

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

**Thursday, January 30, 2020  
1:15-2:45 P.M.  
CSU 203**

**Present: President Davenport, Melissa Iverson, Marilyn Wells, David Jones, Steve Barrett, Rick Straka, Lynn Akey, Brian Martensen, Mark Johnson, Henry Morris, Rachel Tanquist, Deb Schulz, Tracy Stokes-Hernandez, Amanda Weister, Gina Maahs-Zurbey, Bobby Fleischman, Carolyn Nelson, Sara Granberg-Rademacker, Matt Cecil, Margaret Hesser, Marie Slotemaker**

**Meeting Chair –President Davenport**

**I. Information Items**

**A. Review of Notes**

- No changes noted. Any changes can be recommended to the MSUAASF President.

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

- R. Davenport spent the last three days in a productive meeting with the President's Council and the Board of Trustees in St. Paul. The discussion was centered on student success and the importance of the Equity 2030 goal. The group looked to define how we approach and measure success. There wasn't unanimous agreement and it will be an open question for individual institutions.
- The goal is to increase retention and success rates of students of color and all students. This goal is heavily supported by all Presidents, the System Office, the Board of Trustees, and the Chancellor.
- The five institutions of Northeast Higher Ed. merged since they were running into accreditation barriers with each college having to go through the process individually. The merger will help expedite the work they are doing.
- No changes are in the order for the capital bill bonding project list and we're in good shape at number 11 on the list of 17 projects, which doesn't include the HEAPR request. MinnState submitted a HEAPR request of \$150 million, and the governor supported \$142 million, but there is a big difference between the House and Senate Supports. The governor plans to fight hard for the Armstrong Hall project. The funding for this year will be decided by July, which will hopefully give us the planning money for the Armstrong Hall project to submit for the second phase of the project (construction).
- We have been singled out as a university for what we are doing for Student Success and R. Davenport had a private conversation with the Chancellor about what we have been doing. We are a long way from reaching our goal but we are making progress. We're looking at how to connect with the 40% of students we're unable to reach.
- R. Davenport and L. Akey want to hear our voice, understand our concerns, and hear our recommendations.
- M. Iverson asked if the health of our institution affects our chances of getting funded within the bonding bill. R. Straka answered that it is not a strong factor, but if we weren't doing well it might be a reason we wouldn't be included on the list. L. Akey added that if an institution isn't maintaining its current facilities, then the committee hesitates on investing in future facilities at that institution.
- MNSU didn't become the biggest institution by accident. It's a concerted effort.

**C. MSUAASF President's Report (M. Iverson)**

- The MSUAASF contract went into effect January 8<sup>th</sup>. HR is working on putting the updated contract on the website.
- M. Iverson thanked C. Nelson, T. Stokes-Hernandez, and D. Jones for being a part of the process.
- State ASF is working with MinnState to provide contract training opportunities. M. Iverson will have more information after the February state meeting.
- The contract now has language for ASF members to get an honorarium if they complete a terminal degree.
- The MNSU campus winner for the Board of Trustees Award will now receive a \$1,000 lump sum award.
- ASF Members who observe holidays outside of the official university holiday list can now use personal, comp, or vacation time to observe their holiday.
- There was a search committee appointee timeline change (detailed below).
- These changes all go into immediate effect.

- March 31, 2020 is ASF's Lobby Day. There will be a strong contingent of ASF members. We have lots of overlapping interests with MNSU and we will be lobbying for HEAPR and the bonding bill.

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

- We are up 5.4 FYE, .1%. We are the only four-year college that is up. Bemidji is down 3.5%, Moorhead is down 4%, St. Cloud is down 9.2% (395 FYE for fall), Winona is down 3%, Southwest is down 9.1%, and Metro is down 1.6%.
- Our current enrollment is 13,338, up 2.7% from last year but this is likely inflated due to early concurrent enrollment registration.
- We've had 10,500 applications for fall, and are up 3% from last year for intent to enroll.
- We are down 26 transfer students from last year.
- We've had 1000 graduate applications and have implemented the gradcast system.
- M. Iverson asked when our enrollment projections become accurate for the upcoming year. D. Jones answered that they run the projection model every few months and it becomes more and more accurate the closer we get to the start of the term.
- M. Iverson asked if international enrollments are down. D. Jones answered that we are down international enrollments for spring with the continued visa issues. R. Davenport is working on a plan to address this challenge that all universities are struggling with.
- A. Dahlman was featured in the Chronicle talking about our international enrollments and what is unique about our institution.
- We are going to continue to work on international student recruitment and retention. International students are currently more likely to be retained at MNSU than traditional students.
- We are trying to hit on all fronts of student success, from bringing them here, to keeping in contact with them, to getting them into the right programs. We're looking at the whole picture to make a difference.
- D. Jones thanked everyone who attended the Dome ribbon cutting. The use of the dome continues to grow.
- D. Schulz asked what enrollment census date we go by. L. Akey answered that there is not an agreed upon universal census for all universities. ISRS is set up to track numbers on day 10, day 30, and day 45. IPEDS publishes a recommended date, and our 30<sup>th</sup> day of the term is often close to this.
- R. Straka added that our allocation model uses the 45 day mark.
- R. Davenport stated that he recently read a report from LEAD Minnesota that compared all two-year colleges and seven universities, which listed that we have the lowest retention rate which is not accurate. R. Davenport is not sure where they pulled this data from since we have never been the lowest.

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

- Human Resources Vacancies
  - Please see the attachments and let S. Barrett know if you have any questions.
- Workplace Environment Investigations
  - Please see the attachment.
  - R. Davenport added that he and S. Barrett are coming up with a plan for how we can enhance our local HR services for the university to better assist university members.

## II. Discussion Items

### A. Budget (R. Straka)

- Back pay is calculated and everything is out in the system now. IFO's will be in the next couple of paychecks. MGEC is unsettled. The Administrators plan was forwarded to JCER and it hasn't yet been acted on. Unlike the ASF contract, the Administrators contract does not automatically go into effect if JCER doesn't act on it.
- R. Straka will have a better idea next month on inflation for this year and projections for next year.
- There has been no official announcement on if the supplemental budget request will take place, but it doesn't sound hopeful. The governor's office may be amenable to one-time spending requests such as funding Next Gen.
- Next year we'll have \$250,000-\$300,000 in new appropriations and limited tuition increases. We have a 3-million-dollar deficit heading into next year, and 40 million of MinnState's supplemental request is just to make up for the structural deficit.
- We have our work cut out for us financially.
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### B. Student Success & University Advising (L. Akey)

- L. Akey is bringing a request forward for consultation with ASF.

- Student re-enrollment rates and student retention are two markers we watch closely as early indicators of student success.
- ASF members highly engaged in this through the re-enrollment campaigns and coordinating student support and advising resources.
- The attachment looks at the percentage of students who attended spring and are returning for fall, and the students who attended fall and are returning for spring.
- There has been an increase in re-enrollment rates. The Spring to Fall re-enrollment rate was 85.1%, which is the highest rate in over 10 years. (83.5% a year ago) and the Fall to Spring re-enrollment rate was 91.6%, the highest rate it's been in over 10 years. (91.3%).
- We're hoping that the growth in re-enrollment rates will be reflected in overall retention.
- The fall 2018 retention rate was 76.8%, the highest retention rate in over 10 years and 4% higher than the previous cohort.
- Our Equity 2030 initiative is focused on closing the gap. The retention rate increased for both students of color and white students.
- We've reduced the gap from 8.8% to 5.3%. It's not zero, but it's movement in the right direction.
- University Advising Center served 408 students served this past semester. Based on the initial data, students served at the center had a higher statistical likelihood of being successful at MNSU. Every additional follow up meeting with a student further statistically increased the likelihood of them being retained.
- There was a 8.5% reduction in suspensions in the fall.
- M. Iverson asked if there was any data about the work being done by the University Center verses other areas. L. Akey answered that we know who was served where, but since we don't know what kind of interventions occurred it's hard to compare data.
- L. Akey is happy with where we are at and the direction we are going, but we still have a lot of work to do. Our Strategic Enrollment Plan lists that we want to be in the 75<sup>th</sup> percentile of our cohort for retention, which would be 84%. Since we're currently at 77% we still have a significant gap to close.
- The President met with all cabinet members about student success to ask what kind of investment it would take to achieve. M. Cecil and L. Akey both answered that we need to get more advisors in front of students since that would be the most impactful and immediate thing we can do. Now we're looking at how we can do that.
- We currently have 17 SRCs or advisors with 10 different supervisors supervising them. The goal is to create a seamless coordinated advising experience while recognizing the unique character of these roles.
- SRCs and academic advisors are currently spread across academic colleges and New Student and Family Programs. The plan is to add resources for academic advising and create new academic advising positions who would then report to student relations coordinators.
- M. Cecil and L. Akey are proposing a transition team to guide them through this change moving forward. The proposed transition team composition is listed on page one of the handout.
- The second page of the handout lists a proposed timeline. The first item is to communicate with individuals who might be impacted by the transition. The consultation process will happen between now and February 20<sup>th</sup> as they move forward with the reporting line changes.
- The plan is to invest resources to make a difference and follow up on the impact of these changes with a formal request for consultation.
- L. Akey and M. Cecil are both available to meet with individuals and groups. They will both attend our general membership meeting on Feb. 5<sup>th</sup> to answer any questions. They also plan to meet with supervisors and SRCs from each location to discuss the nuances and complications of the change. They're both willing to meet with anyone individually or in groups. L. Akey and M. Cecil state that they need ASFs help to make this work and to move forward. They are both open to listening through this process.
- This change does not involve people changing physical locations or how they're assigned to serve their colleges. The only change is that they will be reporting to the Division of Student Success and that we will be providing additional advising resources.
- G. Maahs-Zurbey asked what will happen when there are competing priorities between the academic college the ASF member is housed in verses their new reporting line? M. Cecil answered that this will require more conversations. He has had a lot of conversations with the deans already to explain the goal and why they are making the change. The deans are a part of the administration and on board with the change. M. Cecil wants to work through these things and not put employees in awkward situations.
- M Iverson added that from a member standpoint they will be concerned about the situation G. Maahs-Zurbey outlined. Members will be concerned about being put in situations where they are being told one thing from their college verses another thing from their direct supervisor. M. Iverson stated that we need to look at how

we address these concerns before the transition occurs so that our members are not the catalyst for change. The transition team is a good idea, All seventeen positions affected are ASF positions.

- L. Akey stated that in her vice-president role is she concerned about students and student success. She does not want SRCs and Academic Advisors being pulled away from time with students due to new or differing priorities since that would not benefit the student. She wants to help protect and advocate for the resources that the student needs.
- M. Cecil added that this is a multi-layered conversation. M. Cecil will work with the deans to understand what needs to occur so that employees are not put in these situations. L. Akey will also let M. Cecil know if she hears that this is occurring from her division so that M. Cecil can further address this with the deans.
- We asked who will pick up the additional work that SRCs do for the deans and departments. M. Cecil answered that this will be a conversation that will be occurring.
- M. Weister asked if changing the PD is a part of the transition work. L. Akey responded that if a PD changes around 20-25% they are required to notify the employee affected and the current PD only lists outside duties as 15% of the SRCs role. G. Maahs-Zurbey stated that what's listed is not a reality. M. Cecil recognized G. Maahs-Zurbey's point and added that the unified reporting line would not significantly change the job description but that they would work through the change with each area, person, dean, etc.
- G. Maahs-Zurbey asked why we are making the change before the transition team has been able to do their work. M. Iverson has also raised this concern. L. Akey answered that they're moving forward of the change's immediate impact on students. We want to provide more advising resources for students, but we need to first make this change to do so.
- C. Nelson asked about the funding line for this change. L. Akey answered that the funding line would move from the colleges to L. Akey's office. M. Iverson asked if this included the support staff. L. Akey answered that this is one of the nuances the transition team will address. M. Iverson stated that she is highlighting these questions because they are likely to be at the heart of our members concerns. We need to know these basic answers before this change occurs because it directly impacts our members and staff.
- R. Davenport added that this change could occur in more than one way. We could either redefine the positions and people possible lose their positions or take the SRC positions and blend them with the new positions. We don't want to do the first option because that would mean that some SRCs would be without jobs.
- R. Davenport added that anything we do at this university regarding student success will not cost anyone their job. Six weeks may seem fast, but if we are losing students now, we need to put our feet on the ground and find answers on how to retain them. We as a university have made a huge commitment to student success and we need to live up to it. We all agree with the goal of student success even if we disagree with the process.
- This is a top priority because it will have a lasting impact. This will also provide the possibility of moving up to a higher-level position. The stronger that we are as a university, the more resources we have to help the deans. Our deans are currently overworked, and we need to look at how we can help them as well as the target we must address.
- There was a similar process with the development officer transition. This change did not materially change the work that got done, it just moved the development officers out of the college budgets, but the colleges are still able to help direct the work that gets done with their development officers
- M. Iverson asked what the next step is after the reporting structures are realigned and what the future vision is for advising. L. Akey answered that the goal is a coherent and consistent student experience. The shape, way, and how this happens is influenced by student advisors and SRCs.
- M. Iverson asked if they are looking at changing the current structure of advising from a decentralized model to a centralized design model. M. Iverson also asked if they were first aligning reporting structures to then align advising structures or if the plan was to keep them unique? M. Cecil answered that the plan is both. The goal is to have coherent messaging, language, and resources between colleges to allow for a seamless process for students changing majors. M. Cecil added that they want to create a central core of processes and communication while maintaining the things that make each college unique. We have effective systems now, but we want more coordination and increased resources within and between these systems.
- L. Akey added that this is just the intent and there are many future conversations to be had on this. It seems fragmented right now because in some areas it will be a bigger change than others.
- M. Iverson asked about the communication plan for ASF employees. L. Akey and M. Cecil will put together an email for affected ASF members after this meeting to ask members to please communicate with bargaining unit leadership and with M. Cecil and L. Akey about the change. All supervisors and the ASF leadership team will be cc'd. The deans have been communicated with.
- M. Cecil stated the change is to create better advising and more advising and the rest will be worked out.
- C. Nelson stated that it sounds like we're talking about reporting lines, people, and physical space locations since we're addressing members from distinct divisions and work units. C. Nelson asked if this was a

reorganization of academic advising. M. Cecil answered that it was just a change of reporting lines and the addition of more advisor positions.

- C. Nelson read prior meeting minutes and conversations from when we first established the University Advising Center. She said that at that time we had concerns from members and advisors who are a big portion of our membership. L. Akey stated that nothing is changing since the new advisors from the University Advising Center are working with at risk students and the conversation today is about a different situation than what was discussed a year ago with the addition of the University Advising Center. C. Nelson expressed concern that members who previously listed their concerns may be further concerned with this change and the connotation that it's no longer just about a new set of advisors and new set of roles, but that it impacts our current advisors and roles.
- R. Davenport expressed his appreciation that C. Nelson shared her feelings since it's important to know how we are feeling about the change and that these questions demand good and thoughtful answers.
- L. Akey added that the University Advising Center is a separate situation from what's occurring now. The University Advising Center is doing what it's designed to do by serving at-risk students. There has been no change in that work and that more than enough students being currently served between the four advisors.
- This readjustment and change is a new step forward with advising. C. Nelson added that she was not saying anything against the University Advising Center and the work they are doing. L. Akey added that they are not consolidating advising but continuing to have advisors connected with the colleges. They are just working at increasing advising coordination.
- M Cecil added that the most important thing we can do for student success is more advisors and they just want to enhance this process.
- C. Nelson added her concern that the SRC's new supervisor wouldn't see their day to day work due to the physical separation. T. Stokes-Hernandez stated that this was her concern as well.
- M. Iverson asked if a direct supervisor has been determined or the SRCs and advisors would all be reporting directly to L. Akey. L. Akey answered that the email stated it would be her or a designated individual
- M. Iverson expressed her appreciation to R. Davenport saying that they are not eliminating positions since this will be calming for our members. As ASF members, our positions will evolve and change. M. Iverson also confirmed that they will not be demoting members and that ranges won't be lowered.
- M. Iverson asked how L. Akey and M. Cecil would like feedback on this change. L. Akey and M. Cecil requested that members email them any feedback directly or to email feedback to M. Iverson so she can forward it along.

#### C. HLC Year 4 Assurance (L. Akey)

- We are now completing our four-year assurance review with HLC. The 36,000 word argument was submitted on Monday with 400 documents of evidence. The review team will review the information over the next month to see if we've met the concerns or not within the five criteria.
- This will be completed by the end of March. The feedback will be formally received in April and L. Akey will share any concerns that come out of review process at that time.

#### D. New Schools (M.Cecil)

- The plan currently is to focus on the academic parts of the conversation. M. Cecil put out a call this week for appointments for the 12 person workgroups for our ASF appointments. These workgroups will then report by May 1<sup>st</sup>.
- The plan is to look at the current concepts and further define the shapes of these schools and brainstorm things that we would like to include. This will be a two-stage process with the second phase occurring next year with intensive conversations about what goes into the schools. This will be a campus-wide conversation.
- M. Cecil will have more to report as process plays out
- M. Iverson raised a question from a member who asked how the amount of ASF per workgroup was determined. M. Cecil answered that the academic purpose of each school determined the workgroup appointments requested since the goal was to keep the workgroups small so they had to make tough choices on the composition.
- D. Schulz confirmed with M. Cecil that we will post the call of appointments in one more newsletter before they are due back to him.

#### E. Search Committee Process Proposal (MSUAASF)

- Handout attached.

- MSUAASF has 12 days to find an ASF member to serve on search committees under the new contract. If no individual has been found at this time, the search can continue without the ASF appointment. The only question is when the twelve days should start. The goal is to have an agreed upon message between ASF and management.
- ASF proposes that when the staffing specialist emails ASF, we have 48 business hours to reach out to the person responsible for the search to provide the additional information needed for our request. We propose that the 12-day timeline starts once that person emails us the information back with the exception of winter break due to staffing shortages.
- M. Iverson and S. Barrett have previously discussed this, and they are in agreement with this timeline and that it shouldn't affect university search timelines.
- H. Morris asked if other ASF members are appointed to the search if they count towards the total number of ASF members required on a search committee. M. Iverson answered yes.
- Management approved ASF's proposed timeline for the 12-day timeline to start after ASF receives the requested information back from the person in charge of the search committee.

#### F. Provost Search Update (David Jones)

- The search committee has been started and M. Iverson is our representative. Management is finalizing the contract/ agreement with the search firm. The timeline will be shared once it is created. They are currently waiting for the vice-chancellor of finance's approval for the position search to move forward.

#### G. University Policies for Formal Review (B. Martensen)

- See listing below
- Policies go through both informal and formal review processes. The informal review process started on January 8<sup>th</sup> and ending on February 10<sup>th</sup>. All policy information is on the website, accessible by logging in with your Star ID and Password.
- All comments will be made anonymous to the best of their ability and placed in a central document that everyone can access and read. The policy drafter will receive the comments and use this feedback to draft the policy over 2-3 weeks. The formal review process will follow a similar process. The formal review process will occur between March 2- April 15 (a 45 day window).
- During the formal review process you can see the original, the revised copy, and all comments submitted.
- You will have the ability to submit comments again during the formal review process. These comments will be submitted to the drafter and custodian to then make recommendations to the President who will sign off on the final version.
- B. Martensen encourages our members to read the policies and submit comments. There are lots of changes to support student success.

#### H. Other

- The 49<sup>th</sup> annual diversity dinner is tomorrow. The 50<sup>th</sup> annual diversity dinner will occur next year and they are already planning for the event. They are thinking about inviting diverse alumni back to share their experiences and knowledge. Diversity is not just ethnicity, but also includes, women LGBTQ+, and students with accessibility challenges.

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 (Jan 8, 2020 to Feb 10, 2020).**

##### Revised Policies

- Academic Credit Hour Definition
- Academic Honesty
- Access for Students with Disabilities
- Administrative Drop
- Campus Demonstrations
- Continuance and Completion in a Major/Open and Competitive Admission to Majors
- Credit for Prior Learning for Undergraduate Students
- English Composition Placement
- Grade Appeals
- Grading
- Mathematics and Statistics Placement
- Recognized Student Organizations, Privileges and Responsibilities

- Tobacco and Smoke-Free Campus
- Undergraduate Course Repeat
- University Provided Clothing

**New Policies**

- Final Exam Policy
- Return of Minnesota State Financial Aid for Official and Unofficial Withdrawals

Copies of all policies under review are available at <http://www.mnsu.edu/policies/whatis/review/>, within the “Policies Under Review” section. Comments may be provided electronically at the website or in writing (Brian Martensen, Office of the Provost, 315 Wigley Administration Center).

**Please submit comments no later than Feb 10, 2020.**

**FY20 Meeting Dates**

March 5, 2020

April 2, 2020

May 7, 2020

Position Vacancies by Bargaining Unit/Employee Group  
FEBRUARY 2020

**Administrators**

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Consultant -ABET Preparation	AA19235	NEW	EXISTING	GENERAL	AT WILL	HIRED	CSET Dean's Office	9	Susan Ward
U	Acting Dean, Arts & Humanities	AA20198	EXISTING	EXISTING	GENERAL	AT WILL	HIRED	Dean's Office, Arts & Humanities	10	Chris Brown
U	Interim Provost & Senior VP for Academic Affairs	PO20000	EXISTING	EXISTING	GENERAL	AT WILL	HIRED	Provost Office	16	Dr. Matt Cecil
U	Provost & Senior VP for Academic Affairs	PO20001	EXISTING	EXISTING	GENERAL	AT WILL	NOT YET STARTED	Provost Office	16	

**AFSCME**

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	CTRI Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Center for Transportation Research and Implementation	OAS INT	
C	Administrative Assistant	AA20180	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	School of Nursing	OAS, SR	Karen Schmidberger
C	Administrative Assistant	AA20186	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Children's House Water Resources	OAS INT	
C	Office Manager	AA20188	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Center/Institute for Regenerative Resources & AgriSciences	OAS SR	
C	Administrative Assistant for Undergraduate Programs	AA20191	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	School of Nursing	OAS INT	
C	Office Manager	AA20193	EXISTING	EXISTING	NON-GEN	UNLIM	HIRED	Educational Talent Search	OAS INT	Jody Bloemke
C	Laboratory Manager	AA20194	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Chemistry and Geology	COLL LAB ASST 1	



C	Administrative Assistant	AA20199	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	History	OAS INT	
C	General Maintenance Worker	FA19078	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW	
C	General Maintenance Worker	FA19079	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW	
C	General Maintenance Worker	FA19080	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW	
C	Groundskeeper Intermediate	FA19082	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Grounds	GRDS INT	
C	Athletics Insurance Coordinator/Admin Asst.	FA19085	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Intercollegiate Athletics	OAS SR	
C	OAS Intermediate	FA19094	EXISTING	NEW	GENERAL	UNLIM	HIRED	Office Support Services	OAS INT	Jordyn Glade
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	Building Services	GMW	
C	Groundskeeper Intermediate - Snow Plow	FA20034	EXISTING	EXISTING	GENERAL	EMERGE NCY	HIRED	Grounds	GRDS INT	Jesse Wieland
C	Groundskeeper Intermediate - Snow Plow	FA20035	EXISTING	EXISTING	GENERAL	EMERGE NCY	HIRED	Grounds	GRDS INT	Matthew Stoltzman
C	Groundskeeper Intermediate - Snow Plow	FA20036	EXISTING	EXISTING	GENERAL	EMERGE NCY	HIRED	Grounds	GRDS INT	Logan Juliar
C	Groundskeeper Intermediate	FA20041	EXISTING	EXISTING	GENERAL	INTMT	HIRED	Grounds	GRDSKPR INT	Richard Johnson
C	Groundskeeper Intermediate	FA20042	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Grounds	GRDSKPR INT	
C	Groundskeeper Intermediate	FA20043	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Grounds	GRDSKPR INT	
C	Refrigeration and Repair - Res. Halls	FA20050	EXISTING	EXISTING	NON-GEN	UNLIM	ADVERTISEMNT OPEN	Physical Plant	REFRIG MECH	
C	Administrative Assistant	PO20002	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Equal Opportunity & Title IX	OAS INT	
C	Campus Security Officer	SA20011	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Security	SECURITY OFFICER	
C	General Maintenance Worker	SA20013	EXISTING	EXISTING	NON-GEN	TEMP	HIRED	Residential Life	GMW	Jack Weringa
C	Campus Communications Officer	SA20016	EXISTING	EXISTING	NON-GEN	UNLIM	REVIEWING APPLICATIONS	Security	SECURITY COMM SYS MNTR	
C	Campus Communications Officer	SA20017	NEW	EXISTING	GENERAL	TEMP	HIRED	Security	SECURITY COMM SYS MNTR	Neil Mendonca

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Campus Communications Officer	SA20017	NEW	EXISTING	GENERAL	TEMP	NOT YET STARTED	Security	SECURITY COMM SYS MNTR	
C	Certified Medical Assistant	SA20018	NEW	EXISTING	NON-GEN	TEMP	REVIEWING APPLICATIONS	Student Health Services	MED ASST CERT	
C	General Maintenance Worker	SA20021	NEW	NEW	NON-GEN	INTMT	HIRED	Residential Life	GMW	Collin Brandt
C	Office Assistant	SS20007	EXISTING	EXISTING	GENERAL	TEMP	HIRED	Registrar's Office	OAS INT	Judi Davis
C	Office Coordinator and Customer Experience Specialist	SS20008	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Office of the Registrar	OAS INT	
C	Transfer Evaluator	SS20009	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Office of the Registrar	OAS SR	

# ASF

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
U	Interim Educational Advisor	AA19202	EXISTING	EXISTING	NON-GEN	EXT FUNDED	NO LONGER BEING FILLED	Educational Talent Search	B	
U	Interim Assistant Director	AA19705	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Kearney International Student Services	C	
U	Child Welfare Program Student Support Coordinator	AA19219	NEW	EXISTING	NON-GEN	PROB	REVIEWING APPLICATIONS	Social Work	B	
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Graduate Studies Office	C	
U	Student Success Coach	AA20150	NEW	EXISTING	GENERAL	FIXED TERM	ON HOLD	Dean's Office	A	
U	Interim International Recruiter	AA20154	NEW	EXISTING	NON-GEN	FIXED TERM	ON HOLD	Kearney Center for ISS; Center for English Language Programs		
U	Acting Director - Center for Education Abroad and Away	AA20163	EXISTING	EXISTING	GENERAL	FIXED TERM	NO LONGER BEING FILLED	Center for Education Abroad and Away	D	
U	Interim Director of Student Success	AA20167	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	OASIS	C	
U	Director of Student Success	AA20168	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	OASIS	C	

U	Academic Advisor for Pre-Professional Tracks	AA20175	EXISTING	EXISTING	GENERAL	PROB	WRITTEN OFFER EXTENDED	CSET Advising	B
U	Academic Advisor	AA20176	EXISTING	EXISTING	GENERAL	PROB	WRITTEN OFFER EXTENDED	CSET Advising	B
U	Educational Advisor	AA20181	EXISTING	EXISTING	NON-GEN	EXT FUNDED	HIRED	Educational Talent Search Kearney	B
U	Assistant Director for Immigration & Compliance	AA20182	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Center for International Student Services	C
U	Education Abroad Advisor	AA20187	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Center for Education Abroad and Away	B
U	Interim Director of Center of Education Abroad and Away	AA20189	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Center for Education Abroad and Away	D
U	Interim Director, Latino and Multicultural Affairs	AA20192	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Multicultural Center	C
U	Director, Asian American & Multicultural Affairs	AA21023	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	Multicultural Center	C
U	Director, Latinx and Multicultural Center	AA21045	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Multicultural Center	C
U	Assistant Athletic Trainer	FA20019	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Intercollegiate Athletics	B
U	Assistant Athletic Trainer	FA20025	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B
U	Assistant Athletic Trainer Intermittent	FA20027	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B
U	Student Success Coordinator and Conduct Officer	SA20001	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Student Conduct	B
U	Asst. Director for Communications and Testing Center	SA20006	EXISTING	EXISTING	GENERAL	PROB	HIRED	New Student and Family Programs	C
C	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	UNLIM	OFFEREE APPROVED	Residential Life	ASST DIR ENVR
U	Hall Director	SA20014	EXISTING	EXISTING	NON-GEN	FIXED TERM	HIRED	Residential Life	B
U	Hall Director	SA20015	EXISTING	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	Residential Life	B

U	Admissions Officer	SA20019	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Admissions	B	Anissa Janzig
U	Event Building Coordinator	SA20020	EXISTING	EXISTING	NON-GEN	PROB	NOT YET STARTED	Centennial Student Union	B	
U	Hall Director	SA20022	EXISTING	EXISTING	NON-GEN	LIMITED		Residential Life	B	
U	Hall Director	SA20023	EXISTING	EXISTING	NON-GEN	LIMITED	NOT YET STARTED	Residential Life	B	
U	Program Advisor & Summer Operations Coordinator	SA20024	EXISTING	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	Residential Life	B	
U	Hall Director	SA20025	EXISTING	EXISTING	NON-GEN	LIMITED	NOT YET STARTED	Residential Life	B	
U	Associate Registrar (Acting)	SS20010	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Office of the Registrar	D	Gina Maahs-Zurbey

## Commissioners Plan

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Dental Hygienist	AA20177	NEW	EXISTING	NON-GEN	INTMT	REVIEWING APPLICATIONS	Dental Education	DENTAL HYGIENIST	
C	Dental Hygienist	AA20178	NEW	EXISTING	NON-GEN	INTMT	REVIEWING APPLICATIONS	Dental Education	DENTAL HYGIENIST	
C	Dental Hygienist	AA20179	NEW	EXISTING	NON-GEN	INTMT	REVIEWING APPLICATIONS	Dental Education	DENTAL HYGIENIST	
C	Groundskeeper Intermediate (Snow Removal)	FA20045	NEW	EXISTING	GENERAL	EMERGE NCY	NOT YET STARTED	Grounds	GRNDSKPR INT	
C	Groundskeeper Intermediate (Snow Removal)	FA20046	NEW	EXISTING	GENERAL	EMERGE NCY	NOT YET STARTED	Grounds	GRNDSKPR INT	
C	Groundskeeper Intermediate (Snow Removal)	FA20047	NEW	EXISTING	GENERAL	EMERGE NCY	NOT YET STARTED	Grounds	GRNDSKPR INT	
C	Groundskeeper Intermediate (Snow Removal)	FA20048	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Grounds	GRNDSKPR INT	

## IFO

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Dental Hygiene	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA20153	NEW	NEW	GENERAL	FIXED TERM	NOT YET STARTED	AMET	ASSOC/ ASST PROFESSOR	
U	Associate/Assistant Professor	AA20164	EXISTING	NEW	GENERAL	PROB	HIRED	Human Performance-Athletic Training	ASSOC/ ASST PROF	Amy Brugge

U	Assistant Professor	AA20183	EXISTING	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Special Education Center for Ed Partnerships & Student Support	ASST PROF	Phyllis LeDosquet
U	Assistant Professor	AA20195	EXISTING	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Partnerships & Student Support	ASST PROF	
U	Associate or Assistant Professor	AA21001	EXISTING	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Counseling & Student Personnel	ASSOC/ ASST PROF	
U	Assistant Professor	AA21002	EXISTING	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Elementary and Literacy Education	ASST PROF	
U	Assistant Professor	AA21003	EXISTING	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Finance	ASST PROF	
U	Associate/Assistant Professor	AA21004	NEW	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	Dental Hygiene	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21006	EXISTING	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF	
U	Associate/Assistant Professor	AA21007	NEW	NEW	NEW	NON-GEN	PROB	REVIEWING APPLICATIONS	School of Nursing	ASSOC/ ASST PROF	
U	Assistant Professor	AA21008	EXISTING	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Social Work	ASST PROF	
U	Associate/Assistant Professor	AA21009	EXISTING	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	School of Nursing	ASSOC/ ASST PROF	
U	Associate/Assistant Professor	AA21010	EXISTING	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	School of Nursing	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21011	NEW	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	School of Nursing	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21012	EXISTING	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	School of Nursing	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21013	NEW	NEW	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF	
U	Professor, Associate or Assistant Professor	AA21014	EXISTING	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Integrated Engineering-IRE	PROF/ ASSOC/ ASST PROF	
U	Assistant Professor	AA21018	EXISTING	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Elementary & Literacy Education	ASST PROF	

U	Associate or Assistant Professor	AA21024	NEW	NEW	GENERAL	PROB	REVIEWING APPLICATIONS	Biological Sciences	ASSOC/ ASST PROF
U	Assistant Professor or Instructor	AA21026	EXISTING	NEW	GENERAL	FIXED TERM	REVIEWING APPLICATIONS	Computer Information Science	ASST PROF/ INSTR
U	Associate or Assistant Professor	AA21027	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Computer Information Science	ASSOC/ ASST PROF
U	Associate, Assistant Professor or Instructor	AA21028	EXISTING	EXISTING	GENERAL	FIXED TERM	ADVERTISEMENT OPEN	Automotive and Manufacturing Engineering Technology	ASSOC/ ASST PROF/ INSTR
U	Assistant Professor	AA21030	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	ME & CIVE	ASST PROF
U	Assistant Professor	AA21031	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Educational Leadership	ASST PROF
U	Assistant Professor	AA21032	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Theatre and Dance	ASST PROF
U	Assistant Professor	AA21033	EXISTING	EXISTING	GENERAL	FIXED TERM	ADVERTISEMENT OPEN	Theatre and Dance	ASST PROF
U	Assistant Professor	AA21034	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Chemistry and Geology	ASST PROF
U	Associate or Assistant Professor	AA21035	EXISTING	EXISTING	GENERAL	PROB		Biological Sciences	ASSOC/ ASST PROF
U	Associate or Assistant Professor	AA21037	NEW	NEW	NON-GEN	FIXED TERM	NOT YET STARTED	Dental Education/ Dental Hygiene	ASSOC/ ASST PROF
U	Assistant Professor	AA21039	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Health Science	ASST PROF
U	Assistant Professor	AA21040	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Health Science	ASST PROF
U	Associate or Assistant Professor	AA21041	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Family Consumer Science	ASSOC/ ASST PROF
U	Assistant Professor	AA21042	EXISTING	EXISTING	GENERAL	FIXED TERM	REVIEWING APPLICATIONS	Recreation, Parks and Leisure Services	ASST PROF
U	Assistant Professor	AA21043	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Ethnic Studies	ASST PROF
U	Assistant Professor	AA21044	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Law Enforcement	ASST PROF

# Managerial

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
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None

# MAPE

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Speech-Language Pathologist-Clinical Instructor	AA20184	NEW	NEW	GENERAL	UNLIM	NOT YET STARTED	Speech, Hearing and Rehabilitation Services Continuing and Professional Education Kearney Center for International Student Services Kearney Center for International Student Services	SPCH PATH CLINCN	
C	Marketing Specialist	AA20190	NEW	EXISTING	NON-GEN	TEMP	HIRED		INFO OFFR	Hannah Hollingshead
C	International Enrollment Communications Manager	AA20200	NEW	EXISTING	NON-GEN	TEMP			MGMT ANLYST 1	
U	Information Officer 2	AA20201	NEW	EXISTING	NON-GEN	UNLIM			INFO OFF 2	
C	Maintenance Analyst	FA20044	NEW	EXISTING	GENERAL	UNLIM	NOT YET STARTED	Physical Plant	RES ANLST SPC	
C	Lead Applications Project Manager/Analyst	IT20003	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	IT Solutions - Application Development	ITS4	Nik Nik Hassan
C	Director of Strategic Communications	IT20005	NEW	EXISTING	GENERAL	UNLIM	HIRED	IT Solutions	INFO OFFICER 3	Amy Linde
C	Leads Applications Project Manager/Analyst	ITS20003	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	IT Solutions Center	ITS4	Nik Nik Hassan
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	UNLIM	ON HOLD	Residential Life	STATE PRG ADMIN SR	

# MGEC

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
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None

# MMA

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Director of Campus Hub & MavCARD Office	FAZ0049	EXISTING	EXISTING	GENERAL	UNLIM	ADVERTISEMENT OPEN	Campus Hub	OFF SERV SUPR 2	

TOTAL POSITIONS:		209	246	246	80	86	93	133	123	
		JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 19	FEB 20	
ADMINISTRATORS		8	9	9	2	1	1	3	4	
AFSCME		52	59	59	19	26	26	38	33	
ASF		47	66	66	34	28	30	36	33	
COMMISSIONERS PLAN		6	8	8	4	7	4	8	7	
IFO		81	85	85	13	16	26	38	36	
MANAGERIAL PLAN		1	1	1	0	0	0	0	0	
MAPE		13	17	17	7	7	6	8	9	
MGEC		0	0	0	0	0	0	0	0	
MMA		1	1	1	1	1	0	1	1	



Position Vacancies by Status  
FEBRUARY 2020

Search Not Started

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	International Student Services	C		1/15/19
U	Associate or Assistant Professor	AA20153	NEW	NEW	GENERAL	IFO	FIXED TERM	AMET	ASSOC / ASST PROFESSOR		8/19/19
U	Interim Director of Student Success	AA20167	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	OASIS	C		11/01/19
U	Director of Student Success	AA20168	EXISTING	EXISTING	GENERAL	ASF	PROB	OASIS	C		1/2/20
C	Speech-Language Pathologist-Clinical Instructor	AA20184	NEW	NEW	GENERAL	MAPE	UNLIM	Speech, Hearing and Rehabilitation Services	SPCH PATH CLUNCN		1/15/20
C	Administrative Assistant for Undergraduate Programs	AA20191	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	School of Nursing	OAS INT		12/13/19
U	Interim Director, Latinx and Multicultural Affairs	AA20192	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Multicultural Center	C		1/1/20
U	Assistant Professor	AA20195	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Center for Ed Partnerships & Student Support	ASST PROF		01/06/20
C	Administrative Assistant	AA20199	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	History	OAS INT		1/17/20
U	Director, Asian American & Multicultural Affairs	AA21023	EXISTING	EXISTING	GENERAL	ASF	PROB	Multicultural Center	C		7/1/20
U	Assistant Professor	AA21031	EXISTING	EXISTING	GENERAL	IFO	PROB	Educational Leadership	ASST PROF		8/17/20
U	Assistant Professor	AA21032	NEW	EXISTING	GENERAL	IFO	PROB	Theatre and Dance	ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21037	NEW	NEW	NON-GEN	IFO	FIXED TERM	Dental Education/ Dental Hygiene	ASSOC / ASST PROF		8/17/20
U	Assistant Professor	AA21039	EXISTING	EXISTING	GENERAL	IFO	PROB	Health Science	ASST PROF		8/17/20
U	Assistant Professor	AA21040	EXISTING	EXISTING	GENERAL	IFO	PROB	Health Science	ASST PROF		8/17/20

U	Assistant Professor	AA21043	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Ethnic Studies	ASST PROF	8/17/20
U	Assistant Professor	AA21044	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Law Enforcement	ASST PROF	8/17/20
U	Director, Latinx and Multicultural Center	AA21045	EXISTING	EXISTING	GENERAL	ASF	PROB	Multicultural Center	C	7/1/20
C	General Maintenance Worker	FA19078	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	General Maintenance Worker	FA19079	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	General Maintenance Worker	FA19080	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	
C	Groundskeeper Intermediate	FA19082	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Grounds	GRDS INT	4/15/19
C	Athletics Insurance Coordinator/Admin Asst.	FA19085	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Intercollegiate Athletics	OAS SR	4/15/19
U	Assistant Athletic Trainer	FA20019	EXISTING	EXISTING	GENERAL	ASF	INTMT	Intercollegiate Athletics	B	7/1/19
C	Groundskeeper Intermediate	FA20042	EXISTING	EXISTING	GENERAL	AFSCME	INTMT	Grounds	GRNDSKPR INT	12/10/19
C	Groundskeeper Intermediate	FA20043	EXISTING	EXISTING	GENERAL	AFSCME	INTMT	Grounds	GRNDSKPR INT	12/10/19
C	Maintenance Analyst	FA20044	NEW	EXISTING	GENERAL	MAPE	UNLIM	Physical Plant	RES ANLST SPC	1/8/20
C	Groundskeeper Intermediate (Snow Removal)	FA20045	NEW	EXISTING	GENERAL	COMMS	EMERGENCY	Grounds	GRNDSKPR INT	12/18/19
C	Groundskeeper Intermediate (Snow Removal)	FA20046	NEW	EXISTING	GENERAL	COMMS	EMERGENCY	Grounds	GRNDSKPR INT	12/18/19
C	Groundskeeper Intermediate (Snow Removal)	FA20047	NEW	EXISTING	GENERAL	COMMS	EMERGENCY	Grounds	GRNDSKPR INT	12/18/19
U	Provost & Senior VP for Academic Affairs	PO20001	EXISTING	EXISTING	GENERAL	ADMIN	AT WILL	Provost Office	16	7/1/20
U	Student Success Coordinator and Conduct Officer	SA20001	NEW	EXISTING	GENERAL	ASF	PROB	Student Conduct	B	8/1/19
U	Hall Director	SA20015	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	Residential Life	B	01/02/20
C	Campus Communications Officer	SA20017	NEW	EXISTING	GENERAL	AFSCME	TEMP	Security	SECURITY COMM SYS MNTR	12/02/19

U	Event Building Coordinator	SA20020	EXISTING	EXISTING	NON-GEN	ASF	PROB	Centennial Student Union	B	7/1/20
U	Hall Director	SA20023	EXISTING	EXISTING	NON-GEN	ASF	LIMITED	Residential Life	B	07/08/20
U	Program Advisor & Summer Operations Coordinator	SA20024	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	Residential Life	B	05/18/20
U	Hall Director	SA20025	EXISTING	EXISTING	NON-GEN	ASF	LIMITED	Residential Life	B	7/8/20

## Open / Bidding

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	Laboratory Manager	AA20194	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Chemistry and Geology	COLL LAB ASST 1		01/06/20
C	International Enrollment Communications Manager	AA20200	NEW	EXISTING	NON-GEN	MAPE	TEMP	Kearney Center for International Student Services	MGMT ANALYST 1		1/13/20
U	Information Officer 2	AA20201	NEW	EXISTING	NON-GEN	MAPE	UNLIM	Kearney Cetrner for International Student Services	INFO OFF 2		02/03/20
U	Associate or Assistant Professor	AA21006	EXISTING	EXISTING	GENERAL	IFO	PROB	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21013	NEW	EXISTING	GENERAL	IFO	PROB	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF		8/17/20
U	Associate, Assistant Professor or Instructor	AA21028	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Automotive and Manufacturing Engineering	ASSOC/ ASST PROF/ INSTR		8/17/2020
U	Assistant Professor	AA21030	EXISTING	EXISTING	GENERAL	IFO	PROB	ME & CIVE	ASST PROF		8/17/20
U	Assistant Professor	AA21033	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Theatre and Dance	ASST PROF		8/17/20
U	Assistant Professor	AA21034	EXISTING	EXISTING	GENERAL	IFO	PROB	Chemistry and Geology	ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21035	EXISTING	EXISTING	GENERAL	IFO	PROB	Biological Sciences	ASSOC/ ASST PROF		08/17/20
U	Associate or Assistant Professor	AA21041	EXISTING	EXISTING	GENERAL	IFO	PROB	Family Consumer Science	ASSOC/ ASST PROF		8/17/20
C	Director of Campus Hub & MyV CARD Office	FA20049	EXISTING	EXISTING	GENERAL	MMA	UNLIM	Campus Hub	OFF SERV SUPR 2		2/01/20
C	Refrigeration and Repair - Res. Halls	FA20050	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Physical Plant	REFRIG MECH		01/06/20

C	Administrative Assistant	PO20002	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Equal Opportunity & Title IX	OAS INT	02/01/20
U	Hall Director	SA20022	EXISTING	EXISTING	NON-GEN	ASF	LIMITED	Residential Life	B	07/08/20

## Reviewing Applications

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
	Child Welfare Program										
U	Student Support Coordinator	AA19219	NEW	EXISTING	NON-GEN	ASF	PROB	Social Work	B		4/1/19
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	IFO	PROB	Dental Hygiene	ASSOC/ ASST PROF		1/1/20
C	Dental Hygienist	AA20177	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTAL HYGIENIST		01/09/20
C	Dental Hygienist	AA20178	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTAL HYGIENIST		01/09/20
C	Dental Hygienist	AA20179	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTAL HYGIENIST		01/09/20
U	Assistant Director for Immigration & Compliance	AA20182	EXISTING	EXISTING	GENERAL	ASF	PROB	Kearney Center for International Student Services	C		1/6/20
U	Assistant Professor	AA21003	EXISTING	EXISTING	GENERAL	IFO	PROB	Finance	ASST PROF		08/24/20
U	Associate/Assistant Professor	AA21004	NEW	NEW	GENERAL	IFO	PROB	Dental Hygiene	ASSOC/ ASST PROF		8/17/20
U	Associate/Assistant Professor	AA21007	NEW	NEW	NON-GEN	IFO	PROB	School of Nursing	ASSOC/ ASST PROF		8/17/20
U	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	IFO	PROB	Social Work	ASST PROF		8/17/20
U	Associate/Assistant Professor	AA21009	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC/ ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21010	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC/ ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21011	NEW	NEW	GENERAL	IFO	PROB	School of Nursing	ASSOC/ ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21012	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	ASSOC/ ASST PROF		8/17/20
U	Professor, Associate or Assistant Professor	AA21014	EXISTING	EXISTING	GENERAL	IFO	PROB	Integrated Engineering- IRE	PROF/ ASSOC/ ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21024	NEW	NEW	GENERAL	IFO	PROB	Biological Sciences	ASSOC/ ASST PROF		8/17/20

U	Assistant Professor or Instructor	AA21026	EXISTING	NEW	GENERAL	IFO	FIXED TERM	Computer Information Science	ASST PROF/INSTR	8/17/20
U	Associate or Assistant Professor	AA21027	EXISTING	EXISTING	GENERAL	IFO	PROB	Computer Information Science	ASSOC/ASST PROF	8/17/20
U	Assistant Professor	AA21042	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Recreation, Parks and Leisure Services	ASST PROF	8/17/20
C	Groundskeeper	FA20048	EXISTING	EXISTING	GENERAL	COMMS	UNLIM	Grounds	GRNDSKPR INT	12/13/19
C	Intermediate (Snow Removal)	ITS20004	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions Center	ITS1	9/23/19
C	Solutions Center Consultant	SA20016	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Security	SECURITY	11/25/19
C	Campus Communications Officer	SA20018	NEW	EXISTING	NON-GEN	AFSCME	TEMP	Student Health Services	MED ASST CERT	2/1/20
C	Certified Medical Assistant	SS20008	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Office of the Registrar	OAS INT	2/3/20
C	Office Coordinator and Customer Experience Specialist	SS20009	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Office of the Registrar	OAS SR	12/23/19

## Work Experience Completed / Offer Extended

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	ASF	PROB	Graduate Studies Office	C		01/06/20
U	Student Success Coach	AA20150	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Dean's Office	A		08/15/19
C	CTRI Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Center for Transportation Research and Implementation	OAS INT		10/16/19
U	Academic Advisor for Pre-Professional Tracks	AA20175	EXISTING	EXISTING	GENERAL	ASF	PROB	CSET Advising	B		11/18/19
U	Academic Advisor	AA20176	EXISTING	EXISTING	GENERAL	ASF	PROB	CSET Advising	B		5/04/2020
C	Administrative Assistant	AA20186	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Children's House	OAS INT		12/13/19

C	Office Manager	AA20188	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Water Resources Center/Institute for Regenerative Resources & AgriSciences	OAS SR	11/25/19
U	Associate or Assistant Professor	AA21001	EXISTING	EXISTING	GENERAL	IFO	PROB	Counseling & Student Personnel	ASSOC/ASST PROF	08/17/20
U	Assistant Professor	AA21002	EXISTING	EXISTING	GENERAL	IFO	PROB	Elementary and Literacy Education	ASST PROF	08/17/20
U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	IFO	PROB	Elementary & Literacy Education	ASST PROF	8/17/20
U	Assistant Athletic Trainer	FA20025	EXISTING	EXISTING	GENERAL	ASF	INTMT	Intercollegiate Athletics	B	8/19/19
U	Assistant Athletic Trainer Intermittent	FA20027	EXISTING	EXISTING	GENERAL	ASF	INTMT	Intercollegiate Athletics	B	09/03/2019
C	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	ASF	UNLIM	Residential Life	ASST DIR ENVR	01/13/2020
C	Campus Security Officer	SA20011	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Security	SECURITY OFFICER	12/1/19

## Hired

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	Consultant - ABET Preparation	AA19235	NEW	EXISTING	GENERAL	ADMIN	AT WILL	CSET Dean's Office	9	Susan Ward	06/07/19
U	Associate/Assistant Professor	AA20164	EXISTING	NEW	GENERAL	IFO	PROB	Human Performance-Athletic Training	ASSOC/ASST PROF	Amy Brugge	01/08/20
C	Administrative Assistant	AA20180	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	School of Nursing	OAS, SR	Karen Schmidberger	12/02/19
U	Educational Advisor	AA20181	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search	B	Heather Kaasa	12/30/19
U	Assistant Professor	AA20183	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Special Education	ASST PROF	Phyllis LeDosquet	01/08/20
U	Education Abroad Advisor	AA20187	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Center for Education Abroad and Away	B	Anna Ochs	11/20/19

U	Interim Director of Center of Education Abroad and Away	AA20189	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Center for Education Abroad and Away	D	Erica Johnson	01/03/20
C	Marketing Specialist	AA20190	NEW	EXISTING	NON-GEN	MAPE	TEMP	Continuing and Professional Education	INFO OFFR	Hannah Hollingshead	01/14/20
C	Office Manager	AA20193	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Educational Talent Search	OAS INT	Jody Bloemke	01/08/20
U	Acting Dean, Arts & Humanities	AA20198	EXISTING	EXISTING	GENERAL	ADMIN	AT WILL	Dean's Office, Arts & Humanities	10	Chris Brown	01/13/20
C	OAS Intermediate	FA19094	EXISTING	NEW	GENERAL	AFSCME	UNLIM	Office Support Services	OAS INT	Jordyn Glade	01/23/20
C	Groundskeeper Intermediate - Snow Plow	FA20034	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	Jesse Wieland	11/21/19
C	Groundskeeper Intermediate - Snow Plow	FA20035	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	Matthew Stoltzman	01/06/20
C	Groundskeeper Intermediate - Snow Plow	FA20036	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	Logan Juliar	12/20/19
C	Groundskeeper Intermediate	FA20041	EXISTING	EXISTING	GENERAL	AFSCME	INTMT	Grounds	GRNDSKPR INT	Richard Johnson	01/14/20
C	Lead Applications Project Manager/Analyst	IT20003	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions - Application Development	ITS4	Nik Nik Hassan	12/30/19
C	Director of Strategic Communications	IT20005	NEW	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions	INFO OFFICER 3	Amy Linde	01/14/20
U	Interim Provost & Senior VP for Academic Affairs	PO20000	EXISTING	EXISTING	GENERAL	ADMIN	AT WILL	Provost Office	16	Dr. Matt Cecil	01/13/20
U	Asst. Director for Communications and Testing Center	SA20006	EXISTING	EXISTING	GENERAL	ASF	PROB	New Student and Family Programs	C	Riley Devenport	12/16/19
C	General Maintenance Worker	SA20013	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	Jack Weringa	12/04/19
U	Hall Director	SA20014	EXISTING	EXISTING	NON-GEN	ASF	FIXED TERM	Residential Life	B	Christopher Farvour	01/13/20
C	Campus Communications Officer	SA20017	NEW	EXISTING	GENERAL	AFSCME	TEMP	Security	SECURITY COMM SYS MNTR	Neil Mendonca	12/11/19
U	Admissions Officer	SA20019	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Admissions	B	Anissa Janzig	01/16/20
C	General Maintenance Worker	SA20021	NEW	NEW	NON-GEN	AFSCME	INTMT	Residential Life	GMW	Collin Brandt	01/15/20

C	Office Assistant	SS20007	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Registrar's Office	OAS INT	Judi Davis	12/09/19
U	Associate Registrar (Acting)	SS20010	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Office of the Registrar	D	Gina Maahs-Zurbey	02/03/20

## On Hold / No Longer Being Filled / Failed Search

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Interim Educational Advisor	AA19202	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search	B		2/1/19
U	Interim International Recruiter	AA20154	NEW	EXISTING	NON-GEN	ASF	FIXED TERM	Kearney Center for ISS, Center for English Language Programs			8/15/19
U	Acting Director - Center for Education Abroad and Away	AA20163	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Center for Education Abroad and Away	D		08/26/2019
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Building Services	GMW		6/17/19
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	Residential Life	STATE PRG ADMIN SR		8/5/19



TOTAL POSITIONS:	209	246	246	86	93	133	123
	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 2020
							FEB 2020
TOTAL NOT STARTED	41	20	20	38	39	38	54
TOTAL OPEN	5	10	10	5	12	15	17
TOTAL REVIEWING APPLICANTS	14	9	9	5	3	11	16
TOTAL FINALISTS SELECTED	26	12	12	14	8	9	13
TOTAL HIRED	107	172	172	13	18	13	24
TOTAL ON HOLD/NOT FILLED	16	23	23	5	6	7	10



# Human Resources

## **SERVICE FACULTY**

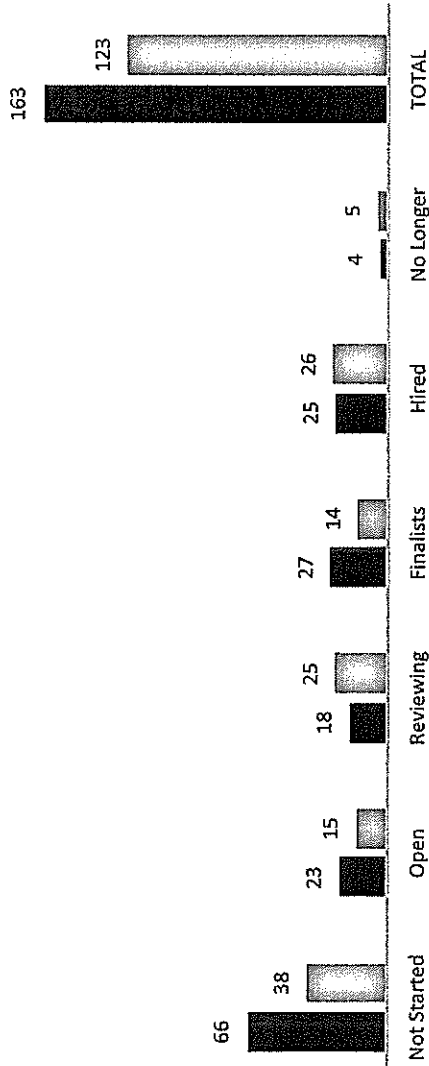
**Meet-and-Confer  
Information Packet**

**Thursday, January 30, 2020**

# Vacancy Dashboard - February 2020

## VACANCIES BY SEARCH STATUS

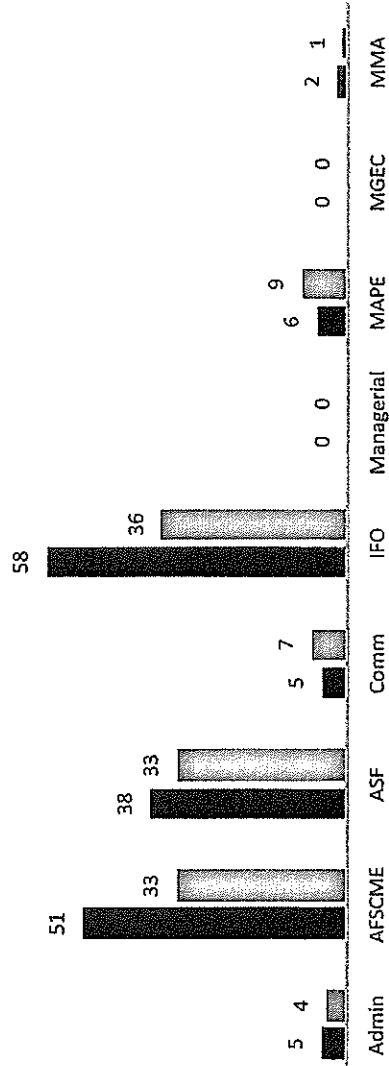
■ FEB 2019 □ FEB 2020



Estimated  
Vacancy Rate  
**3.45%**

## VACANCIES BY EMPLOYEE GROUP

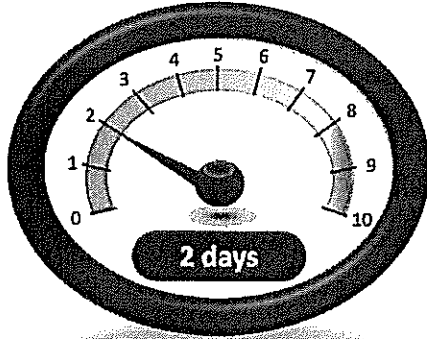
■ FEB 2019 □ FEB 2020



MIN Vacancy Rate:  
Educational  
Organizations  
**3.70%**

## 8 Complaints

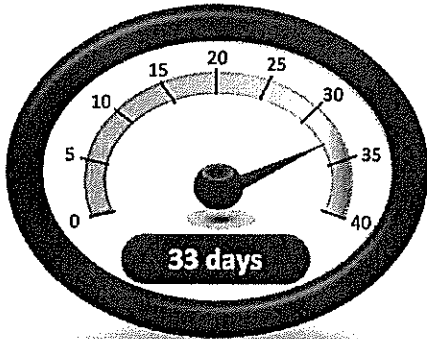
(Last year at this time: 13 complaints)



### Starting the Investigation

Average: 2 days

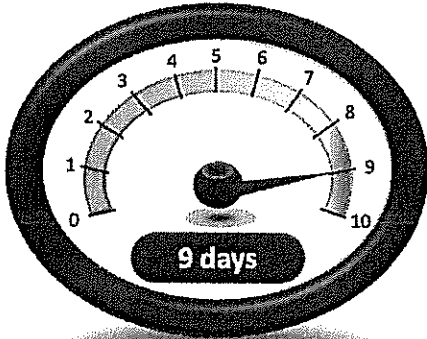
Goal: 5 days



### Completing the Investigation

Average: 33 days

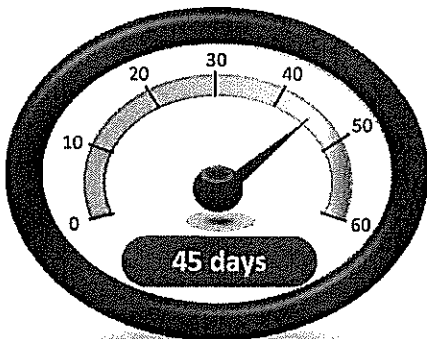
Goal: 20 days



### Decision-Maker Makes a Decision

Average: 9 days

Goal: 5 days



### Total Investigation Timeline

Average: 45 days

Goal: 30 days

# MSUAASF (211) Fixed Term

NAME	TITLE	DEPARTMENT	JOB ENTRY DATE	ASSIGNMENT BEGIN DATE	ASSIGNMENT END DATE
Castelo Loyo, Adriana Lucia	Customized English Language Trainer	Global Education	08/05/2019	08/05/2019	05/08/2020
Chelstrom, Jennifer Dawn	Interim Assoc Dir of Graduate Recruitment & Interim Recruitment & Retention Advisor	Graduate Studies and Research, Coll.	07/24/2018	07/01/2019	06/30/2020
Cobb, Rosalin Ashleigh	Interim Recruitment & Retention Advisor	Opp Access Success Intercultural Serv	09/04/2018	07/01/2019	06/30/2020
Doeden, Benjamin Thomas	Educational Advisor	Educational Talent Search	10/21/2019	10/21/2019	06/30/2020
Duley, Erika S	Interim International Student Advisor	International Student & Scholar Serv	06/20/2019	07/01/2019	06/30/2020
Eggmann, Corissa Jaye	Director of Public Relations	Theatre and Dance	01/09/2019	07/01/2019	06/30/2020
Favour, Christopher David	Hall Director	Residential Life	01/13/2020	01/13/2020	06/30/2020
Ferber, Annika	Assistant Athletic Trainer	Intercollegiate Athletics	09/03/2019	09/03/2019	06/30/2020
Hammond, Heather E.	Student Success Coordinator & Conduct Offic	Student Conduct	09/30/2019	09/30/2019	06/30/2020
Hausladen, Sara Elaine	Interim Academic Advisor	Science, Engineering & Tech., College	08/05/2019	08/05/2019	05/11/2020
Johnson, Amanda Michelle	Interim Bldg Events Coordinator	Centennial Student Union	09/09/2019	09/09/2019	06/30/2020
Lee, Pakou	Interim Dir., Asian American Affairs	Diversity & Inclusion	10/09/2019	10/09/2019	06/30/2020
Morson, Alissa Marie	Interim Programming & Retention Advisor	Elizabeth & Wynn Kearney Int'l Cente	06/12/2017	07/01/2019	03/11/2020
Mudroch, Margaret	Assistant Director for Academic Advising Servi	New Student and Family Programs	10/21/2019	10/21/2019	06/30/2020
Nelsen, Scott A	Director of Marketing & Community Engagem	Intercollegiate Athletics	09/30/2019	09/30/2019	06/30/2020
Sadusky, Matthias Elyjah	Customized English Language Trainer	Center for English Language Programs	08/19/2019	08/19/2019	06/30/2020
Stanley, Hollie Lynn	Director of Initiatives & Effectiveness	Office of Student Success	06/14/2019	07/01/2019	06/30/2020
Vang, Mai Xee	Academic Advisor	Student Success, Analytics & Integ Pla	10/14/2019	10/14/2019	06/30/2020
Wang, Lina C	Academic Success Advisor	University Advising	10/09/2019	10/09/2019	06/30/2020
Witt, Rachel	Interim Educ Abroad Advisor	Center for Education Abroad and Aw	10/01/2019	10/01/2019	06/30/2020

## Search Committee Process Proposal for Meet and Confer

Supported by Mankato MSUAASF and Human Resources

January 30, 2020

### Section E. Search Committees.

Subd. 1. At least one (1) Association representative selected by the Campus Association President shall be included on any search committee established by the Employer for the purpose of making recommendations with regard to the filling of a vacancy within the bargaining unit. The number of ASF Members on the committee will not be exceeded by the membership from any other bargaining unit.

Subd. 2. For each search, if the Campus Association President has not notified the Employer of the name of the Association Representative within twelve (12) business days following the Employer's request for a representative and there has not been a mutually agreed upon extension to designate an Association Representative, the Employer may proceed with the search without an Association Representative.

**Purpose:** To provide guidance on how to interpret the start of the 12 business days as noted in the 2019-2021 contract for an appointed MSUAASF representative.

#### Proposed Process:

1. Following official notification from Human Resources of search approval, MSUAASF would contact the responsible party within 48 business hours to seek the information needed for a search committee representative request. This would not include Winter Break due to holiday schedules.
  - a. This comes to us via email from the staffing specialist in Human Resources.
2. Once that request is returned to MSUAASF from the responsible party, the 12 business days would begin. This timeframe can be extended, if both parties agree.

Please note that if MSUAASF is unable to find an appointment MSUAASF search committee representative in the 12 business day timeframe, the committee can move forward without an MSUAASF appointed representative, however there still needs to be equal or more MSUAASF members than any other bargaining unit on the search.

## Consultation on Alignment of Advising Reporting Structures and Resources

The Administration is seeking consultation on unifying the reporting lines and advising resources from across the Academic Colleges, Extended Education, and New Student and Family Programs to the Division of Student Success including Student Relations Coordinators, the Assistant Director for Academic Advising Services, and Professional and Graduate Assistant Advisors.

### Current State

- Advising resources fall under the direction of 10+ different supervisors/senior leaders on campus with a range in advising philosophy and approach.
- Advising practices and resources are varied and inconsistent across academic areas. This is particularly problematic when our students change their area of study on average 2+ times.
- Advising resources are inequitably distributed across academic areas.
- Current advising resources are not sufficient to meet the academic advising intervention needs of our students.
- Current advisor caseloads are not reflective of the standards advanced by the Council for the Advancement of Standards (CAS) for Academic Advising.

### Why Align Reporting Structures and Resources?

- Increase coherency of the student academic advising experience across the university.
- Address advising resource challenges consistently.
- Add advising resources to match student area of study demands and needs.
- Prioritize the allocation of academic advising resources to provide direct student academic advising and intervention services.
- Increase coordination of advising resources across colleges in support of student success.
- Further establish common advising practices across the university to improve efficiencies, communication, and transparency.

### Transition Team

A Transition Team will be assembled to make recommendations to the Interim Provost and Senior Vice President for Academic Affairs and the Vice President for Student Success, Analytics and Integrated Planning on transition challenges and opportunities. Unless further needed, the Team will sunset May 2020.

- Proposed Transition Team Composition:
  - Matt Cecil, Interim Provost (Co-Chair)
  - Lynn Akey, VP for Student Success (Co-Chair)
  - Sara Granberg-Rademacker, Interim Director of Academic Advising
  - Dean
  - Student Relations Coordinator
  - Academic College Academic Advisor
  - MSUAASF Appointment
  - FA Appointment
  - Classified Appointment

**Timeline**

<b>Date</b>	<b>Action</b>
Jan. 30	Meet and Confer Formal Notification of Intention to Align Academic Advising Reporting Structures and Development of Transition Team
Jan. 30	Communication from Interim Provost with Potentially Impacted Employees
Jan. 30 - Feb. 20	Consultation from Bargaining Units on Intention to Align Academic Advising Reporting Structures and Development of Transition Team
Feb. 24	Reporting Line/Supervisor Change Notification to Impacted Employees
Feb. 24	Transition Team Established
Mar. 4	New Reporting Lines/Supervisor of Record Effective
Mar. 4	Initiate Addition of New Advising Resources
Mar. 5	Meet and Confer Update

**Evaluation of Impact**

There is a commitment to evaluate the impact of the changes made in advising structures and resources on the success and satisfaction of students. One year following implementation, the following impacts will be evaluated:

- Student retention to the university
- Student satisfaction with advising services
- Volume of direct student academic advising and intervention
- Academic advisor caseload distribution
- Consistency of advising practices across academic areas

**Consultation Requested (Jan. 30, 2020-Feb. 20, 2020)**

Consultation is requested, with feedback submitted to Interim Provost Cecil and Vice President Akey, on the following aspects prior to February 20, 2020:

1. Recommendations regarding the alignment of advising reporting structures and resources.
2. Transition Team composition.
3. Considerations and implications of aligning advising reporting structures and resources that would be recommended for the Transition Team to take-up.



## University Advising – Fall 2019 Progress

*“University Advising connects students with people, information, services, and resources they need to meet their goals. We provide an extra layer of support to students, actively serving specific student populations...”*

Meet/Confer Data	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL
Meetings (Scheduled & Walk-in)	177	315	249	72	813
Number of Unique Students Seen	131	203	191	64	377
Number of Flags Cleared	74	479	201	2	754
Number of Unique Students Cleared	51	121	50	1	204
TOTAL Unique STUDENTS IMPACTED	174	240	212	65	408

Total Students Referred by University Advising (including Fall 2019)	
Students on Warning	161
Students on Early Reinstatement	41
TOTAL Students	202
Students who met with University Advising 1+ times	171 (85%)

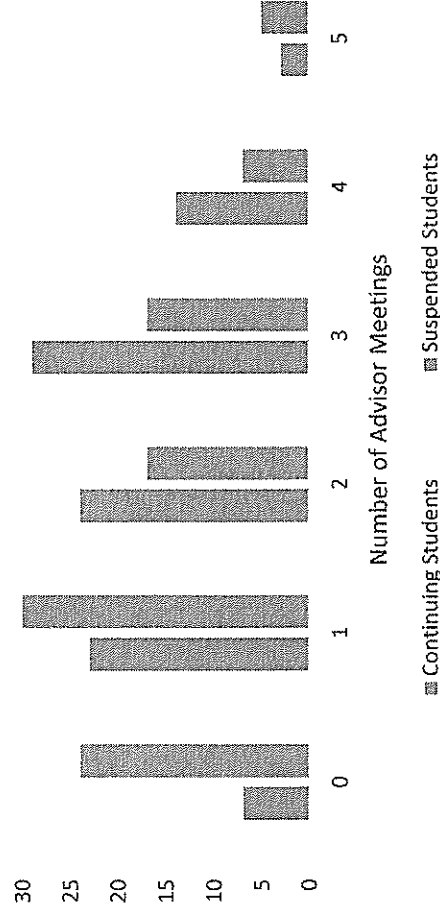
Suspension Rates Based on Number of Meetings	
TOTAL ENROLLED	202
Number who never engaged with University Advising	31
Number who engaged 1-2 times	127
Number who engaged 3-4 times	67
Number who engaged 5 times	8
Suspension Rate	101 (50%)
Suspension Rate	24 (77%)
Suspension Rate	58 (45%)
Suspension Rate	24 (36%)
Suspension Rate	5 (63%)

*“...thank you for your help last semester with everything. You have no idea how much I appreciated that. Because of you, I was able to get into the classes I needed for this semester, I pushed myself to get out of academic probation, and overall every time coming to you pushed me to be better...”*

*“...I wanted to share the good news that my appeal has been approved... Thank you so so much for all of your help and patience during this process... I look forward to continuing to work and grow with you next semester!”*

*“...I cried when final grades posted. I am so happy and proud of myself. Thank you for being a part of my success!”*

Continuing vs Suspended Students by Number of Advising Meetings



## Registrar's Office – Contact Quick Sheet

The Registrar's Office provides comprehensive registration and academic record services for alumni, faculty, staff and students. For assistance with Office services and processes, please contact a member of the leadership team:

**Donna Marzolf (Associate Registrar) – [donna.marzolf@mnsu.edu](mailto:donna.marzolf@mnsu.edu) or X6303**

- Residency Requests and Questions
- Reciprocity Requests and Questions
- Course Schedule and Class Scheduling
- Veterans Education Benefits Certification

**Debra Schulz (Associate Registrar) – [debra.schulz@mnsu.edu](mailto:debra.schulz@mnsu.edu) or X6269**

- Athletic Eligibility Certification
- Unofficial and Official Transcripts
- Grading and Course Repeat Processes

**Gina Maahs-Zurbey (Acting Associate Registrar) – [gina.maahs-zurbey@mnsu.edu](mailto:gina.maahs-zurbey@mnsu.edu) or X5254**

- Undergraduate Transfer Credit Processes
- Degree Audit Reporting (DARS/uAchieve)
- Graduation Application Processes

**Tony Boehler (Assistant Registrar) - [anthony.boehler@mnsu.edu](mailto:anthony.boehler@mnsu.edu) or 5256**

- Registration Problems/Edit Failures
- Registration Appeals
- Registration Help Center
- Access Codes and Registration Processes

## Student Re-Enrollment and Retention Update

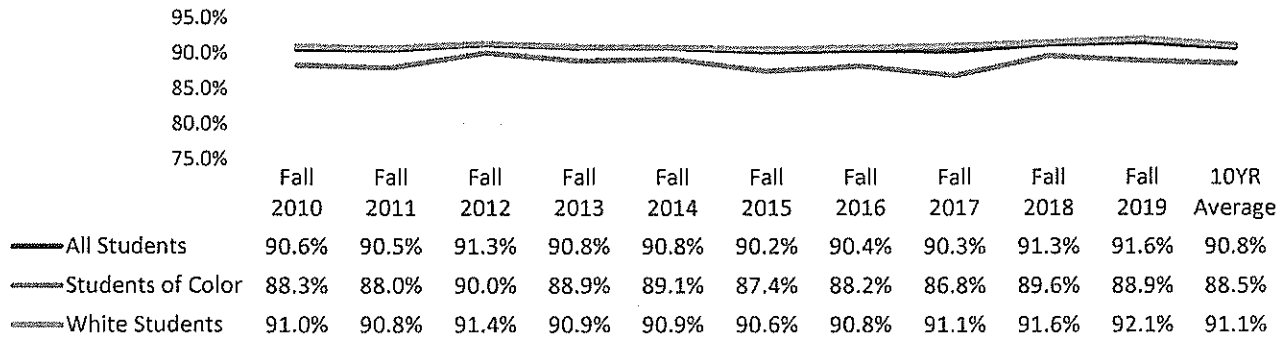
### Student Re-Enrollment Rates

Fall 2019 to Spring 2020 and Spring 2019 to Fall 2019 re-enrollment rates are highest on record over the last ten years.

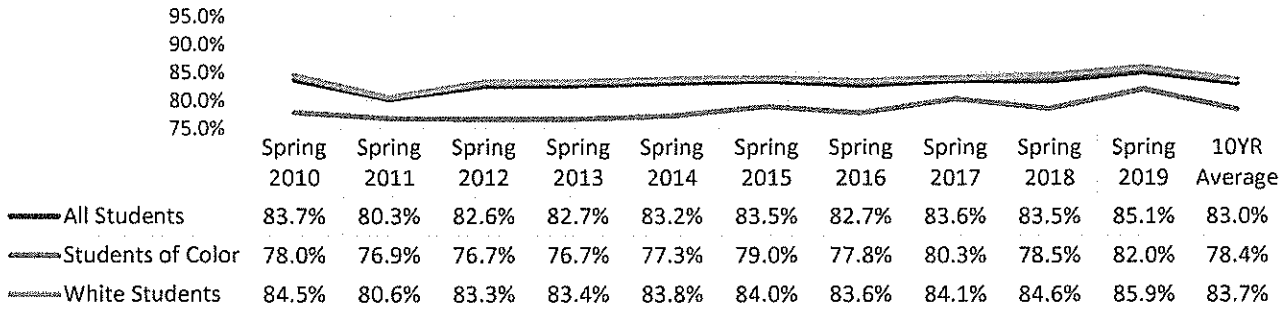
### Student Retention

Most recent Fall 2018 cohort 2nd fall retention rates are highest on record over last ten years.

#### Fall to Spring Re-Enrollment Rates - Undergraduate & Graduate Degree Seeking Students



#### Spring to Fall Re-Enrollment Rates - Undergraduate & Graduate Degree Seeking Students



#### 2nd Fall Retention - Undergraduate First-Time, Full-Time and Transfer Full-Time

