	GMW			
C	Groundskeeper Intermediate	FA18015		EXISTING	EXISTING	BOTH	AFSCME	SEAS	HIRED	FA	Physical Plant - Grounds	Grdskpr	Adam Morris	9/18/2017	
C	General Maintenance Worker	FA18018		EXISTING	EXISTING	GENERAL	AFSCME	TEMP	HIRED	FA	Building Services	GMW	Carlotte Bauer	9/10/2017	
C	General Maintenance Worker	FA18019		EXISTING	EXISTING	GENERAL	AFSCME	TEMP	WRITTEN OFFER EXTENDED	FA	Building Services	GMW			10/8/17
C	General Maintenance Worker	FA18020		EXISTING	EXISTING	GENERAL	AFSCME	TEMP	NOT YET STARTED	FA	Building Services	GMW			
C	General Maintenance Worker	FA18021		EXISTING	EXISTING	GENERAL	AFSCME	TEMP	NOT YET STARTED	FA	Building Services	GMW			

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C	General Maintenance Worker	FA18023		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	INTERNAL BID STAGE	FA	Building Services	GMW			
C	Computer Store Technical Specialist	IT17001		EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	ON HOLD	ITS	Campus Computer Store	ITS 1			
C	Desktop Software Manager	IT17002		EXISTING	EXISTING	GENERAL	MAPE	UNLIM	OFFEREE APPROVED	ITS	Academic Technology	ITS 3			
C	ITS 3 / Instructional Technologist	IT17005		EXISTING	EXISTING	GENERAL	MAPE	UNLIM	NOT YET STARTED	ITS	Academic Technology	ITS 3			
C	Systems Supervisor/ACIO	IT17007		EXISTING	EXISTING	GENERAL	MAPE	UNLIM	ON HOLD	ITS	IT Solutions	Systems Supervisor			
C	Desktop and Lab Software Manager	IT17008		EXISTING	EXISTING	GENERAL	MAPE	UNLIM	WRITTEN OFFER EXTENDED	ITS	Academic Technology	ITS 3			
C	Data Warehouse/Database Developer	IT18001		NEW	EXISTING	GENERAL	MAPE	UNLIM	ADVERTISEMNT OPEN	ITS	Application Development	ITS 4			
C	Data Warehouse/Database Developer	IT18002		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	REVIEWING APPLICATIONS	ITS	Application Development	ITS 4			
C	HR Technician 2	PO18001	YES	EXISTING	EXISTING	GENERAL	COMMS	TEMP	HIRED	PO	HUMAN RESOURCES	HR Tech 2	Lacie Mitchell-Garza	9/18/2017	
C	HR Generalist	PO18002		EXISTING	EXISTING	GENERAL	COMMS	UNLIM	FINALISTS SELECTED	PO	Human Resources	HR SPEC 2			10/9/17
C	General Maintenance Worker Lead	SA16001		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NO LONGER BEING FILLED	SA	Residential Life	GMW Lead			

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C	General Maintenance Worker Lead	SA16042		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NO LONGER BEING FILLED	SA	Residential Life	GMW Lead			
C	General Maintenance Worker	SA17042		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			
C	General Maintenance Worker	SA17043		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			
C	ITS-2, Residential Data Support Specialist	SA17052		NEW	EXISTING	NON-GEN	MAPE	UNLIM	HIRED	SA	Residential Life	ITS 2	Alan Werden	9/12/2017	
C	General Maintenance Worker	SA17053		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			
C	Technology & Information Specialist	SA18001		EXISTING	EXISTING	GENERAL	MAPE	TEMP	OFFEREE APPROVED	SA	Career Development Center	MGMT ANAL2			
C	Asset Management Coordinator	SA18012		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	HIRED	SA	Residential Life	CSA SPEC	Alexander Grabowska	9/25/2017	
C	General Maintenance Worker	SA18013		NEW	NEW	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			10/9/17
C	General Maintenance Worker	SA18014		NEW	NEW	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			10/9/17
C	General Maintenance Worker	SA18015		NEW	NEW	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			10/9/17
C	General Maintenance Worker	SA18016		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SA	Residential Life	GMW			10/2/17

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C	State Technical Assistant	SP17003		EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	NO LONGER BEING FILLED	SBERP	Continuing & Professional Education	TBD			
C	Off-Campus Program Coordinator	SP18000		EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	INTERNAL BID STAGE	SBERP	University Extended Education	OAS INT			10/23/17
C	Off-Campus Program Coordinator	SP18002		EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	NOT YET STARTED	SBERP	University Extended Education	OAS INT			10/9/17
C	Radio/TV Program Coordinator	UA16007	YES	NEW	EXISTING	NON-GEN	MAPE	TEMP	NO LONGER BEING FILLED	UA	KMSU Radio	RADIO/TV			
U	Assistant Professor	AA17187		NEW	EXISTING	NON-GEN	IFO	FIXED TERM	FINALISTS SELECTED	AA - CAHN	Nursing	ASST			
U	Interim Director of OASIS	AA17202	YES	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	HIRED	AA	OASIS	C	Sergio Aguilar	10/1/2017	10/01/17
U	Assistant Professor	AA18057	YES	NEW	EXISTING	NON-GEN	IFO	FIXED TERM	WORK EXPERIENCE COMPLETED	AA - CAHN	Nursing	Asst Prof			
U	Assistant Director of Sponsored Programs	AA18065		EXISTING	EXISTING	NON-GEN	ASF	PROB	ADVERTISEMER NT OPEN	AA	International Student & Scholar Services	C			
U	Instructor	AA18074		NEW	NEW	NON-GEN	IFO	FIXED TERM	ADVERTISEMER NT OPEN	AA - CAH	Philosophy	INSTR			
U	Director, Academic Advising	AA18082		NEW	NEW	GENERAL	ASF	PROB	ADVERTISEMER NT OPEN	AA	Undergraduate Education	E			
U	Director of Education Abroad and Away	AA18084		EXISTING	EXISTING	GENERAL	ASF	PROB	OFFEREE APPROVED	AA	Center for Education Abroad and Away	D			
U	Research Professor	AA18087	YES	NEW	EXISTING	NON-GEN	IFO	EXT FUNDED	ON HOLD	AA - CSET	Integrated Engineering	Prof			

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U	Executive Director of PALS	AA18098		EXISTING	EXISTING	NON-GEN	ADMIN	AT WILL	HIRED	AA	PALS	7	Johanna Horton	9/20/2017	
U	Head Teacher/Preschool	AA18111		EXISTING	EXISTING	GENERAL	ASF	PROB	OFFEREE APPROVED	AA - COE	The Children's House	B			
U	Director of Communications and Events	AA18113	YES	NEW	EXISTING	GENERAL	ASF	FIXED TERM	REVIEWING APPLICATIONS	AA - CSET	Dean's Office	TBD			
U	Associate / Assistant Professor	AA18116		NEW	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - CSET	Automotive & Manufacturing Engineering Technology	ASSOC ASST PROF			
U	Director of MN Institute for Natural Resources, Agriculture and Land Stewardship	AA18117		NEW	NEW	GENERAL	ADMIN	AT WILL	ADVERTISEMNT OPEN	AA - CSET	MN Institute for Natural Resources, Agriculture and Land Stewardship (MINRALS)	7			
U	International Student & Scholar Services Advisor	AA18118		EXISTING	EXISTING	NON-GEN	ASF	PROB	REVIEWING APPLICATIONS	AA	International Student & Scholar Services	B			
U	Assistant Professor	AA18120		EXISTING	EXISTING	NON-GEN	IFO	PROB	REVIEWING APPLICATIONS	AA - CAHN	Dental Hygiene	ASST PROF			
U	Assistant Professor	AA18122	YES	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	HIRED	AA - COE	Counseling & Student Personnel	ASST PROF	Oleksandr Kornarenko	8/14/2014	
U	Laboratory Coordinator for Biological Sciences	AA18128		EXISTING	EXISTING	GENERAL	ASF	PROB	ADVERTISEMNT OPEN	AA - CSET	Biological Sciences	C			
U	Assistant Professor	AA18129	YES	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	WORK EXPERIENCE COMPLETED	AA - COB	Marketing/IBUS	ASST PROF			

C/U	POSITION TITLE	PR#	WAIVER	POSITION	FUNDS	FUND SOURCE	BARG UNIT	POSITION TYPE	SEARCH STATUS	DIVISION/ COLLEGE	DEPARTMENT	RANK/ RANGE	OFFEREE NAME	START DATE	PROPOSED START DATE
U	Assistant Professor / Research Scientist	AA18130	YES	NEW	EXISTING	NON-GEN	IFO	FIXED TERM	NOT YET STARTED	AA - CSET	Physics/Astronomy	ASST PROF			1/3/18
U	Assistant Professor	AA19001		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - CSET	Chemistry and Geology	Asst Prof			
U	Associate / Assistant Professor	AA19002		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - COE	K-12 & Secondary Programs	Assoc/Asst Prof			
U	Associate / Assistant Professor	AA19004		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - CSET	Biological Sciences	ASSOC ASST PROF			
U	Assistant Professor	AA19005		EXISTING	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - COB	Management	ASST PROF			
U	Assistant Professor	AA19006		EXISTING	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - COB	Management	ASST PROF			
U	Associate / Assistant Professor	AA19007		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - CSET	Computer Information Science	ASSOC ASST PROF			
U	Associate / Assistant Professor	AA19008		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - CSET	Computer Information Science	ASSOC ASST PROF			
U	Associate/Assistant Professor	AA19009		EXISTING	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - CAHN	School of Nursing	ASSOC/ASST PROF			8/20/18
U	Assistant Professor	AA19013		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - CSET	Physics and Astronomy	ASST PROF			
U	Assistant Professor	AA19014		EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	ADVERTISEMENTS OPEN	AA - CAH	Mass Media	ASST PROF			
U	Assistant Professor	AA19015		EXISTING	EXISTING	GENERAL	IFO	PROB	ADVERTISEMENTS OPEN	AA - CAH	Music	ASST PROF			
U	Assistant Professor	AA19016		EXISTING	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - CAH	WLC/Spanish	ASST PROF			

C/U	POSITION TITLE	PRF#	WAIVER	POSITION	FUNDS	FUND SOURCE	BARG UNIT	POSITION TYPE	SEARCH STATUS	DIVISION/ COLLEGE	DEPARTMENT	RANK/ RANGE	OFFEREE NAME	START DATE	PROPOSED START DATE
U	Assistant Professor	AA19017		EXISTING	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - CSET	Mathematics and Statistics	ASST PROF			
U	Assistant Professor	AA19018		EXISTING	EXISTING	GENERAL	IFO	PROB	NOT YET STARTED	AA - CAH	English	ASST PROF			8/20/18
U	Assistant Professor	AA19019		EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	NOT YET STARTED	AA - CAH	English	ASST PROF			8/20/18
U	Assistant Wrestling Coach	FA18012		EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	OFFEREE APPROVED	FA	Intercollegiate Athletics	INSTR			
U	Director of Marketing & Community Engagement	FA18014		EXISTING	EXISTING	GENERAL	ASF	PROB	OFFEREE APPROVED	FA	Intercollegiate Athletics	C			
U	Assistant Track and Field Coach - Jumps/Multi	FA18016		NEW	EXISTING	BOTH	IFO	FIXED TERM	HIRED	FA	Track and Field	Instr	Richard Candole	9/14/2017	
U	Coordinator of Alcohol & Drug Sanction Education	SA18003		EXISTING	EXISTING	NON-GEN	ASF	PROB	FINALISTS SELECTED	SA	Student Health Services	C			
U	Transfer Liaison	SA18006	YES	EXISTING	EXISTING	GENERAL	ASF	PROB	FINALISTS SELECTED	SA	Admissions	B			
U	Physician	SA18011		EXISTING	EXISTING	NON-GEN	ASF	PROB	ADVERTISEMENT OPEN	SA	Student Health Services	E			
U	Industry Relations Director	SP17007		EXISTING	EXISTING	GENERAL	ASF	PROB	NOT YET STARTED	SBERP	University Extended Education - TCE	C			
U	Director of Development for College of Arts & Humanities	UA17010		EXISTING	EXISTING	GENERAL	ASF	PROB	HIRED	UA	University Development	D	Molly Faber	9/11/2017	

C/U	POSITION TITLE	PREF	WAIVER	POSITION	FUNDS	FUND SOURCE	BARG UNIT	POSITION TYPE	SEARCH STATUS	DIVISION/ COLLEGE	DEPARTMENT	RANK/ RANGE	OFFEREE NAME	START DATE	PROPOSED START DATE
U	Associate Director of Alumni Relations	UA17014		EXISTING	EXISTING	GENERAL	ASF	PROB	HIRED	UA	Alumni Relations	C	Courtney Hennis	9/11/2017	
U	Director of Development, COB	UA18000		EXISTING	EXISTING	GENERAL	ASF	PROB	OFFEREE APPROVED	UA	University Development	D			
U	Director of Development for CSET	UA18001		EXISTING	EXISTING	GENERAL	ASF	PROB	NOT YET STARTED	UA	University Development	D			11/6/17

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
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
Eluzahi, Hamdi A	Interim Saudi Arabian Cultural Mission Program	International Student & Scholar Servic	11/02/2015	07/01/2017	11/01/2017
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	University Advancement	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



HUMAN RESOURCES
336 WIGLEY ADMINISTRATION CENTER
MANKATO, MN 56001
FAX: (507) 389-2960

Guidance for MSUAASF Members and Supervisors: Hourly Employees and Shared Governance

The University and its various bargaining units have a sustained tradition of shared governance and collaborative culture. MSUAASF has historically played an important role in facilitating this model by participating in regular meet-and-confer meetings, serving on various search committees and working groups, and providing important feedback on various strategic initiatives of the University.

Recently, as some MSUAASF positions have been reclassified from exempt (salaried) to non-exempt (hourly,) greater scrutiny has arisen relating to how hourly MSUAASF employees can continue to serve as participants in our shared governance culture. This document is designed to provide guidance and clarification for MSUAASF hourly employees and their supervisors.

The MSUAASF collective bargaining agreement provides a basic framework. Basically, the agreement allows MSUAASF members who are appointed to serve on system level committees or committees established by the University to be released to perform such service, so long as the time is not unreasonable.

More importantly, the University's shared governance and collaborative culture has fostered an environment where employees are encouraged to be involved in various committees and initiatives. Both the University and our employees benefit from this culture. The University benefits by having a multitude of perspectives involved in decision-making, and employees benefit by taking part in things outside their regular assignment, providing them greater perspective on the strategic direction of the University.

So as MSUAASF positions transition from exempt to non-exempt, we must continue to foster and maintain this collaborative spirit, despite the challenges it may represent to employees and their supervisors. To help overcome these challenges, MSUAASF leaders and the HR department offer these guidelines:

- (1) Hourly MSUAASF employees should not be discouraged from serving on search committees, meet-and-confer groups, or other University committees simply due to their hourly status.

- (2) Such involvement in these committees and shared governance initiatives benefits both the University and employees;
- (3) Supervisors should work with their employees to adjust schedules, assignments, etc. to foster opportunities for hourly employees to continue to serve on our various committees, so long as the time commitment is reasonable; and
- (4) If questions or issues arise relating to this issue, supervisors should contact their HR Generalist to assess the matter based on the specific circumstances.

We hope this guidance helps as more positions transition to non-exempt status. In the meantime, I encourage you to contact me directly if you have any questions or need further clarification.



Steve Barrett
Director, Human Resources
Minnesota State University, Mankato



WEBSITE TRANSITION PLAN

1. CONTENT MIGRATION

AUGUST - DECEMBER 2017

- Begin moving content into website planning tool (campus web editors, see page 2)

2. PILOT: PRESIDENT'S WEBSITE

DECEMBER 2017

- Test launch process
- Test website in all browsers and on all platforms
- Troubleshoot/user-experience and accessibility review

3. MOVE LEGACY WWW.MNSU.EDU CONTENT TO A TEMPORARY URL AND LAUNCH NEW HOME PAGE AND HIGH-VISIBILITY PAGES

JANUARY 2018

- New website hosted in the cloud, old website hosted on campus
- Temporarily, both sites will exist, but will need different URLs
- To ensure long-term preservation of www.mnsu.edu, the current website will be assigned a new URL until the transition is complete.
- High-visibility pages include:
 - Current Students, Future Students, Alumni, Faculty and Staff pages
 - Advertising destinations (Admissions)
 - Other high-visibility pages (About the University, Academics)

4. LAUNCH ALL PAGES AS THEY BECOME READY TO GO LIVE

JANUARY 2018-ONGOING

- Happens in tandem to step 3 and ongoing
- Pages across the University will be launched as departments and offices finish editing and migrating them to the new website.

5. COMPLETE THE TRANSITION

AUGUST-DECEMBER 2018

- As pages go live on the new website, their old counterparts will be archived and removed from the old website.
- Old website will be eliminated once University-wide migration is complete.



WEBSITE MIGRATION PLAN

contact: webupdate@mnsu.edu

OCTOBER-NOVEMBER

FAST TRACK

1. Web editors/liaisons* take D2L content training course "Developing Effective Website Content".
2. Web editors/liaisons notify webupgrade@mnsu.edu that training is complete.
3. Drop-in sessions are available for web editors to learn the website planning tool.

DIRECT ENTRY

Note: internal content can be made available on the new website in one of two ways:

1. through audience specific pathways that are self-selected by the website visitor
2. through password authentication

DECEMBER

4. ITS will port all content from website planning tool to new website.

★ New website content manager deployed

1. Web editors/liaisons take D2L content training course "Developing Effective Website Content".

★ Pilot: President's Website Launched

5. Web editors/liaisons take D2L website content manager training course. Drop-in sessions will also be available.

2. Web editors/liaisons take D2L website content manager training course. Drop-in sessions will also be available.

JANUARY

6. Web editors make decisions on content placement and presentation.

★ Launch home page and high-visibility pages

*Web editors continue editing website as desired.***

3. Web editors/liaisons enter content directly into the new website content manager and determine content placement.

FEBRUARY-MAY

7. Web editors/liaisons notify webupdate@mnsu.edu when your website is ready to launch.

★ Launch pages as they become ready

4. Web editors/liaisons notify ITS when your website is ready to launch.

MAY-AUGUST

★ Complete migration

* Web editors include anyone on campus responsible for editing, updating, and maintaining pages on the University domain. Web liaisons act as liaison between leadership and ITS.

** If your site is ready, it can launch right away with the home page and high-visibility pages.



WEBSITE MAIN NAVIGATION

Illustration showing drop-down options — not actual design.

