

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

**Thursday, November 2, 2017**

**1:15-2:45 P.M.**

**CSU 203**

**AGENDA**

**Present – President Davenport, Sara Granberg-Rademacker, Bobby Fleischman, Marilyn Wells, Jean Clarke, Jamie Van Boxel, Ramon Pinero, Rachel Tanquist, Oscar Gonzalez, Melissa Iverson, Rick Straka, Kent Stanley, David Jones, Steve Barrett, Lynn Aikey, Kasey Linde, Henry Morris**

**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)**

- P. Davenport encourages MSUAASF to attend the many sesquicentennial events taking part over the next year.
- The Leadership Council meeting will take place Monday 11/6/17. P. Davenport will report system level news at the next meeting.
- Michael Gustafson submitted his resignation as Vice President of Strategic Partnerships. M. Johnson will oversee his division as well as IT until a new Vice President can be found. MSUAASF members will be invited to serve on the search committee that will take part later this academic year.
- R. Davenport stated that the city is taking the appropriate steps to make sure fans get through event security at hockey events in a timely manner. R. Straka is working with the city on the event center dehumidification process and ice quality.

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

- MSUAASF held its second Professional Development Day. Two of the topics covered were raising morale in the workplace and the legislative agenda. The System Office's recently hired Chief Diversity Officer also spoke on his agenda, and answered member's concerns about federal changes including DACA and the impact on students.
- It is currently week 11 in semester which is a busy time for many of our members.
- R. Davenport asked if time off on Election Day had been discussed. S. Barrett answered that HR sent out email clarifying that it is okay to take time off on Election Day without using vacation or sick time, but that individuals should first talk to their supervisor so that the supervisor can adjust workloads accordingly. R. Davenport urges the campus community to get out and vote.

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

- D. Jones thanked MSUAASF members for our help during the MEA open houses. There was a great turnout and more families attended than expected.
- D. Jones' team have been swapping out posters across campus to help with retention. There is a new poster displayed that reminds students of good habits to be successful in the semester ahead.
- D. Jones brought up the idea of having more training to frontline staff to reduce run around for continuing students as a way to increase retention. S. Granberg-Rademacker

replied that MNSU does have a reputation for giving students the run around and that she loves the idea of focusing on student success.

- This year we are 400 total headcount down: 200 first year students and 200 concurrent enrollment.

## II. Discussion Items

### A. Budget (R. Straka)

- Not much has changed since last month.
- There is a cash surplus in FY18 to limit state growth. There is a tuition shortfall this year of 1.5 million dollars and a 3 million dollar structural shortage for next year.
- The Committee on Employee Relations decided to take contracts to the Legislature. We will not hear back for a while on contract pay increases.
- MNSU spends 110 million in compensation. A 1% pay increase for employees is 1.1 million dollars. The current budget estimate projects a 3% raise.
- S. Granberg-Rademacker asked R. Straka if we have heard anything about supplemental budget request. R. Straka answered that the state is behind in what they had forecasted, but we will have a better idea later in November. The state will likely not show a big surplus for the biennium since it is likely they underestimated the effect of tax cuts on the surplus.

### B. HR Topics (S. Barrett)

- Human Resource Vacancies
  - Two handouts included. One is sorted on the on status of the search for positions, the other is sorted based on bargaining unit.
  - Please let S. Barrett know if there are positions listed that are no longer MSUAASF positions.
  - J. Clarke mentioned that previous lists included the name of the person hired on the list but that it is no longer included. S. Barrett said that they removed it for space considerations but that HR can reformat the list and add it back.
- Human Resources Investigation Process
  - Handout included lists the HR process (not Title IX which is run by a different office).
  - There is currently a 108 day investigation review average. The goal is to reduce this time to 30 days.
  - The biggest barrier for HR is time (HR Generalists not having enough time).
  - S. Barrett plans to combat this by building capacity in HR so more people can assist and by taking some tasks away from the HR Generalists so that they can focus more on the investigation process.
  - S. Barrett also plans on changing how investigations are done by engaging the supervisors more and finding ways to intervene with personal conflicts before they rise to the level of violating policy. While this is tricky to do, the effort will be worth it in the long run.
  - S. Barrett also plans on doing more cross departmental cooperation with the Title IX office so that they can help one another during peak times.
  - He also plans on streamlining the form since it currently asks for more data than HR needs.
  - The benefit of these changes is that it will increase morale and productivity because individuals will no longer have the cloud of uncertainty hanging over their heads.

- R. Davenport asked if HR is coordinating with the Title IX office. S. Barrett replied that HR is coordinating with the Title IX Office to provide temporary and part time help to assist with their backlog. S. Barrett would like the staff in both offices to coordinate more.
- MSUAASF will check in at a later meeting to see the progress made in the investigation process and timeline.
- FLSA
  - Formalize the Shared Governance Document and Formalize the Draft of Adjunct Talking Points (MSUAASF)
    - HR is still sending positions to system office for review.
    - HR will create a document providing more guidance for employees and supervisors for the transition from hourly to salary and how to participate in shared governance or as an adjunct instructor.
    - S. Barrett will send this handout electronically and solicit feedback from the MSUAASF community.
    - S. Barrett highlighted that we don't want to lose shared governance because of the change from salary to hourly.
    - The plan is to finalize this document in the next meet and confer in December.
    - S. Granberg-Rademacker also requested that S. Barrett provide a document listing where positions are in exemption process review.

### C. Strategic Budgeting Evaluation Processes (L. Akey and R. Straka)

- Handout attached.
- We are currently at the data and information phase and closing in on deadline (November 15<sup>th</sup>). This is a busy time for groups preparing their narratives.
- There are additional workshop sessions listed on the handout for assistance on building narratives.
- The next phase is the initial categorization phase. This is where the narratives will be reviewed.
- Narrative and data results will produce an outcome at the end of January. All programs will receive a notification of the initial outcome. The program then has 30 days to file an appeal.
- The final categorization will not happen until March.
- The review and evaluation phase on the process will go through December 2018.
- The process will take place every four years.
- M. Iverson asked who comprises each subcommittee. L. Akey answered that the subcommittee is comprised of 42 members and 5 facilitators. They are anticipating teams of 3 reviewing the narratives. The teams will be a mix of bargaining units, etc. across the organization. Programs will be reviewed by both academic and non-academic reviewers.
- Every program will be reviewed from at least 2 teams (6 individuals total). Each individual will score and then the team will come to consensus. Then both teams will come to a consensus for the final result.
- Excluded administrators are not included in teams.
- S. Granberg-Rademacker asked if programs would be able to do pre-reviews if they are concerned about jargon or the level of clarity in their narrative. L. Akey answered that attending one of the offered workshops would be a good opportunity since the last 45

minutes of the session comprises of breaking out into small groups and discussing the proposals.

- R. Straka added that 300 words is a guideline. Proposals can use bullet points and put data as a part of the appendix so that they are not included in the word total. The biggest focus of the proposals should be how your program relates to each individual criteria.
- S. Granberg-Rademacker also asked who reviews the appeals. L. Akey answered that excluded administrators would review the appeals.
- R. Straka stated that the link on the attached handout brings readers to the full outline of the budget planning process.

#### D. Campus Drive and Other Fundraising Efforts Update (K. Linde)

- There was a shorter campus drive this year so it is hard to compare with prior years.
- Between Sept. 18-29<sup>th</sup> the campus gave almost \$30,000 to MSU to help our students. 20.2% of MNSU faculty and staff participated in those two weeks. This number does not include payroll deductions or monthly gifts that individuals have pledged.
- The campus drive promoted academic scholarships and the emergency grant program. \$7,000 went specifically to those two programs.
- Winona only hit 18.2% during their 2 week campus drive, but they reached 44% by end of the year last year.
- R. Davenport wants to shoot for 51% so that way we can say that over half of our employees donate.
- St. Cloud did theirs over a semester and hit 32%. End of the year was 36%.
- K. Linde plans on having our Campus Drive participation grow as we tell our story better.
- K. Stanley added that prior fundraising drive numbers also counted emeriti donations. This campus drive just included current faculty and staff donations.
- Donations to MNSU break down as 84% individual donations, 11% private foundation donations (we don't solicit to them), and 4% business donations.
- S. Granberg-Rademacker asked how we are measuring progress of the campus drive this year since it differs from prior years. K. Stanley answered that the department uses a lot of advanced metrics to track giving. Since this year is using a different fundraising timeframe there are no direct comparisons.
- K. Stanley outlined the changes he has spearheaded in the department to increase donor giving. Alumni relations used to do 83 visits per year but now do over 200 visits per year. The department has also increased face to face conversations from 120 a year to over 1000. These changes have led to the single biggest fundraising year in history.
- K. Stanley added that it is often not the wealthiest donors that write biggest checks, it's the people who care the most. This is why the department is working towards telling our MNSU story better.
- K. Linde mentioned that there was a Taking Care of Business Campaign for the College of Business. The Professional Sales class for marketing students created their own script and worked in the call center all day to contact alumni to gain valuable marketing experience. The students got graded on their scripts and performance and were able to connect with alumni.

#### E. University Policies for Informal Review Nov. 1-Dec. 4, 2017 (L. Akey)

- Handout attached that lists the 15 campus policies up for informal reviews. 14 policies are continuing policies; 1 is new. They are currently available on the website for campus consideration and feedback.

- A policy can come up for review either by being recommended by the campus community or after 7 years, whichever comes first. Most policies being reviewed this year are due to their 7 year review.
- L. Akey requests that members to take a close look at the policies since they are important to the institution and to students.
- The feedback will be compiled at beginning of December to be sent to the drafters to edit the policies. The edited policies are then put out for an additional 45 days for the formal review.
- Feedback will be posted online. Individuals who give feedback are not identified, but groups who give feedback are.
- M. Wells added that it is a good time for substantive feedback since the policies are in their first draft. It is harder for sweeping changes in the formal review phase since this phase should be reserved for fine tuning. Since several of these policies are closely related to retention it is important to review them.
- J. Van Boxel asked how we will know if a policy is informed by state law or state policy and if it is possible to get rid of a policy. L. Akey answered that if there is a parent policy on system level or state policy/statute it will be noted on the policy and that policies can be removed. L. Akey has a binder of all terminated polices.
- The Policy Committee does not write the policies, they oversee the process. The Policy Committee decides if it is a divisional policy or if it is a procedure instead.
- M. Iverson asked if all policies from last year had been cleared. L. Akey answered that the graduate assistantships policy from last year's review is still being worked on. Everything else from last year has been cleared. M. Wells added that the previous graduate assistantship policy had a hard line on what graduate compensation could be. The new policy gives a minimum amount, not a maximum. Some departments want fewer grad assistantships and higher compensation to be competitive.

#### F. Workplace Environment and Retaliation Concerns (MSUAASF)

- S. Barrett stated that while we can do all the right things on paper, we need to discuss how we can alleviate the concern of retaliation if it is there.
- S. Barrett stated true retaliation it is rare. That being said we still have to deal with the perception that it is there because it is harmful to the organization.
- R. Straka stated that as a supervisor of multiple supervisors, an employee doesn't know what coaching, mentoring, or disciplining is occurring with the supervisor in question. This piece of confidentiality makes it harder for members to trust the system since managers can't be open about all that is truly happening.
- S. Granberg-Rademacker asked S. Barrett to be more public of examples of the coaching, mentoring, or disciplining that can happen with supervisors and what can result.
- S. Barrett agrees that we need to demystify the process. S. Barrett believes that shortening the timeline to resolution will help a lot.
- J. Clarke stated that if someone says something and they are non-renewed it does appear as retaliation which makes it so that people won't say things until they are permanent. M. Iverson added that this is a valid concern due to the long probationary period of 4 years.
- S. Barrett stated that he has not dealt with this organizationally before, just within dysfunctional departments. S. Barrett stated that within departments it is usually a communication or interpersonal issue whereas across the organization it is more complicated.
- H. Morris stated that members with a permanent status or leadership role can try to take up issues for more vulnerable members. J. Clarke voiced that it is often still known who instigated it so this does not resolve the issue.

- S. Granberg-Rademacker asked to keep this conversation open since it comes up time and time again.
- R. Davenport added that this concern is not new to MNSU. He stated that 10 years ago an outside consultant was brought in to create expectations of environment due to unrest in one department emanating into other departments.
- The suggestion was raised to put on more workshops for the campus community to talk about what constitutes a complaint, what is borderline, and what steps can a person take prior to official action as a better way to educate faculty and staff.
- R. Straka added that some workshop themes could be what is management vs. harassment, what is a pre-emptive strike, and the difference between a whistleblower and insubordination.

#### G. Online Learning Solutions & Models: Capability Audit (M. Wells)

- Handout attached. There is also a 40+ page plan online and a 3 page summary document.
- September Online learning and solutions work plan.
- The handout outlines the online learning and solutions work plan that was crafted in December. The bottom of page 1 details that the plan is about both current and future 100% online programs.
- The reasons for this plan are to increase market growth, academic quality and integrity, fiscal sustainability and return, and student success and satisfaction
- The feedback that M. Wells received largely stated that there was nothing missed in the 8 components of the model and that all the goals and objectives listed were necessary. The feedback also asked to add some additional goals and objectives that have now been integrated into the advising plan.
- The due dates of the plan have been modified because while we need to move forward with urgency, we need to make sure we're doing it right.
- The revised plan will be posted by end of day today (11/2/17)
- The plan is now beginning to be implemented. M. Wells stressed that we must be intentional with the online plan because it is vital for future enrollment. The next action step is to find a program to pilot it.
- M. Wells stated that for pilot programs they are proposing one Bachelor's program, one Bachelor's completion program, and one or two graduate programs. The pilot programs must be existing approved online programs.
- M. Wells is requesting feedback from MSUAASF by the next Meet and Confer on December 7th. M. Wells asked if there are different program categories we should be looking at and for suggestions on good pilot programs.
- So far M. Wells has received good reception from the campus on the work plan.

#### H. Campus Climate Survey (H. Morris)

- The focus group data from the Campus Climate Survey will be coming back this month.
- This data will give more background and information on what was being said in the climate study.
- H. Morris requests feedback from MSUAASF to let him know what we should do deeper dive of. (ex. Professional development needs of diverse faculty/staff)
- H. Morris requested that MSUAASF submit a group of diverse of individuals to the consultant to allow for a wide range of responses.

**FY18 Meeting Dates**

December 7, 2017

January 11, 2018

February 1, 2018

March 1, 2018

April 5, 2018

May 3, 2018

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

**Search Not Started**

| C/U | POSITION TITLE                           | POSITION | FUNDS    | SOURCE  | BU     | TYPE       | DEPT      | RANGE           | START   |
|-----|--|----------|----------|---------|--------|------------|-----------|-----------------|---------|
| C   | Advising Assistant                       | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM      | AA - CSET | OAS SR          | 11/9/17 |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - CSET | ASST PROF       | 8/20/18 |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - CAH  | ASST PROF       | 8/20/18 |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - COB  | ASST PROF       | 8/20/18 |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - CSET | ASST PROF       |         |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - CAH  | ASST PROF       | 8/20/18 |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - COB  | ASST PROF       |         |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - COB  | ASST PROF       |         |
| U   | Assistant Professor                      | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - CAH  | ASST PROF       | 1/3/18  |
| U   | Assistant Professor / Research Scientist | NEW      | EXISTING | NON-GEN | IFO    | FIXED TERM | AA - CSET | ASST PROF       | 1/3/18  |
| U   | Associate / Assistant Professor          | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - COE  | ASSOC ASST PROF | 8/20/18 |
| U   | Associate or Assistant Professor         | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - COE  | ASSOC ASST PROF | 8/20/18 |



|   |                                       |          |          |         |        |            |           |                    |          |
|---|---------------------------------------|----------|----------|---------|--------|------------|-----------|--------------------|----------|
| U | Associate/Assistant Professor         | EXISTING | EXISTING | GENERAL | IFO    | PROB       | AA - CAHN | ASSOC/ASST<br>PROF | 8/20/18  |
| C | DARS Transfer Articulation Specialist | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM      | AA        | OAS SR             | 11/27/17 |
| U | Dean                                  | EXISTING | EXISTING | GENERAL | ADMIN  | AT WILL    | AA - CSBS | 10                 | 8/20/18  |
| C | Dental Hygienist                      | NEW      | EXISTING | NON-GEN | COMMS  | INTMT      | AA - CAHN | Hygienist          |          |
| C | Dental Hygienist                      | NEW      | EXISTING | NON-GEN | COMMS  | INTMT      | AA - CAHN | Hygienist          |          |
| C | Dental Hygienist                      | NEW      | EXISTING | NON-GEN | COMMS  | INTMT      | AA - CAHN | Hygienist          |          |
| C | Dental Hygienist                      | NEW      | EXISTING | NON-GEN | COMMS  | INTMT      | AA - CAHN | Hygienist          |          |
| U | Director of Development for CSET      | EXISTING | EXISTING | GENERAL | ASF    | FIXED TERM | UA        | D                  | 11/6/17  |
| C | General Maintenance Worker            | NEW      | EXISTING | NON-GEN | AFSCME | INTMT      | SA        | GMW                | 11/6/17  |
| C | General Maintenance Worker            | EXISTING | EXISTING | GENERAL | AFSCME | TEMP       | FA        | GMW                |          |
| C | General Maintenance Worker            | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP       | SA        | GMW                |          |
| C | General Maintenance Worker            | EXISTING | EXISTING | GENERAL | AFSCME | TEMP       | FA        | GMW                |          |
| C | General Maintenance Worker            | EXISTING | EXISTING | GENERAL | AFSCME | TEMP       | FA        | GMW                |          |
| C | General Maintenance Worker            | NEW      | NEW      | NON-GEN | AFSCME | TEMP       | SA        | GMW                | 10/9/17  |
| C | General Maintenance Worker            | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP       | SA        | GMW                |          |
| C | General Maintenance Worker            | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP       | SA        | GMW                |          |
| C | Groundskeeper Intermediate            | EXISTING | EXISTING | GENERAL | AFSCME | EMERGENCY  | FA        | GRDS INT           | 11/1/17  |

|   |                                    |          |          |         |        |              |           |                        |
|---|------------------------------------|----------|----------|---------|--------|--------------|-----------|------------------------|
| C | Groundskeeper Intermediate         | EXISTING | EXISTING | GENERAL | AFSCME | EMERGENCY FA | GRDS INT  | 11/1/17                |
| C | Groundskeeper Intermediate         | EXISTING | EXISTING | GENERAL | AFSCME | EMERGENCY FA | GRDS INT  | 11/1/17                |
| C | Groundskeeper Intermediate         | EXISTING | EXISTING | GENERAL | AFSCME | EMERGENCY FA | GRDS INT  | 11/1/17                |
| U | Industry Relations Director        | EXISTING | EXISTING | GENERAL | ASF    | PROB         | SBERP C   |                        |
| C | ITS 3 / Instructional Technologist | EXISTING | EXISTING | GENERAL | MAPE   | UNLIM        | ITS 3     |                        |
| C | Library Systems ITS 1              | EXISTING | EXISTING | GENERAL | MAPE   | UNLIM        | ITS 1     | 12/1/17                |
| U | Microbiologist                     | EXISTING | EXISTING | GENERAL | IFO    | FIXED TERM   | AA - CSET | ASST PROF INSTR 1/3/18 |
| C | Science Fair Coordinator           | EXISTING | EXISTING | GENERAL | AFSCME | SEAS         | AA - CSET | OAS INT 11/10/17       |
| C | Temporary GMW                      | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP         | SA        | GMW 10/30/17           |
| C | Temporary GMW                      | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP         | SA        | GMW 10/30/17           |

## Open / Bidding

| C/U | POSITION TITLE                    | POSITION | FUNDS    | SOURCE  | BU   | TYPE       | DEPT      | RANGE              | START |
|-----|-----------------------------------|----------|----------|---------|------|------------|-----------|--------------------|-------|
| U   | Assistant Professor               | EXISTING | EXISTING | GENERAL | IFO  | PROB       | AA - CAH  | ASST PROF          |       |
| U   | Assistant Professor               | EXISTING | EXISTING | GENERAL | IFO  | FIXED TERM | AA - CAH  | ASST PROF          |       |
| U   | Assistant Professor               | EXISTING | EXISTING | GENERAL | IFO  | PROB       | AA - CSET | ASST PROF          |       |
| U   | Associate / Assistant Professor   | NEW      | EXISTING | GENERAL | IFO  | PROB       | AA - CSET | ASSOC<br>ASST PROF |       |
| C   | Data Warehouse/Database Developer | NEW      | EXISTING | GENERAL | MAPE | UNLIM      | ITS       | ITS 4              |       |

|   |                                     |          |          |         |        |            |          |                   |          |
|---|-------------------------------------|----------|----------|---------|--------|------------|----------|-------------------|----------|
| U | Instructor                          | NEW      | NEW      | NON-GEN | IFO    | FIXED TERM | AA - CAH | INSTR             |          |
| C | Registration Help Center Assistant  | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM      | AA       | OAS INT           | 10/23/17 |
| C | Staffing Specialist                 | EXISTING | EXISTING | GENERAL | COMMS  | UNLIM      | PO       | HR TECH 2         | 11/6/17  |
| C | Technology & Information Specialist | EXISTING | EXISTING | GENERAL | MAPE   | TEMP       | SA       | MGMT ANAL 2       |          |
| C | Graphic Designer                    | EXISTING | EXISTING | NON-GEN | AFSCME | UNLIM      | UA       | GRAPHIC ARTS SPEC | 3/1/18   |

## Reviewing Applications / Work Experience

| C/U | POSITION TITLE   | POSITION | FUNDS    | SOURCE  | BU     | TYPE    | DEPT      | RANGE           | START |
|-----|--|----------|----------|---------|--------|---------|-----------|-----------------|-------|
| C   | Administrative Assistant   | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM   | AA - CSET | OAS, INT        |       |
| U   | Assistant Director of Sponsored Programs   | EXISTING | EXISTING | NON-GEN | ASF    | PROB    | AA        | C               |       |
| U   | Assistant Professor  | EXISTING | EXISTING | GENERAL | IFO    | PROB    | AA - CSET | Asst Prof       |       |
| U   | Associate / Assistant Professor  | EXISTING | EXISTING | GENERAL | IFO    | PROB    | AA - CSET | ASSOC ASST PROF |       |
| U   | Associate / Assistant Professor  | EXISTING | EXISTING | GENERAL | IFO    | PROB    | AA - CSET | ASSOC ASST PROF |       |
| U   | Associate / Assistant Professor  | EXISTING | EXISTING | GENERAL | IFO    | PROB    | AA - CSET | ASSOC ASST PROF |       |
| U   | Associate / Assistant Professor  | EXISTING | EXISTING | GENERAL | IFO    | PROB    | AA - COE  | Assoc/Asst Prof |       |
| C   | Director of College Operations   | EXISTING | EXISTING | GENERAL | MANGRL | UNLIM   | AA - CSET | Admin. Officer  |       |
| U   | Director of MN Institute for Natural Resources, Agriculture and Land Stewardship | NEW      | NEW      | GENERAL | ADMIN  | AT WILL | AA - CSET | 7               |       |

|   |   |          |          |         |        |           |           |                       |          |
|---|---|----------|----------|---------|--------|-----------|-----------|-----------------------|----------|
| U | Director, Academic Advising                                 | NEW      | NEW      | GENERAL | ASF    | PROB      | AA        | E                     |          |
| C | Groundskeeper Intermediate                                  | EXISTING | EXISTING | GENERAL | AFSCME | EMERGENCY | FA        | GRDS INT              | 11/1/17  |
| U | Laboratory Coordinator for Biological Sciences              | EXISTING | EXISTING | GENERAL | ASF    | PROB      | AA - CSET | C                     |          |
| C | Off-Campus Program Coordinator                              | EXISTING | EXISTING | NON-GEN | AFSCME | UNLIM     | SBERP     | OAS INT               | 10/23/17 |
| C | Research Analyst Intermediate / Research Database Developer | NEW      | EXISTING | NON-GEN | MAPE   | UNLIM     | AA - CSBS | Research Analyst Int. |          |

## Finalists Selected / Offer Approvals Work Experience Completed / Offer Extended

| C/U | POSITION TITLE                    | POSITION | FUNDS    | SOURCE  | BU     | TYPE       | DEPT      | RANGE     | START |
|-----|-----------------------------------|----------|----------|---------|--------|------------|-----------|-----------|-------|
| U   | Assistant Professor               | EXISTING | EXISTING | NON-GEN | IFO    | PROB       | AA - CAHN | ASST PROF |       |
| U   | Physician                         | EXISTING | EXISTING | NON-GEN | ASF    | PROB       | SA        | E         |       |
| C   | Data Warehouse/Database Developer | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM      | ITS       | ITS 4     |       |
| C   | Desktop Software Manager          | EXISTING | EXISTING | GENERAL | MAPE   | UNLIM      | ITS       | ITS 3     |       |
| U   | Assistant Professor               | NEW      | EXISTING | NON-GEN | IFO    | FIXED TERM | AA - CAHN | Asst Prof |       |

|   |  |          |          |         |        |            |           |         |          |
|---|--|----------|----------|---------|--------|------------|-----------|---------|----------|
| U | Director of Development, Allied Health & Nursing | EXISTING | EXISTING | GENERAL | ASF    | FIXED TERM | UA        | D       | 11/13/17 |
| C | Administrative Assistant                         | EXISTING | EXISTING | NON-GEN | AFSCME | UNLIM      | AA        | OAS INT |          |
| U | Assistant Professor                              | NEW      | EXISTING | NON-GEN | IFO    | FIXED TERM | AA - CAHN | ASST    |          |

## Hired

| C/U | POSITION TITLE                                   | POSITION | FUNDS    | SOURCE  | BU     | TYPE       | DEPT      | RANGE       | START    |
|-----|--|----------|----------|---------|--------|------------|-----------|-------------|----------|
| C   | Academic Programs & Information Analyst          | EXISTING | EXISTING | GENERAL | MAPE   | UNLIM      | AA        | MGMT ANAL 1 | 10/30/17 |
| C   | Administrative Assistant                         | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM      | AA - COB  | OAS, INT    | 10/30/17 |
| U   | Assistant Professor                              | EXISTING | EXISTING | GENERAL | IFO    | FIXED TERM | AA - COB  | ASST PROF   | 08/14/17 |
| U   | Assistant Wrestling Coach                        | EXISTING | EXISTING | GENERAL | IFO    | FIXED TERM | FA        | INSTR       | 10/25/17 |
| U   | Athletic Training Assistant                      | EXISTING | EXISTING | GENERAL | ASF    | INTMT      | FA        | B           | 10/17/17 |
| U   | Coordinator of Alcohol & Drug Sanction Education | EXISTING | EXISTING | NON-GEN | ASF    | PROB       | SA        | C           | 10/09/17 |
| C   | Desktop and Lab Software Manager                 | EXISTING | EXISTING | GENERAL | MAPE   | UNLIM      | ITS       | ITS 3       | 10/23/17 |
| U   | Director of Communications and Events            | NEW      | EXISTING | GENERAL | MAPE   | FIXED TERM | AA - CSET | TBD         | 11/03/17 |
| U   | Director of Development, COB                     | EXISTING | EXISTING | GENERAL | ASF    | PROB       | UA        | D           | 11/13/17 |
| U   | Director of Education Abroad and Away            | EXISTING | EXISTING | GENERAL | ASF    | PROB       | AA        | D           | 11/13/17 |
| U   | Director of Marketing & Community Engagement     | EXISTING | EXISTING | GENERAL | ASF    | PROB       | FA        | C           | 10/16/17 |
| C   | Engineering Specialist / Project Manager         | EXISTING | EXISTING | GENERAL | MGEC   | UNLIM      | FA        | Eng. Spec.  | 10/23/17 |

|   |   |          |          |         |        |       |         |           |          |
|---|---|----------|----------|---------|--------|-------|---------|-----------|----------|
| C | General Maintenance Worker                                | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM | FA      | GMW       |          |
| C | General Maintenance Worker                                | NEW      | NEW      | NON-GEN | AFSCME | TEMP  | SA      | GMW       | 10/30/17 |
| C | General Maintenance Worker                                | EXISTING | EXISTING | GENERAL | AFSCME | TEMP  | FA      | GMW       | 10/08/17 |
| C | General Maintenance Worker                                | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM | FA      | GMW       | 10/27/17 |
| C | General Maintenance Worker                                | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP  | SA      | GMW       | 10/12/17 |
| C | General Maintenance Worker                                | NEW      | NEW      | NON-GEN | AFSCME | TEMP  | SA      | GMW       | 10/9/17  |
| C | Graduation Evaluator                                      | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM | AA      | OAS SR    | 10/11/17 |
| U | Head Teacher/Preschool                                    | EXISTING | EXISTING | GENERAL | ASF    | PROB  | AA-COE  | B         | 10/11/17 |
| C | HR Generalist   | EXISTING | EXISTING | GENERAL | COMMS  | UNLIM | PO      | HR SPEC 2 | 10/18/17 |
| C | Office & Administrative Specialist Intermediate           | EXISTING | EXISTING | GENERAL | AFSCME | UNLIM | AA-CSBS | OAS INT   | 10/16/17 |
| C | Research Analyst / Resource GIS and Monitoring Specialist | EXISTING | EXISTING | GENERAL | MAPE   | TEMP  | AA-CSET | RES ANYST | 10/05/17 |
| C | State Program Administrator Intermediate                  | EXISTING | EXISTING | NON-GEN | MAPE   | TEMP  | SA      | PRG ADM   | 10/11/17 |
| U | Transfer Liaison  | EXISTING | EXISTING | GENERAL | ASF    | PROB  | SA      | B         | 10/30/17 |

# On Hold / No Longer Being Filled / Failed Search

| C/U | POSITION TITLE                                   | POSITION | FUNDS    | SOURCE  | BU     | TYPE       | DEPT      | RANGE              | START |
|-----|--|----------|----------|---------|--------|------------|-----------|--------------------|-------|
| U   | International Student & Scholar Services Advisor | EXISTING | EXISTING | NON-GEN | ASF    | PROB       | AA        | B                  |       |
| U   | Assistant Professor                              | EXISTING | EXISTING | GENERAL | IFO    | FIXED TERM | AA - CAH  | ASST PROF          |       |
| C   | Off-Campus Program Coordinator                   | EXISTING | EXISTING | NON-GEN | AFSCME | TEMP       | SBERP     | OAS INT            |       |
| C   | Computer Store Technical Specialist              | EXISTING | EXISTING | NON-GEN | MAPE   | UNLIM      | ITS       | ITS 1              |       |
| U   | Research Professor                               | NEW      | EXISTING | NON-GEN | IFO    | EXT FUNDED | AA - CSET | Prof               |       |
| C   | Systems Supervisor/ACIO                          | EXISTING | EXISTING | GENERAL | MAPE   | UNLIM      | ITS       | Systems Supervisor |       |

|                                |           |           |
|--------------------------------|-----------|-----------|
| TOTAL POSITIONS:               | 103       | 103       |
|                                | 10/5/2017 | 11/2/2017 |
| TOTAL NOT STARTED              | 27        | 40        |
| TOTAL OPEN                     | 21        | 10        |
| TOTAL REVIEWING APPLICANTS     | 8         | 14        |
| TOTAL FINALISTS SELECTED       | 17        | 8         |
| TOTAL HIRED                    | 13        | 25        |
| TOTAL ON HOLD/NOT BEING FILLED | 17        | 6         |

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

**Administrators**

| C/U | POSITION TITLE  | POSITION | FUNDS    | SOURCE  | TYPE    | STATUS                        | DEPT      | RANGE | START   |
|-----|---|----------|----------|---------|---------|-------------------------------|-----------|-------|---------|
| U   | Dean  | EXISTING | EXISTING | GENERAL | AT WILL | NOT YET<br>STARTED            | AA - CSBS | 10    | 8/20/18 |
| U   | Director of MN Institute for<br>Natural Resources,<br>Agriculture and Land<br>Stewardship | NEW      | NEW      | GENERAL | AT WILL | REVIEWING<br>APPLICATION<br>S | AA - CSET | 7     |         |

**AFSCME**

| C/U | POSITION TITLE                           | POSITION | FUNDS    | SOURCE  | TYPE  | STATUS                        | DEPT      | RANGE    | START    |
|-----|--|----------|----------|---------|-------|-------------------------------|-----------|----------|----------|
| C   | Administrative Assistant                 | EXISTING | EXISTING | GENERAL | UNLIM | HIRED                         | AA - COB  | OAS, INT | 10/30/17 |
| C   | Administrative Assistant                 | EXISTING | EXISTING | GENERAL | UNLIM | REVIEWING<br>APPLICATION<br>S | AA - CSET | OAS, INT |          |
| C   | Administrative Assistant                 | EXISTING | EXISTING | NON-GEN | UNLIM | WRITTEN<br>OFFER<br>EXTENDED  | AA        | OAS INT  |          |
| C   | Advising Assistant                       | EXISTING | EXISTING | GENERAL | UNLIM | NOT YET<br>STARTED            | AA - CSET | OAS SR   | 11/9/17  |
| C   | DARS Transfer Articulation<br>Specialist | EXISTING | EXISTING | GENERAL | UNLIM | NOT YET<br>STARTED            | AA        | OAS SR   | 11/27/17 |
| C   | Data Warehouse/Database<br>Developer     | EXISTING | EXISTING | GENERAL | UNLIM | OFFEREE<br>APPROVED           | ITS       | ITS 4    |          |



|   |                            |          |          |         |            |                    |    |                   |          |
|---|----------------------------|----------|----------|---------|------------|--------------------|----|-------------------|----------|
| C | General Maintenance Worker | EXISTING | EXISTING | GENERAL | UNLIM      | HIRED              | FA | GMW               |          |
| C | General Maintenance Worker | NEW      | NEW      | NON-GEN | TEMP       | HIRED              | SA | GMW               | 10/30/17 |
| C | General Maintenance Worker | EXISTING | EXISTING | GENERAL | TEMP       | HIRED              | FA | GMW               | 10/08/17 |
| C | General Maintenance Worker | EXISTING | EXISTING | GENERAL | UNLIM      | HIRED              | FA | GMW               | 10/27/17 |
| C | General Maintenance Worker | EXISTING | EXISTING | NON-GEN | TEMP       | HIRED              | SA | GMW               | 10/12/17 |
| C | General Maintenance Worker | NEW      | NEW      | NON-GEN | TEMP       | HIRED              | SA | GMW               | 10/9/17  |
| C | General Maintenance Worker | NEW      | EXISTING | NON-GEN | INTMT      | NOT YET STARTED    | SA | GMW               | 11/6/17  |
| C | General Maintenance Worker | EXISTING | EXISTING | GENERAL | TEMP       | NOT YET STARTED    | FA | GMW               |          |
| C | General Maintenance Worker | EXISTING | EXISTING | NON-GEN | TEMP       | NOT YET STARTED    | SA | GMW               |          |
| C | General Maintenance Worker | EXISTING | EXISTING | GENERAL | TEMP       | NOT YET STARTED    | FA | GMW               |          |
| C | General Maintenance Worker | EXISTING | EXISTING | GENERAL | TEMP       | NOT YET STARTED    | FA | GMW               |          |
| C | General Maintenance Worker | NEW      | NEW      | NON-GEN | TEMP       | NOT YET STARTED    | SA | GMW               | 10/9/17  |
| C | General Maintenance Worker | EXISTING | EXISTING | NON-GEN | TEMP       | NOT YET STARTED    | SA | GMW               |          |
| C | General Maintenance Worker | EXISTING | EXISTING | NON-GEN | TEMP       | NOT YET STARTED    | SA | GMW               |          |
| C | Graduation Evaluator       | EXISTING | EXISTING | GENERAL | UNLIM      | HIRED              | AA | OAS SR            | 10/11/17 |
| C | Graphic Designer           | EXISTING | EXISTING | NON-GEN | UNLIM      | INTERNAL BID STAGE | UA | GRAPHIC ARTS SPEC | 3/1/18   |
| C | Groundskeeper Intermediate | EXISTING | EXISTING | GENERAL | EMERGEN CY | NOT YET STARTED    | FA | GRDS INT          | 11/1/17  |
| C | Groundskeeper Intermediate | EXISTING | EXISTING | GENERAL | EMERGEN CY | NOT YET STARTED    | FA | GRDS INT          | 11/1/17  |

|   |   |          |          |         |            |                        |           |          |          |
|---|---|----------|----------|---------|------------|------------------------|-----------|----------|----------|
| C | Groundskeeper Intermediate                      | EXISTING | EXISTING | GENERAL | EMERGEN CY | NOT YET STARTED        | FA        | GRDS INT | 11/1/17  |
| C | Groundskeeper Intermediate                      | EXISTING | EXISTING | GENERAL | EMERGEN CY | NOT YET STARTED        | FA        | GRDS INT | 11/1/17  |
| C | Groundskeeper Intermediate                      | EXISTING | EXISTING | GENERAL | EMERGEN CY | REVIEWING APPLICATIONS | FA        | GRDS INT | 11/1/17  |
| C | Off-Campus Program Coordinator                  | EXISTING | EXISTING | NON-GEN | TEMP       | NO LONGER BEING FILLED | SBERP     | OAS INT  | 10/9/17  |
| C | Off-Campus Program Coordinator                  | EXISTING | EXISTING | NON-GEN | UNLIM      | REVIEWING APPLICATIONS | SBERP     | OAS INT  | 10/23/17 |
| C | Office & Administrative Specialist Intermediate | EXISTING | EXISTING | GENERAL | UNLIM      | HIRED                  | AA - CSBS | OAS INT  | 10/16/17 |
| C | Registration Help Center Assistant              | EXISTING | EXISTING | GENERAL | UNLIM      | ADVERTISEMENT OPEN     | AA        | OAS INT  | 10/23/17 |
| C | Science Fair Coordinator                        | EXISTING | EXISTING | GENERAL | SEAS       | NOT YET STARTED        | AA - CSET | OAS INT  | 11/10/17 |
| C | Temporary GMW                                   | EXISTING | EXISTING | NON-GEN | TEMP       | NOT YET STARTED        | SA        | GMW      | 10/30/17 |
| C | Temporary GMW                                   | EXISTING | EXISTING | NON-GEN | TEMP       | NOT YET STARTED        | SA        | GMW      | 10/30/17 |

## ASF

| C/U | POSITION TITLE                                   | POSITION | FUNDS    | SOURCE  | TYPE       | STATUS                 | DEPT | RANGE | START    |
|-----|--|----------|----------|---------|------------|------------------------|------|-------|----------|
| U   | Assistant Director of Sponsored Programs         | EXISTING | EXISTING | NON-GEN | PROB       | REVIEWING APPLICATIONS | AA   | C     |          |
| U   | Athletic Training Assistant                      | EXISTING | EXISTING | GENERAL | INTMT      | HIRED                  | FA   | B     | 10/17/17 |
| U   | Coordinator of Alcohol & Drug Sanction Education | EXISTING | EXISTING | NON-GEN | PROB       | HIRED                  | SA   | C     | 10/09/17 |
| U   | Director of Development for CSET                 | EXISTING | EXISTING | GENERAL | FIXED TERM | NOT YET STARTED        | UA   | D     | 11/6/17  |

| C/U | POSITION TITLE                                   | POSITION | FUNDS    | SOURCE  | TYPE       | STATUS                    | DEPT      | RANGE | START    |
|-----|--|----------|----------|---------|------------|---------------------------|-----------|-------|----------|
| U   | Director of Development, Allied Health & Nursing | EXISTING | EXISTING | GENERAL | FIXED TERM | WORK EXPERIENCE COMPLETED | UA        | D     | 11/13/17 |
| U   | Director of Development, COB                     | EXISTING | EXISTING | GENERAL | PROB       | HIRED                     | UA        | D     | 11/13/17 |
| U   | Director of Education Abroad and Away            | EXISTING | EXISTING | GENERAL | PROB       | HIRED                     | AA        | D     | 11/13/17 |
| U   | Director of Marketing & Community Engagement     | EXISTING | EXISTING | GENERAL | PROB       | HIRED                     | FA        | C     | 10/16/17 |
| U   | Director, Academic Advising                      | NEW      | NEW      | GENERAL | PROB       | REVIEWING APPLICATIONS    | AA        | E     |          |
| U   | Head Teacher/Preschool                           | EXISTING | EXISTING | GENERAL | PROB       | HIRED                     | AA - COE  | B     | 10/11/17 |
| U   | Industry Relations Director                      | EXISTING | EXISTING | GENERAL | PROB       | NOT YET STARTED           | SBERP     | C     |          |
| U   | International Student & Scholar Services Advisor | EXISTING | EXISTING | NON-GEN | PROB       | FAILED SEARCH             | AA        | B     |          |
| U   | Laboratory Coordinator for Biological Sciences   | EXISTING | EXISTING | GENERAL | PROB       | REVIEWING APPLICATIONS    | AA - CSET | C     |          |
| U   | Physician  | EXISTING | EXISTING | NON-GEN | PROB       | FINALISTS SELECTED        | SA        | E     |          |
| U   | Transfer Liaison                                 | EXISTING | EXISTING | GENERAL | PROB       | HIRED                     | SA        | B     | 10/30/17 |

## Commissioners Plan

| C/U | POSITION TITLE   | POSITION | FUNDS    | SOURCE  | TYPE  | STATUS          | DEPT      | RANGE     | START    |
|-----|------------------|----------|----------|---------|-------|-----------------|-----------|-----------|----------|
| C   | Dental Hygienist | NEW      | EXISTING | NON-GEN | INTMT | NOT YET STARTED | AA - CAHN | Hygienist |          |
| C   | Dental Hygienist | NEW      | EXISTING | NON-GEN | INTMT | NOT YET STARTED | AA - CAHN | Hygienist |          |
| C   | Dental Hygienist | NEW      | EXISTING | NON-GEN | INTMT | NOT YET STARTED | AA - CAHN | Hygienist |          |
| C   | HR Generalist    | EXISTING | EXISTING | GENERAL | UNLIM | HIRED           | PO        | HR SPEC 2 | 10/18/17 |

C Staffing Specialist      EXISTING      EXISTING      GENERAL      UNLIM      ADVERTISEM      PO      HR TECH      11/6/17  
 ENT OPEN      2

**IFO**

| C/U | POSITION TITLE      | POSITION | FUNDS    | SOURCE  | TYPE          | STATUS                    | DEPT       | RANGE     | START    |
|-----|---------------------|----------|----------|---------|---------------|---------------------------|------------|-----------|----------|
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | ADVERTISEM<br>ENT OPEN    | AA - CAH   | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | FIXED<br>TERM | ADVERTISEM<br>ENT OPEN    | AA - CAH   | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | ADVERTISEM<br>ENT OPEN    | AA - CSET  | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | NON-GEN | PROB          | FINALISTS<br>SELECTED     | AA - CAHIN | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | FIXED<br>TERM | HIRED                     | AA - COB   | ASST PROF | 08/14/17 |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | FIXED<br>TERM | NO LONGER<br>BEING FILLED | AA - CAH   | ASST PROF | 8/20/18  |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - CSET  | ASST PROF | 8/20/18  |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - CAH   | ASST PROF | 8/20/18  |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - COB   | ASST PROF | 8/20/18  |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - CSET  | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - CAH   | ASST PROF | 8/20/18  |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - COB   | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - CAH   | ASST PROF | 8/20/18  |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - COB   | ASST PROF |          |
| U   | Assistant Professor | EXISTING | EXISTING | GENERAL | PROB          | NOT YET<br>STARTED        | AA - COB   | ASST PROF |          |

|   |  |          |          |         |            |          |           |                 |                           |          |
|---|--|----------|----------|---------|------------|----------|-----------|-----------------|---------------------------|----------|
| U | Assistant Professor                      | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CAH  | ASST PROF       | NOT YET STARTED           |          |
| U | Assistant Professor                      | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CAHN | ASST PROF       | NOT YET STARTED           | 1/3/18   |
| U | Assistant Professor                      | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CSET | Asst Prof       | APPLICATION REVIEWING     |          |
| U | Assistant Professor                      | NEW      | EXISTING | NON-GEN | FIXED TERM | EXISTING | AA - CAHN | Asst Prof       | WORK EXPERIENCE COMPLETED |          |
| U | Assistant Professor                      | NEW      | EXISTING | NON-GEN | FIXED TERM | EXISTING | AA - CAHN | ASST            | WRITTEN OFFER EXTENDED    |          |
| U | Assistant Professor / Research Scientist | NEW      | EXISTING | NON-GEN | FIXED TERM | EXISTING | AA - CSET | ASST PROF       | NOT YET STARTED           | 1/3/18   |
| U | Assistant Wrestling Coach                | EXISTING | EXISTING | GENERAL | FIXED TERM | EXISTING | FA        | INSTR           | HIRED                     | 10/25/17 |
| U | Associate / Assistant Professor          | NEW      | EXISTING | GENERAL | PROB       | EXISTING | AA - CSET | ASSOC ASST PROF | ADVERTISEM ENT OPEN       |          |
| U | Associate / Assistant Professor          | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - COE  | ASSOC ASST PROF | NOT YET STARTED           | 8/20/18  |
| U | Associate / Assistant Professor          | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CSET | ASSOC ASST PROF | REVIEWING APPLICATION     |          |
| U | Associate / Assistant Professor          | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CSET | ASSOC ASST PROF | REVIEWING APPLICATION     |          |
| U | Associate / Assistant Professor          | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CSET | ASSOC ASST PROF | REVIEWING APPLICATION     |          |
| U | Associate / Assistant Professor          | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - COE  | Assoc/Asst Prof | REVIEWING APPLICATION     |          |
| U | Associate or Assistant Professor         | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - COE  | ASSOC ASST PROF | NOT YET STARTED           | 8/20/18  |
| U | Associate/Assistant Professor            | EXISTING | EXISTING | GENERAL | PROB       | EXISTING | AA - CAHN | ASSOC/ASST PROF | NOT YET STARTED           | 8/20/18  |

|   |                    |          |          |         |            |                     |           |                 |        |
|---|--------------------|----------|----------|---------|------------|---------------------|-----------|-----------------|--------|
| U | Instructor         | NEW      | NEW      | NON-GEN | FIXED TERM | ADVERTISEM ENT OPEN | AA - CAH  | INSTR           |        |
| U | Microbiologist     | EXISTING | EXISTING | GENERAL | FIXED TERM | NOT YET STARTED     | AA - CSET | ASST PROF INSTR | 1/3/18 |
| U | Research Professor | NEW      | EXISTING | NON-GEN | EXT FUNDED | ON HOLD             | AA - CSET | Prof            |        |

## Managerial

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

## MAPE

| C/U | POSITION TITLE                          | POSITION | FUNDS    | SOURCE  | TYPE       | STATUS              | DEPT      | RANGE       | START    |
|-----|---|----------|----------|---------|------------|---------------------|-----------|-------------|----------|
| C   | Academic Programs & Information Analyst | EXISTING | EXISTING | GENERAL | UNLIM      | HIRED               | AA        | MGMT ANAL 1 | 10/30/17 |
| C   | Computer Store Technical Specialist     | EXISTING | EXISTING | NON-GEN | UNLIM      | ON HOLD             | ITS       | ITS 1       |          |
| C   | Data Warehouse/Database Developer       | NEW      | EXISTING | GENERAL | UNLIM      | ADVERTISEM ENT OPEN | ITS       | ITS 4       |          |
| C   | Desktop and Lab Software Manager        | EXISTING | EXISTING | GENERAL | UNLIM      | HIRED               | ITS       | ITS 3       | 10/23/17 |
| C   | Desktop Software Manager                | EXISTING | EXISTING | GENERAL | UNLIM      | OFFEREE APPROVED    | ITS       | ITS 3       |          |
| U   | Director of Communications and Events   | NEW      | EXISTING | GENERAL | FIXED TERM | HIRED               | AA - CSET | TBD         | 11/03/17 |
| C   | ITS 3 / Instructional Technologist      | EXISTING | EXISTING | GENERAL | UNLIM      | NOT YET STARTED     | ITS       | ITS 3       |          |
| C   | Library Systems ITS 1                   | EXISTING | EXISTING | GENERAL | UNLIM      | NOT YET STARTED     | AA        | ITS 1       | 12/1/17  |

|   |  |          |          |         |       |                          |           |                          |          |
|---|--|----------|----------|---------|-------|--------------------------|-----------|--------------------------|----------|
| C | Research Analyst /<br>Resource GIS and<br>Monitoring Specialist        | EXISTING | EXISTING | GENERAL | TEMP  | HIRED                    | AA - CSET | RES ANYST                | 10/05/17 |
| C | Research Analyst /<br>Intermediate /<br>Research Database<br>Developer | NEW      | EXISTING | NON-GEN | UNLIM | REVIEWING<br>APPLICATION | AA - CSBS | Research<br>Analyst Int. |          |
| C | State Program<br>Administrator Intermediate                            | EXISTING | EXISTING | NON-GEN | TEMP  | HIRED                    | SA        | PRG ADM                  | 10/11/17 |
| C | Systems Supervisor/ACIO  | EXISTING | EXISTING | GENERAL | UNLIM | ON HOLD                  | ITS       | Systems<br>Supervisor    |          |
| C | Technology & Information<br>Specialist                                 | EXISTING | EXISTING | GENERAL | TEMP  | ADVERTISEM<br>ENT OPEN   | SA        | MGMT ANAL<br>2           |          |

## MGEC

| C/U | POSITION TITLE                              | POSITION | FUNDS    | SOURCE  | TYPE  | STATUS | DEPT | RANGE      | START    |
|-----|---|----------|----------|---------|-------|--------|------|------------|----------|
| C   | Engineering Specialist /<br>Project Manager | EXISTING | EXISTING | GENERAL | UNLIM | HIRED  | FA   | Eng. Spec. | 10/23/17 |

# 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          |
| Aguilar Javier, Sergio Yosimar | Interim Director of OASIS                      | Multicultural Center                   | 10/01/2017     | 10/01/2017            | 06/30/2018          |
| Allen, Kelly R                 | Hall Director                                  | Residential Life                       | 07/17/2017     | 07/17/2017            | 06/30/2018          |
| Campa, Logan T                 | Interim Admissions Officer                     | Undergraduate Admissions               | 08/21/2017     | 08/21/2017            | 06/30/2018          |
| de Ruiter, Frederick P         | Program Advisor & Summer Operations Coord      | Residential Life                       | 08/15/2017     | 08/15/2017            | 06/01/2018          |
| 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     | Arts and Humanities, College of        | 09/12/2017     | 09/12/2017            | 06/30/2018          |
| Swartz-Beckius, Ann Marie      | Interim Recruitment & Retention Advisor        | Multicultural Center                   | 02/21/2017     | 07/01/2017            | 06/30/2018          |
| Valencia, Xochitl R            | Interim Education Abroad Advisor               | Global Education                       | 10/19/2015     | 08/21/2017            | 06/30/2018          |
| Vorwerk, Daniel A              | Hall Director                                  | Residential Life                       | 08/03/2017     | 08/03/2017            | 06/30/2018          |



**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)

**DATA AND INFORMATION GENERATION PHASE**

| TIMELINE   | PROCESS/STEPS  | SUPPORT POINTS   |
|--|--|--|
| <b>Strategic Budget Planning Implementation Phase</b> Aug. to Sept. 2017 |  |  |
| <b>Data and Information Generation Phase</b> Sept. to Nov. 2017          |  |  |
| Sept. 15 –<br>Nov. 15, 2017  | <ul style="list-style-type: none"> <li>Deans/VP distribute narrative prompts for narrative portions of evaluation criteria. Narrative prompts available on Strategic Budget Planning Web Site.</li> <li>Programs complete narrative portions and submit to Deans/VP by Wednesday, Nov. 15, 2017.</li> <li><i>For Academic Programs:</i> Deans/VP distributed non-narrative criteria/indicator data by program. Deans/VP and Academic Programs consult with Institutional Research as needed on non-narrative portions of evaluation criteria.</li> </ul> | <b>Workshop Sessions</b><br>October 2, 11:00 AM-12:00 PM; CSU245<br>October 3, 1:30 PM-2:30 PM; CSU245<br>October 16, 8:30-9:30 AM; CSU 245<br>October 17, 10:00-11:00 AM; Taylor Center JAR<br>October 23, 12:30 PM-1:30 PM; CSU245<br>October 27, 11:00 AM-12:00 PM; CSU245<br>October 30, 2:00 PM-3:00 PM; CSU245<br>October 31, 1:00 PM-2:00 PM; CSU245<br>November 7, 9:00 AM-10:00 AM; CSU254/5<br>November 10, 10:00 AM-11:00 AM; CSU245<br>November 13, 2:00 PM-3:00 PM; CSU 245 |
| Late Oct. 2017   | Establish Strategic Budget Planning Process Sub-Committee.   |  |
| <b>Initial Categorization Phase</b> Nov. 2017 to Jan. 2018               |  |  |
| <b>Final Categorization Phase</b> Jan. - Mar. 2018                       |  |  |
| <b>Process Review and Evaluation Phase</b> Sept. - Dec. 2018             |  |  |

**Comments Requested: University Policies for Informal Review**

The University’s policy consultation and approval process includes two review periods during which members of the University community have the opportunity to review policy drafts and suggest modifications. The first period, entitled “informal review,” results in revisions of the initial drafts in consideration of the comments received.

The following policy drafts are presented for informal Review (Nov 1, 2017 to Dec 4, 2017).

**Revised Policies**

- Acceptance and Evaluation of Undergraduate Transfer Credits
- Building Access
- Emergency Closing
- English Composition Placement
- International Student English Speech Placement
- Mathematics Placement
- Parking and Transportation
- Raffles
- State Vehicle Usage
- Student Financial Aid Eligibility: Satisfactory Academic Progress (SAP) Standards
- Undergraduate Admissions
- University Policy Development
- University Sponsored Education Abroad Programs
- Workplace Environment Policy

**New Policies**

- Undergraduate Student Program Declaration

Copies of all policies under review may be accessed at <http://www.mnsu.edu/policies/whatis/review/>, within the “Policies Under Review” section. Comments may be provided electronically ([lynn.akey@mnsu.edu](mailto:lynn.akey@mnsu.edu)) or in writing (Lynn Akey, Office of Institutional Research, Planning and Assessment, 315 Wigley Administration Center). Please submit comments no later than Dec 4, 2017.

### BACKGROUND & CONTEXT – *Why is this important to us, and why now?*

- National trends indicate online learning in higher education has moved from experimental to mainstream, with growth evident at mid- and large-size institutions. **Numerous national reports document the growth and project future demand for online learning opportunities.**
  - **Here at Minnesota State Mankato**, our engagement in online learning has slowly evolved over many years. Over the past five years, in particular, **we have experienced growth** in the number of students who enroll in at least one online course. Likewise, **the number of students who enroll exclusively in an online program** has grown.
- **Our future sustainability as a University increasingly relies on maintaining and growing our student enrollment.** As we examine our current and projected University student enrollment trends, **online learning – 100% online programs – provides an opportunity to maintain current enrollment levels and the potential to grow future enrollment when and as desired.**
  - In addition to aggressively recruiting our traditional student population of high school graduates, **reaching new student populations – students who otherwise would not or could not come to campus or one of our additional locations – for our online programs is a potential to grow future enrollment.**
- Over many years, our faculty have increasingly developed online programs, both degree and certificate, to the **current level of 50 programs** (90% at the graduate level), authorized for delivery in 48 states, the District of Columbia, and US Virgin Islands.
  - However, successful online programs require a **coordinated structure and operations across all divisions of the University** – marketing, enrollment, information technology, finance, and so on. **To date, we have not yet achieved a seamless structure and function to fully support our online programs.**
- Minnesota State system has initiated development of a strategic plan for online programs, and we aim to be a leader.
- **The Higher Learning Commission**, in our most recent re-affirmation of accreditation, identified the **quality of online teaching and learning as an area for continuous improvement.**

### THE PROPOSED ONLINE PLAN – *So, what, exactly, is this plan about?*

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

## CONSULTATION – *What's new since the October 4<sup>th</sup> Meet & Confer meetings?*

As requested, **feedback was received** from all bargaining units (Classified, ASF, FA), several groups (MSSA, University Extended Education Sub-Meet, Technology Roundtable, Library Services), and members of the campus community, **on four key questions:**

1. Are there *additional online learning core components*, beyond those already identified within the draft document (i.e. market research, academic program capability, etc.), that are needed to guide future campus conversations and work related to online learning?  
No additional components, beyond the 8 core components in the proposed draft work plan, were recommended.
2. Are there *Goals and Objectives* articulated within the draft document that are *not necessary* to support 100% online programs currently offered by the University and/or future 100% online programs? Are there *critical areas that need to be added* to the draft document?  
No feedback that any of the Goals and Objectives were not necessary. Recommendations were received for critical areas to be added to the draft document.
3. Are the *timelines* suggested within the draft document reasonable for moving forward?  
Input suggested that the timelines be adjusted to be reasonable while moving forward.
4. Is the University Extended Education Sub-Meet and Confer the *recommended body for future shared governance and consultation related to online learning*? Are there *alternative and/or additional structures* or formats that would be desired?  
Recommendations supported joint meetings / collaborative work across the Technology Roundtable and Extended Education Sub-Meet.

The REVISED draft plan can be found at: <http://www.mnsu.edu/planning/onlinelearning.html>

A list of the University's current portfolio of approved 100% online programs (undergraduate/graduate/certificate) also is available on the site.

Additionally, input was received that clear and ongoing communication is fundamental.

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

To move forward, two parallel tracks of activity are recommended for the 2017-2018 academic year:

- Share and consult on the proposed Online Learning Solutions and Models project through the University's Meet and Confer process in September 2017.
- Identify a small number of existing 100% online programs (1-3) that are prime for expansion to serve as pilots for the new models and methods articulated. Following consultation, implement action steps outlined with-in the draft document.
  - A proposed framework for identifying the small number of existing programs for the pilot:
    - 1 baccalaureate program (new students, 0 – 120 credits)
    - 1 baccalaureate completion program (transfer students, 60 – 120 credits)
    - 1 or 2 graduate degree programs (certificate or degree)

**Feedback is requested, by the December 7<sup>th</sup> Meet and Confer, on two key questions:**

1. Are the proposed categories relevant for selecting a small number of existing programs for the pilot?
2. Are there nominations or recommendations of existing 100% online programs for consideration for the pilot, within the proposed or other recommended categories?



## HR Investigations: A New Framework

During the 2017-2018 academic year, Human Resources will create a new framework for employment investigations. The goal: reduce the average investigation timeline from 108 days, to 30 days.

### The Problem:

Investigations were simply taking too long. The average investigation timeline for 2015-2017 was 108 days.

| Average Investigation Timeline – 2015-2017 Academic Years |                 |
|---|-----------------|
| Convening the investigation                               | 14 days         |
| Investigation report to decision maker                    | 66 days         |
| Decision maker makes decision                             | 28 days         |
| <b>TOTAL:</b>   | <b>108 days</b> |

### The Goal:

| GOAL for New Investigation Timeline    |                 |                |
|--|-----------------|----------------|
|  | Old timeline    | GOAL           |
| Convening the investigation            | 14 days         | 5 days         |
| Investigation report to decision maker | 66 days         | 20 days        |
| Decision maker makes decision          | 28 days         | 5 days         |
| <b>TOTAL:</b>                          | <b>108 days</b> | <b>30 days</b> |

## How We'll Do It:

This 72% reduction in the average timeline will not come easy, especially since we are not looking to add employees. Instead, we are pursuing two (2) means to reprioritize our work:

- Freeing up time for our HR Generalists
- Changing how we do investigations

## Freeing Up Time:

A number of functions and responsibilities will be shifted or given lower priority. This includes:

- Work experience analysis shifted to Staffing Specialists
- Build capacity by training our HR team to do lower level investigations
- Provide clerical support for various professional development efforts (e.g. Leadership Institute)
- IFO department comparisons shifted to payroll
- Seniority rosters shifted to HRIS Manager
- Build capacity by training our HR team to perform FLSA analysis

## Changing How We Do Investigations:

Aside from freeing up more time, we need to combine that with changing how we perform our investigations. These efforts include:

- Training supervisors to perform low level investigations, with coaching and support from HR
- Find ways to intervene in interpersonal conflicts before they rise to the level of an employment investigation (e.g. teambuilding, consulting)
- Cross-department support with Title IX – help each other out with investigations during peak times
- Coordinate investigations differently within the HR team
- Revamp our intake form and process as part of reviewing and revising the Workplace Environment Policy

## What We Expect:

Taking these steps and significantly shortening our investigation timeline will have significant positive effects for the University:

- Morale
- Productivity
- Organizational culture