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

Thursday, October 31, 2019
1:15-2:45 P.M.
CSU 203

Present: President Davenport, Melissa Iverson, Marilyn Wells, David Jones, Steve Barrett, Rick Straka, Lynn Akey, Kent Stanley, Mark Johnson, Rachel Tanquist, Brian Martensen, Deb Schulz, Tracy Stokes-Hernandez, Amanda Weister, Gina Maahs-Zurbey, Bobby Fleischman, Margaret Hesser, Carolyn Nelson, Sara Granberg-Rademacker, Amy Staloch, Shirley Murray

Meeting Chair –President Davenport

I. **Information Items**
   A. Review of Notes
      - No changes noted. If changes are needed, they can be recommended to the MSUAASF president.

   B. MSU President's Report (R. Davenport)
      - We are going through interesting times with system-wide changes.
      - R. Davenport recently attended the Leadership Council and Board of Trustees meetings.
      - Chancellor decided to break it into a two-day meeting. On the first day all university presidents met by themselves and all two-year college presidents met by themselves. On the second day both groups met together. This is a more effective meeting structure since our university's concerns are quite different from the two-year colleges.
      - They discussed the NextGen project and how it is going to be funded. The plan is to return to the Legislature to ask for more funding.
      - They also discussed student success, especially in regard to what is happening at Duluth and St. Cloud State with low enrollment numbers.
      - President Wacker visited Mankato to learn more about our institution since she has never visited here before. We're going to take concrete steps to help them and to be good partners.

   C. MSUAASF President's Report (M. Iverson)
      - Our members are going through a busy time with advising, registration season, and career fairs.
      - We are in the process of moving through and voting on our new contract.

   D. Vice President Student Affairs & Enrollment Management Report (D. Jones)
      - Enrollment update. We are down 53 FYE (.8%). Morehead is down 1.3%, Winona State is down 2.2%, Metro State is down 2.4%, SW State is down 4.9%, Bemidji State is down 5.6%, and St. Cloud State is down 8.5%.
      - Our application numbers are matching last year's. Midnight tonight ends free application month.
      - Duluth was down 20% down in applications.
      - Family weekend this weekend.
      - We are almost back on track with the sports dome, Completion date is set for Dec, 6-7th. The field is done, and dome inflation is expected on the 18th.

   E. University Advising Update (L. Akey and S. Granberg-Rademacker)
      - Handout attached.
      - Full implementation of University Advising Center. The center is now fully staffed with four full time advisors. They are working to build the office culture and reputation as connectors to answers.

- The University Advising Center gives an extra layer of support to students who need it, especially to academically reinstated students, students on warning, students with early to mid-semester alerts, and students in transition. The University Advising Center doesn't replace advisor on record, but instead is a support role.
- The Center gets a lot of walk-ins, but scheduled appointments are currently higher. This number does not include walk-ins where their question is answered by the front desk.
- There will be a poster campaign targeted to first year students in the Residence Halls.
- Second handout lists the progress made so far. Multiple measures have been effective at increasing student engagement.
- On the horizon, the Advising Center plans on reaching out to students who have withdrawn from a course this semester. Especially first year students since it impacts their course completion rates.
- Using predictive analytics for additional outreach strategies.
- S. Murray is in a workgroup that is creating some common advising practices.
- Two emerging conversations are centered on developing additional onboarding communication and support, especially during the time between orientation and when students start classes and on access codes and if they are serving their intended purpose.
- D. Schulz asked about where student advisors vs. the advising center are listed. S. Granberg-Rademacker answered that the Advising Center is only listed on MavConnect for students on academic warning and reinstatement. Otherwise, the academic advisor is listed on ISRS.
- D. Schulz asked if we should refer returning undecided students to the University Advising Center. S. Granberg-Rademacker answered yes.
- C. Nelson asked what the common pain points they have run into are. S. Granberg-Rademacker answered that the most common are students wondering who their advisor is or students who don't know where to go.
- The University Advising Center will have walk in hours 10:30am-4pm M-Th, and Friday 12:30pm-4pm.

F. Spring 2020 Re-Enrollment (L. Akey and A. Staloch)
- Handouts attached.
- Re-enrollment effort is broadening to focus on graduate and PSEO students as well as undergraduate students.
- Re-enrollment messages are action oriented: listing why it is important to register now and how to remove barriers to registration.
- Students will be emailed if they don't register within their registration window with a survey asking them why they didn't register and following up with students within 24 business hours to connect them with resources to remove barriers.
- The plan is for centralized information and messaging.
- The re-enrollment website is located under student success. There will be forms that faculty, staff, or student workers can fill out if a student is not re-enrolling so that we can get information from these students to follow up and/or remove them from communications as appropriate.
- Handout lists registration windows and common questions/resources.
- T. Stokes-Hernandez asked if the website is live and A. Staloch answered that it is.
- C. Nelson asked for clarification about the forms. A. Staloch answered that faculty/staff can fill out a form on behalf of the student, the student themselves can complete the form, or admissions can complete the form for the student.
- M. Iverson asked if the re-enrollment campaign is tracking pain-points. A. Staloch answered that they are to gain data.
- L. Akey stated that our current challenge is understanding if a student issue is unique of if it is a part of a systematic issue. We want to collect data so we can understand trends to resolve the root issues.

- T. Stokes-Hernandez asked about the personalized outreach to advisees and if advisors will get a list of who is not returning. A. Staloch answered that there will be a consistent list of who is or is not returning to better disseminate information.
- G. Maahs-Zurbey asked what the expectation is for our members, especially concerning work capacity. A. Staloch answered that tool kit is there to help. Advisors have spaces to make the message consistent but to also make it theirs.
- L. Akey added that coordination and centralization will help us understand what the volume is. MavConnect also helps us understand volume, which helps us better allocate resources.
- There has been a focused conversation regarding how we've been able to respond and not respond well to early alerts.
- C. Nelson added that our members like this idea would like to give feedback.
- C. Nelson noted that the re-enrollment form does not list financial reasons as a reason for not re-enrolling, which is a major reason that students don't continue. A. Staloch will look at the form to see if that can be integrated.
- D. Schulz asked if the re-enrollment process will start as early as when the upcoming term's schedule is out on the website. A. Staloch connected with Registrar's Office on timing and would love to keep building on that.
- L. Akey stated that they have also looked at multi-term scheduling and block scheduling in new and different ways.
- D. Schulz asked about priority scheduling and holds, since while students can register if they still owe $100 or less, they still see the hold, and this may impact their decision to register. R. Straka answered that they will look at the current messaging to students. R. Straka added that most students with an unpaid balance hold owe over $2000.
- We need to look from a student perspective at how our messages interact to reduce confusion.
- L. Akey is going to investigate the recent finance related messages from the system office and let R. Davenport know once she finds out more.

II. Discussion Items

A. Budget (R. Straka)
- The October board of trustees meeting approved the supplemental budget request to the legislature. MMB is not receptive.
- There is a 59-million-dollar structural deficit.
- The supplemental budget request will ask for 14.5 million for 100% base money for Next Gen and money for a 3% tuition freeze for students. R. Straka is concerned they will freeze tuition but not match those funds with appropriations.
- When the legislature gives a 3% tuition freeze the money goes to the MinnState system, whereas a 3% tuition increase has the money come directly to us.
- We have 1 million less in tuition paying students compared to a year ago, but concurrent enrollments are higher which offsets this deficit.
- They are finalizing decisions next week for the final budget plan. 5 million is needed to balance next year with a 3-million-dollar structural gap.

B. HR Topics (S. Barrett)
- Human Resource Vacancies
  - See handout. Please let S. Barrett know if you have any questions or corrections.
  - Vacancies will pick up in the next month or two.
- Workplace Environment Investigations
  - Handout attached.

       o M. Iverson mentioned that the Board of Trustees nomination form is live. S. Barrett added that nominations are coming in every day and the committee wants to hear all the great work that is going on.

C. Proposed Process, New Colleges, Schools, Institutes (M. Wells)
- Handouts attached.
- We're university that is changing for the future and the landscape of higher education is changing. Since we are in a competitive higher education landscape, we are looking at how to redesign our university to best showcase us as an institution.
- How we're currently organized means that we are missing potential opportunities.
- There are three phases to this plan. Phase one is to gather feedback by December to review in January. Phase two is to determine how many colleges we should have and what we should name them. This will be determined by looking at different models and finding a framework that fits our institution. Phase three will be implementation. This will result in changing faculty rosters but is not expected to affect ASF.
- We need to look at how these structures can attract new resources through donors, grants, etc.
- One idea is to create a college focused on international enrollment and global education since it currently falls under three units.
- A second idea is to create a university college centered on the library. This will result in a personnel transition from a Director of Library Operations to the Dean of University College.
- A third idea is to create a new interdisciplinary College of Applied Agriculture. Faculty and programs will still be housed out of their current colleges, but this will be a hub for connections. We currently have a lot of ag. related programs, but they're difficult to find. This college will have an Interim Dean, and this would be an opportunity to attract resources.
- The fourth idea is to create a Poly Tech institute since we currently don't have one in the state of Minnesota. This institute could include cybersecurity, medical devices, etc. This would also allow us to partner with other institutions. The institute would be research oriented and lead by faculty with reassigned time.
- These four ideas are open for feedback. Open forum dates posted. Feedback is due in December.
- M. Wells is open to other big ideas as they emerge. The student senate was excited about the proposed changes.
- S. Murray asked what programs would reside in the University College. M. Wells answered that it would include library faculty interested in increasing their role as faculty and a general studies program.
- R. Davenport stated that we are at another juncture at our institution and we need to look at how we describe our colleges/university to best showcase them. We need to show students how we are different from other institutions. We'll have a campus-wide discussion on what people's big ideas are and hopefully by the end of the semester we'll have some ideas to move forward with.
- B. Martensen will set up a place on the website for feedback.
- We have already laid the groundwork by reorganizing some departments to increase enrollment and create student identity.
- R. Davenport stated that when we created the Office of Institutional Research we learned what we didn't know, especially about why students are not succeeding. We're moving towards bigger things as we set up a formula for success.
- M. Iverson asked about ASF members currently working in academic affairs since we may have members impacted by these changes. M. Iverson urged the executive team to keep our members in mind, especially ones whose jobs may be impacted by the proposed changes.
- M. Wells answered that we are doing these changes so we can keep our enrollment strong which should make jobs more secure. The two models proposed have seven colleges compared to the six we currently have so we're looking to increase colleges. There could be changes, but we need to look at how we keep enrollment strong so we can hire even more people.

- M. Wells stated that many of the changes are resource neutral. Many of the changes are combining administrative lines to create a greater capacity to bring resources in.
- 5 initial open forums, with more possibly added later.

D. Consultation Processes (MSUAASF)
- Our role in Meet and Confer is to bring concerns from members of things that are occurring.
- We are hearing from our membership that there is a feeling of unease and lack of consultation based on some recent changes that are occurring. These feelings often cause anxiety and speculation.
- We want to make sure our members are hearing about changes with plenty of time for consultation in areas where they have expertise. While we are implementing changes quickly, we need to take the time to take part in shared governance.
- Feeling consulted and involved makes us understand why we're taking the steps that we are taking as a university.
- R. Davenport asked if this feeling is occurring in some areas in particular. M. Iverson answered that she has heard it around the new division of student success, since a lot of changes are happening with that division.
- R. Davenport stated that this is reasonable request on our part and that the executive team wants to close this gap. The cabinet wants to hear our thoughts because we can direct the future of the university with our input.
- Dr. Akey will do whatever it takes to make sure that there is clarity on where we are going.
- M. Wells added that there was a recent announcement that went out regarding a leadership transition in the College of Business. She's meeting with faculty tomorrow and ASF members in the College of Business will be attending. If there are any questions from members, she'd be happy to meet with M. Iverson or those employees as a group.
- R. Davenport stated that when he meets individually with bargaining unit presidents or when we meet with senior vice presidents it's a good time to hear about changes and open it up for discussion.
- The changes we are talking about are significant. While he doesn't see jobs as being jeopardized, we don't know that. If we continue to grow as an institution and be prosperous nobody has to worry about their job.
- While there is new leadership and new configurations, it is to benefit our students and we'll all have input on that.

E. University Branding (K. Stanley)
- We are working on brand consistency since we don't want our messaging to be incoherent or inconsistent.
- K. Stanley is working with the provost and integrated marketing.
- The university's work mark and brand is the primary brand.
- We can have branding that is two tiers deep (Ex. university wordmark and then program you're referencing).
- This branding style reflects how our alumni see us. They're a graduate of the university and then the program.
- Colleges are artificial delineations and it's not how the general public or alumni see us.
- We need to be more competitive than we have since WWII in enrollment. We need to better understand how others view us, so we know what our positives and our room for growth is.
- We are conducting qualitative and quantitative research and focus groups to get a healthy idea of what our constituents know and think about us.
- People are voting to put legislative money elsewhere. This is a public relations issue because someone is making a better case for that money than we are. Legislators and the general public don't understand the civic good we provide on top of the individual good of degree conferment.
- We need to know what others think about us, like our legislators. We can't just rely on internal perspectives.

- They are conducting an intentional project of data collection and analysis with brand amplification strategy, media buys, and social media elements.
- M. Iverson asked if we are looking to expand our message "Big Ideas, Real World Thinking" or to move away from it. K. Stanley answered that we are looking at the penetration of our current message and/or whether we need to make a change. We're not looking at rebranding, but brand amplification.
- R. Davenport states that this topic fits in perfectly with M. Wells' presentation on how we showcase our university and how we present ourselves in the future. We're looking at the products we sell and how we're going to sell them. As a university, we're going to the next level and looking for ways to be more relevant in the changing work world.
- C. Nelson stated that the last round of data collecting was eye opening for the admissions office based on the public's perception of us. That data helped the admissions office change its messaging and it was very helpful. It's good to look at what incoming messaging is to incoming high schoolers.
- K. Stanley added that the Maverick logo was incorporated after the last round of data collecting so it will be interesting to see what its brand strength is.
- R. Davenport stated that as an institution we are in a place to make a move, jump ahead, and be modern. This is a major initiative with comprehensive workforce solutions.

F. NextGen Update (M. Johnson)
- Four vendors have been selected as the finalists: Campus Management, Oracle, Banner, and Workday.
- Workday is a new cloud based ERP. It was designed from scratch, and we're not sure how it will be for higher education. M. Johnson previously provided consulting services for two of the four finalists.
- We are well represented with 4 of our employees representing us in the system level RFP selection committees. L. Akey, D. Marzoff, B. Breck, and S. Smith are our representatives.
- The finalists will do demo's to RFP committee members. We won't know who gets the contract until negotiations are complete. March 2020 is projected as the date to have the final choice.
- July 2022 is the finance implementation, HR implementation is planned for 2023, and spring 2024 is when we will implement it for students. We have been hitting our targets so far.
- M. Johnson did note that while we are on schedule now, every ERP he's seen has run over time, but hopefully we will stay on track.
- R. Straka stated that being a committee member for this takes a lot of time away from the office for reviewing.
- As of right now, there is still a portion of NextGen that we will be paying. The System Office has not said the exact portion we will be paying since we are still hoping for additional funds from the legislature. R. Straka has set aside seven million from our reserve to cover our share (one to one and a half million per year for the next 6 years).
- L. Akey added that between now and December she will spend at least 3 days with RFP team. There are different zones of work (registration, hr, finance, etc.) and the scoring for each zone will be combined into an overall score.
- A lot of in presence and distance work required. The finance area kicks off in the next fiscal year with implementation planning. We may see an entirely different chart of accounts. There is quite a bit of change coming.
- They're not programming a system from scratch for us, the system is already programmed so we may need to change our processes to meet what the system can do.
- There will be a unification of business processes across the system. The end result is that there will be a lot of positive changing coming from this switch.

FY20 Meeting Dates
December 5, 2019
January 30, 2020
March 5, 2020
April 2, 2020
May 7, 2020

MINNESOTA STATE
UNIVERSITY, MANKATO

UNIVERSITY
ADVISING

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, and actively serve specific student populations, including:

» Students on academic warning, and students who were reinstated after being on suspension less than one year;

» Students who receive multiple early or mid-semester alerts;

» Students-in-transition, who need support as they consider changes to their areas of study.

We do not replace students' academic advisor-of-record. However, we do answer any general academic or advising questions. When we do not have answers, we help students find the information they seek through other campus or community resources.

University Advising • Memorial Library 111
507.389.1650 • advising@mnsu.edu

MINNESOTA STATE
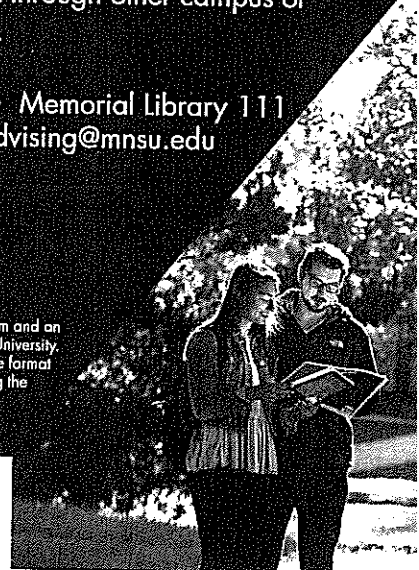
University Advising – Fall 2019 Progress-to-Date

"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..."

Advisor (Start date)
Margo Druschel (8/19/2019)
Ebru Ilhan (8/27/2019)
Lina Wang (10/9/2019)
Mai Xee Vang (10/14/2019)

Students on Academic Warning	
TOTAL ENROLLED	166
Participated in Student Success Retreat	44
Participated in 1+ advising meeting by 10/28	104

Reinstated Students with < 1 year on Suspension	
TOTAL ENROLLED	40
Participated in Student Success Retreat	17
Participated in 1+ advising meeting by 10/28	27

MavConnect Data	September	October (- 10/28)	Total
Number of Notes Recorded	184	255	439
Number of Meetings Held	107	191	298
Number of Unique Students Seen	95	195	
Number of Flags Cleared	65	385	450
Number of Unique Students Cleared	47	102	
TOTAL Unique STUDENTS IMPACTED	134	195	224

What's next?

- Provide outreach to students who have already **withdrawn** from courses this fall – starting with newer students.
- Promote opportunities for students to **connect with University Advising** advisors if they're **struggling with college academic expectations, or concerned about their initial choice of major.**
- Review **upcoming data** provided by predictive analytics – to determine possible intervention and outreach strategies.
- Lead conversations around **common advising practices** for students on academic **probation.**
- Continue work on **advising professional development** for new teaching faculty, to launch during spring.

Emerging Conversations

- Develop additional **onboarding communication and support** to incoming students – between enrollment verification & orientation, and orientation & start of the semester.
- Lead conversations around use of **access codes** to require advising – the purpose they serve, philosophies that guide their use, and more.

Sara Granberg-Rademacker, University Advising – 507-389-1650 – granbs@mnsu.edu
10.31.2019

Goal: Pro-actively encourage fall 2019 enrolled students to register for spring 2020 before semester break.

CAMPAIGN DETAILS

Target Populations: All fall 2019 registered students (graduate, undergraduate, and PSEO)

Lead Campaign Facilitators: Student Success, Office of the Registrar, University Advising, IT Solutions, Diversity and Inclusion, University Admissions, Kearney International Center, New Student and Family Programs, Graduate Studies, Director of Postsecondary Enrollment Options, College Advising Centers, Department Chairs/Deans/Assigned Advisors

Communication Channels: MavMail, MavLife app, D2L, MavCONNECT, Calling Campaigns, Posters, Postcards, Family Newsletter, Campus TV Monitors, Student Newsletters (Insider, ResLife Newsletter), Face-to-Face Reminders from Advisors, Faculty, and Staff

COORDINATED APPROACH

- Ensure that all students, no matter their admissions-type, receive personalized, clear, and action-oriented messaging around the importance of registering for spring 2020 classes as soon as their window opens.
- Establish a communication calendar and role-specific action plan that articulates our approach to connecting with students that have not registered for the upcoming semester with specific processes and procedures included.
- Streamline re-enrollment data requests and distribution.
- Create a consistent way to track, document, and follow up with students that share re-enrollment challenges or decisions to leave campus/take time away.

COMMUNICATION PHASES

	Prior to Windows Opening (October 9-November 1)	As Windows Open (November 4-21)	When all Windows are Open (November 22-January 17)
All University Employees	Talk about re-registration with students.	Encourage re-registration as soon as possible.	Assist students in addressing barriers that are preventing registration.
Academic College Deans	Communicate with college advisors (faculty and professional) expectations on proactively reaching out to students to set up an appointment to discuss re-enrollment.	Recognize the important role of faculty in re-enrollment efforts. Share expectations and ideas on ways faculty can assist with re-enrollment efforts.	Review non-registered student lists that are sent by Student Success and develop personalized outreach that can be done within your college/area.
Assigned Advisors (professional and faculty)	Proactively outreach to advisees to set up appointments to discuss re-enrollment.	Direct students to register as soon as their window opens. Assist in addressing any barriers that could prevent students from registering.	Review non-registered student lists that are sent by Student Success and develop personalized outreach for your advisees.
Student Service & Support Units and Programs	Proactively outreach to students about holds (e.g. balance, immunization) that could impact a student's ability to register.	Ask about re-enrollment plans with the students you interact with. Assist in addressing barriers that are preventing registration.	Review non-registered student lists that are sent by Student Success and develop personalized outreach that can be done within your unit/program.

Position Vacancies by Bargaining Unit/Employee Group
NOVEMBER 2019

Administrators

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Consultant -ABET Preparation	AA19235	NEW	EXISTING	GENERAL	AT WILL	NOT YET STARTED	CSET Dean's Office	9		06/03/19

AFSCME

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Administrative Assistant - Student Services Specialist	AA20140	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	COB Student Center	OAS INT	Rita Hendrickson	11/13/19
C	CTRI Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Center for Transportation Research and Implementation	OAS INT		10/16/19
C	Office and Administrative Specialist	AA20166	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	Accessibility Resources	OAS Int		9/16/2019
C	Admin. Asst to the Assoc. Vice President of Strategic Partnerships	AA20172	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Strategic Business, Education & Regional Partnerships	OAS SR	Cindy Friesen	10/21/19
C	Administrative Assistant	AA20173	EXISTING	EXISTING	GENERAL	TEMP	HIRED	History	OAS INT	Jordyn Glade	10/02/19
C	Administrative Assistant	AA20180	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	School of Nursing	OAS, SR		10/28/19
C	Groundskeeper Intermediate	FA19066	EXISTING	EXISTING	GENERAL	TEMP	NO LONGER BEING FILLED	Grounds	GRDS INT		3/1/19
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		4/15/19
C	Athletics Insurance Coordinator/Admin Asst.	FA19085	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Intercollegiate Athletics	OAS SR		4/15/19

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C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	OAS Intermediate	FA19094	EXISTING	NEW	GENERAL	UNLIM	INTERNAL BID STAGE	Office Support Services	OAS INT		6/11/19
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	Building Services	GMW		6/17/19
C	Cashier	FA20026	EXISTING	EXISTING	BOTH	UNLIM	HIRED	Cashier's Office	CSHR	Kristin Anderson	10/16/19
C	Groundskeeper Intermediate	FA20029	EXISTING	EXISTING	GENERAL	SEAS	HIRED	Grounds	GRNDSKPR INT	Matthew Stoltzman	11/04/19
C	Groundskeeper Intermediate - Snow Plow	FA20030	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20031	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20032	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20033	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20034	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20035	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20036	EXISTING	EXISTING	GENERAL	EMERGENCY	NOT YET STARTED	Grounds	GRDS INT		11/1/19
C	Painter	SA19048	NEW	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Physical Plant	PAINTER		6/17/19
C	Campus Security Officer	SA20011	EXISTING	EXISTING	GENERAL	UNLIM	INTERNAL BID STAGE	Security	SECURITY OFFICER		12/1/19
C	Lab Technician	SA20012	EXISTING	EXISTING	NON-GEN	TEMP	NOT YET STARTED	Student Health Services	LAB TECH		2/1/20

ASF

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Interim Educational Advisor	AA19202	EXISTING	EXISTING	NON-GEN	EXT FUNDED	NOT YET STARTED	Educational Talent Search	B		2/1/19
U	Interim Educational Advisor	AA19203	EXISTING	EXISTING	NON-GEN	EXT FUNDED	HIRED	Educational Talent Search Kearney	B	Benjamin Doeden	10/21/19
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	International Student Services	C		1/15/19
U	Child Welfare Program Student Support Coordinator	AA19219	NEW	EXISTING	NON-GEN	PROB	ADVERTISEMENT OPEN	Social Work	B		4/1/19
U	Academic Success Advisor	AA20098	NEW	NEW	GENERAL	PROB	FAILED SEARCH	University Undergraduate Advising Center	B		7/15/19

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	Position	Number					Status	Department		Name	Date
U	Academic Success Advisor	AA20100	NEW	NEW	GENERAL	PROB	FAILED SEARCH	University Undergraduate Advising Center	B		7/15/19
U	Laboratory Coordinator	AA20138	EXISTING	EXISTING	GENERAL	PROB	WORK EXPERIENCE COMPLETED	Biological Sciences	C		8/19/19
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Graduate Studies Office	C		01/06/20
U	Student Success Coach	AA20150	NEW	NEW	GENERAL	FIXED TERM	ON HOLD	Dean's Office	A		08/15/19
U	Interim International Recruiter	AA20154	NEW	EXISTING	NON-GEN	FIXED TERM	ON HOLD	Kearney Center for ISS; Center for English Language Programs			8/15/19
U	Interim Education Abroad Advisor	AA20162	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Global Education	B	Rachel Witt	10/01/19
U	Acting Director - Center for Education Abroad and Away	AA20163	EXISTING	EXISTING	GENERAL	FIXED TERM	CALL OUT TO ASF	Center for Education Abroad and Away	D		08/26/2019
U	Interim Director of Student Success	AA20167	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	OASIS	C		11/01/19
U	Director, Latino and Multicultural Affairs	AA20169	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Multicultural Center	C		1/1/20
U	Interim Diversity Recruitment & Retention Coord.	AA20170	EXISTING	EXISTING	GENERAL	FIXED TERM	WRITTEN OFFER EXTENDED	OASIS	B		10/01/19
U	Interim Director, Asian American & Multicultural Affairs	AA20171	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Multicultural Center	C	Pakou Lee	10/09/19
U	Academic Advisor for Pre-Professional Tracks	AA20175	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	CSET Advising	B		11/18/19
U	Academic Advisor	AA20176	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	CSET Advising	B		5/04/2020
U	Educational Advisor	AA20181	EXISTING	EXISTING	NON-GEN	EXT FUNDED	NOT YET STARTED	Educational Talent Search	B		11/13/2019
U	Assistant Athletic Trainer	FA20019	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Intercollegiate Athletics	B		7/1/19
U	Assistant Athletic Trainer	FA20025	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B		8/19/19
U	Assistant Athletic Trainer Intermittent	FA20027	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B		09/03/2019
U	Student Success Coordinator and Conduct Officer	SA20001	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Student Conduct	B		8/1/19

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Asst. Director for Communications and Testing Center	SA20006	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	New Student and Family Programs	C		10/01/2019
U	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	UNLIM	INTERNAL BID STAGE	Residential Life	ASST DIR ENVR		01/13/2020
U	Student Success Coordinator and Conduct Officer	SA20009	NEW	EXISTING	GENERAL	FIXED TERM	HIRED	Student Conduct	B	Heather Hammond	09/30/19
U	Assistant Director for Academic Advising	SA20010	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	New Student and Family Programs	C	Margaret Mudroch	10/21/19
U	Academic Advisor	SS20003	NEW	EXISTING	GENERAL	FIXED TERM	HIRED	University Advising Center	B	Mai Xee Vang	10/14/19
U	Academic Success Advisor	SS20004	NEW	EXISTING	GENERAL	FIXED TERM	HIRED	University Advising	B	Lina Wang	10/09/19

Commissioners Plan

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Dentist	AA20134	NEW	EXISTING	NON-GEN	INTMT	FINALISTS SELECTED	Dental Education	DENTIST		9/3/19
C	Dental Hygienist	AA20135	NEW	EXISTING	NON-GEN	INTMT	HIRED	Dental Education	DENTAL HYGIENIST	Alyssa Olson	01/09/20
C	Administrative Assistant	AA20161	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Office of the Provost	OAS SR	Courtney Conroy	11/13/19
C	Dental Hygienist	AA20177	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Education	DENTAL HYGIENIST		01/09/20
C	Dental Hygienist	AA20178	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Education	DENTAL HYGIENIST		01/09/20
C	Dental Hygienist	AA20179	NEW	EXISTING	NON-GEN	INTMT	NOT YET STARTED	Dental Education	DENTAL HYGIENIST		01/09/20
C	Stationary Engineer Intermittent	FA20028	EXISTING	EXISTING	GENERAL	INTMT	HIRED	Physical Plant	STNRY ENGR	Darin Schuette	10/21/19

IFO

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
U	Associate or Assistant Professor	AA19123	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Human Performance	ASSOC/A SST PROF ASSOC/		8/20/18
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Dental Hygiene	ASST PROF		1/1/20

	Title	Number	Col A	Col B	Gen	Term	Status	Department	Rank	Date
U	Associate or Assistant Professor	AA20153	NEW	NEW	GENERAL	FIXED TERM	NOT YET STARTED	AMET	ASSOC / ASST PROFESS OR	8/19/19
U	Associate/Assistant Professor	AA20164	EXISTING	NEW	GENERAL	PROB	ADVERTISEMENT OPEN	Human Performance- Athletic Training Integrated	ASSOC/ ASST PROF	1/8/20
U	Professor or Associate Professor	AA20174	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Engineering/Iron Range Engineering	PROF/ ASSOC PROF	1/8/20
U	Associate or Assistant Professor	AA21001	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Counseling & Student Personnel	ASSOC/ ASST PROF	08/17/20
U	Assistant Professor	AA21002	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Elementary and Literacy Education	ASST PROF	08/17/20
U	Assistant Professor	AA21003	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Finance	ASST PROF	08/24/20
U	Associate/Assistant Professor	AA21004	NEW	NEW	GENERAL	PROB	ADVERTISEMENT OPEN	Dental Hygiene	ASSOC/ ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21007	NEW	NEW	NON-GEN	PROB	NOT YET STARTED	School of Nursing	ASSOC/ ASST PROF	8/17/20
U	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Social Work	ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21009	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	School of Nursing	ASSOC/ ASST PROF	8/17/20
U	Associate/Assistant Professor	AA21010	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	School of Nursing	ASSOC/ ASST PROF	8/17/20
U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Elementary & Literacy Education	ASST PROF	8/17/20
U	Assistant Professor or Instructor	AA21026	EXISTING	NEW	GENERAL	FIXED TERM	NOT YET STARTED	Computer Information Science	ASST PROF/ INSTR	8/17/20
U	Associate, Assistant Professor or Instructor	AA21028	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Automotive and Manufacturing Engineering Technology	ASSOC/ ASST PROF/ INSTR	8/17/2020

Managerial

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

MAPE

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Support and Training Specialist	AA20122	EXISTING	EXISTING	NON-GEN	UNLIM	HIRED	PALS	ITS 3	Jill Holman	10/23/19
C	Director of Communications and Events	AA20137	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	CAHN	INFO OFFICER 3		8/1/19
C	Lead Applications Project Manager/Analyst	IT20003	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	IT Solutions - Application Development	ITS4		09/07/19
C	Solutions Center Consultant	ITS20003	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	IT Solutions Center	ITS1		9/23/19
C	Solutions Center Consultant	ITS20004	EXISTING	EXISTING	GENERAL	UNLIM	NOT YET STARTED	IT Solutions Center	ITS1		9/23/19
C	Assistant Director of Marketing and Campus Visits	SA20002	NEW	EXISTING	GENERAL	UNLIM	HIRED	Admissions	INFO OFFICER 2	Anders Rydholm	10/28/19
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Residential Life	STATE PRG ADMIN SR		8/5/19

MGEC

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

MMA

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPARTMENT	RANGE	NAME	START
C	Assistant Director of Printing Services	UA20001	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Printing Services	ASST DIR	Toni Raimann	11/06/19

	PRF	POSITION	FUNDS	SOURCE	TYPE
TOTAL POSITIONS:	209	246	246	80	86
	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19
ADMINISTRATORS	8	9	9	2	1
AFSCME	52	59	59	19	26
ASF	47	66	66	34	28
COMMISSIONERS PLAN	6	8	8	4	7
IFO	81	85	85	13	16
MANAGERIAL PLAN	1	1	1	0	0
MAPE	13	17	17	7	7
MGEC	0	0	0	0	0
MMA	1	1	1	1	1

Position Vacancies by Status
NOVEMBER 2019

Search Not Started

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
U	Associate or Assistant Professor	AA19123	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Human Performance	ASSOC/ASST PROF		8/20/18
U	Interim Educational Advisor	AA19202	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search Kearney	B		2/1/19
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	International Student Services	C		1/15/19
C	Consultant -ABET Preparation	AA19235	NEW	EXISTING	GENERAL	ADMIN	AT WILL	CSET Dean's Office	9		06/03/19
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	ASF	PROB	Graduate Studies Office	C		01/06/20
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	Professor or Associate Professor	AA20174	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Integrated Engineering/Iron Range Engineering	PROF/ ASSOC PROF		1/8/20
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	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
C	Administrative Assistant	AA20180	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	School of Nursing	OAS, SR		10/28/19
U	Educational Advisor	AA20181	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search	B		11/13/2019

	Position	Code						Department	Class	Date
U	Associate/Assistant Professor	AA21007	NEW	NEW	NON-GEN	IFO	PROB	School of Nursing	ASSOC/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/Assistant Professor	AA21010	EXISTING	EXISTING	GENERAL	IFO	PROB	School of Nursing	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, Assistant Professor or Instructor	AA21028	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Automotive and Manufacturing Engineering Technology	ASSOC/ASST PROF/INSTR	8/17/2020
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 - Snow Plow	FA20030	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20031	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20032	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20033	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20034	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20035	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Groundskeeper Intermediate - Snow Plow	FA20036	EXISTING	EXISTING	GENERAL	AFSCME	EMERGENCY	Grounds	GRDS INT	11/1/19
C	Solutions Center Consultant	ITS20003	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions Center	ITS1	9/23/19

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	Solutions Center Consultant	ITS20004	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions Center	ITS1		9/23/19
C	Painter	SA19048	NEW	EXISTING	NON-GEN	AFSCME	UNLIM	Physical Plant	PAINTER		6/17/19
U	Coordinator and Conduct Officer Student Success	SA20001	NEW	NEW	GENERAL	ASF	PROB	Student Conduct	B		8/1/19
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	Residential Life	STATE PRG ADMIN SR		8/5/19
C	Lab Technician	SA20012	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Student Health Services	LAB TECH		2/1/20

Open / Bidding

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
U	Associate/Assistant Professor	AA20164	EXISTING	NEW	GENERAL	IFO	PROB	Human Performance-Athletic Training	ASSOC/ ASST PROF		1/8/20
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	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	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	IFO	PROB	Social Work	ASST PROF		8/17/20
U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	IFO	PROB	Elementary & Literacy Education	ASST PROF		8/17/20
C	OAS Intermediate	FA19094	EXISTING	NEW	GENERAL	AFSCME	UNLIM	Office Support Services	OAS INT		6/11/19
U	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

Reviewing Applications

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	CTRI Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Center for Transportation Research and Implementation	OAS INT		10/16/19
U	Director, Latino and Multicultural Affairs	AA20169	EXISTING	EXISTING	GENERAL	ASF	PROB	Multicultural Center	C		1/1/20
C	Lead Applications Project Manager/Analyst	IT20003	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions - Application Development	ITS4		09/07/19

Finalists Selected / Offer Approvals

Work Experience Completed / Offer Extended

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	Dentist	AA20134	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTIST		9/3/19
C	Director of Communications and Events	AA20137	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	CAHN	INFO OFFICER 3		8/1/19
U	Laboratory Coordinator	AA20138	EXISTING	EXISTING	GENERAL	ASF	PROB	Biological Sciences	C		8/19/19
C	Office and Administrative Specialist Interim Diversity	AA20166	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Accessibility Resources	OAS Int		9/16/2019
U	Recruitment & Retention Coord.	AA20170	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	OASIS	B		10/01/19
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
U	Asst. Director for Communications and Testing Center	SA20006	EXISTING	EXISTING	GENERAL	ASF	PROB	New Student and Family Programs	C		10/01/2019

Hired

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Interim Educational Advisor	AA19203	EXISTING	EXISTING	NON-GEN	ASF	EXT FUNDED	Educational Talent Search	B	Benjamin Doeden	10/21/19
C	Support and Training Specialist	AA20122	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	PALS	ITS 3	Jill Holman	10/23/19
C	Dental Hygienist	AA20135	NEW	EXISTING	NON-GEN	COMMS	INTMT	Dental Education	DENTAL HYGIENIST	Alyssa Olson	01/09/20
C	Administrative Assistant - Student Services Specialist	AA20140	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	COB Student Center	OAS INT	Rita Hendrickson	11/13/19
C	Administrative Assistant	AA20161	EXISTING	EXISTING	GENERAL	COMMS	UNLIM	Office of the Provost	OAS SR	Courtney Conroy	11/13/19
U	Interim Education Abroad Advisor	AA20162	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Global Education	B	Rachel Witt	10/01/19
U	Interim Director, Asian American & Multicultural Affairs	AA20171	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Multicultural Center	C	Pakou Lee	10/09/19
C	Admin. Asst to the Assoc. Vice President of Strategic Partnerships	AA20172	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Strategic Business, Education & Regional Partnerships	OAS SR	Cindy Friesen	10/21/19
C	Administrative Assistant	AA20173	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	History	OAS INT	Jordyn Glade	10/02/19
C	Cashier	FA20026	EXISTING	EXISTING	BOTH	AFSCME	UNLIM	Cashier's Office	CSHR	Kristin Anderson	10/16/19
C	Stationary Engineer Intermittent	FA20028	EXISTING	EXISTING	GENERAL	COMMS	INTMT	Physical Plant	STNRY ENGR	Darin Schuette	10/21/19
C	Groundskeeper Intermediate	FA20029	EXISTING	EXISTING	GENERAL	AFSCME	SEAS	Grounds	GRNDSKPR INT	Matthew Stoltzman	11/04/19
C	Assistant Director of Marketing and Campus Visits	SA20002	NEW	EXISTING	GENERAL	MAPE	UNLIM	Admissions	INFO OFFICER 2	Anders Rydholm	10/28/19
U	Student Success Coordinator and Conduct Officer	SA20009	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Student Conduct	B	Heather Hammond	09/30/19
U	Assistant Director for Academic Advising	SA20010	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	New Student and Family Programs	C	Margaret Mudroch	10/21/19
U	Academic Advisor	SS20003	NEW	EXISTING	GENERAL	ASF	FIXED TERM	University Advising Center	B	Mai Xee Vang	10/14/19

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Academic Success Advisor	SS20004	NEW	EXISTING	GENERAL	ASF	FIXED TERM	University Advising	B	Lina Wang	10/09/19
C	Assistant Director of Printing Services	UA20001	EXISTING	EXISTING	GENERAL	MMA	UNLIM	Printing Services	ASST DIR	Toni Raimann	11/06/19

On Hold / No Longer Being Filled / Failed Search

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Academic Success Advisor	AA20098	NEW	NEW	GENERAL	ASF	PROB	University Undergraduate Advising Center	B		7/15/19
U	Academic Success Advisor	AA20100	NEW	NEW	GENERAL	ASF	PROB	University Undergraduate Advising Center	B		7/15/19
U	Student Success Coach	AA20150	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Dean's Office Kearney Center	A		08/15/19
U	Interim International Recruiter	AA20154	NEW	EXISTING	NON-GEN	ASF	FIXED TERM	for ISS; Center for English Language Programs			8/15/19
C	Groundskeeper Intermediate	FA19066	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Grounds	GRDS INT		3/1/19
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Building Services	GMW		6/17/19

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19
TOTAL POSITIONS:	209	246	246	80	86
TOTAL NOT STARTED	41	20	20	38	39
TOTAL OPEN	5	10	10	5	12
TOTAL REVIEWING APPLICANTS	14	9	9	5	3
TOTAL FINALISTS SELECTED	26	12	12	14	8
TOTAL HIRED	107	172	172	13	18
TOTAL ON HOLD/NOT FILLED	16	23	23	5	6

MINNESOTA STATE UNIVERSITY

MANKATO
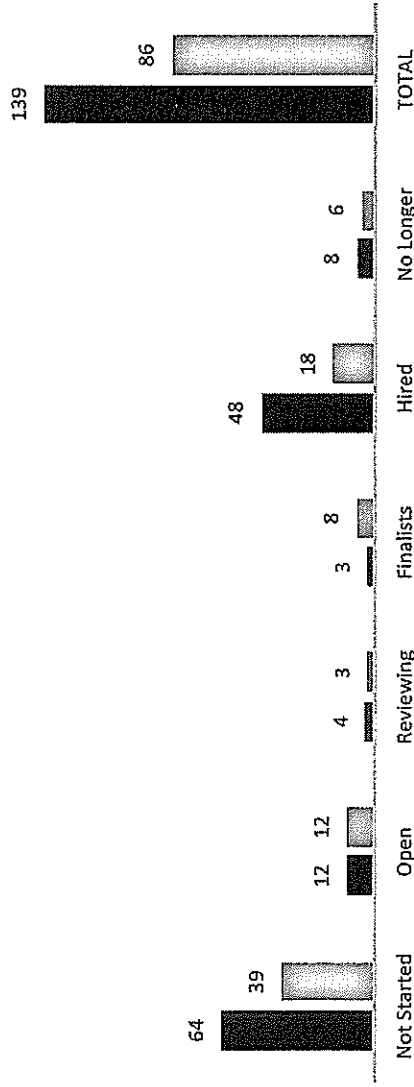
Human

Resources

SERVICE FACULTY

Meet-and-Confer
Information Packet

Thursday, October 31, 2019

Vacancy Dashboard - November 2019
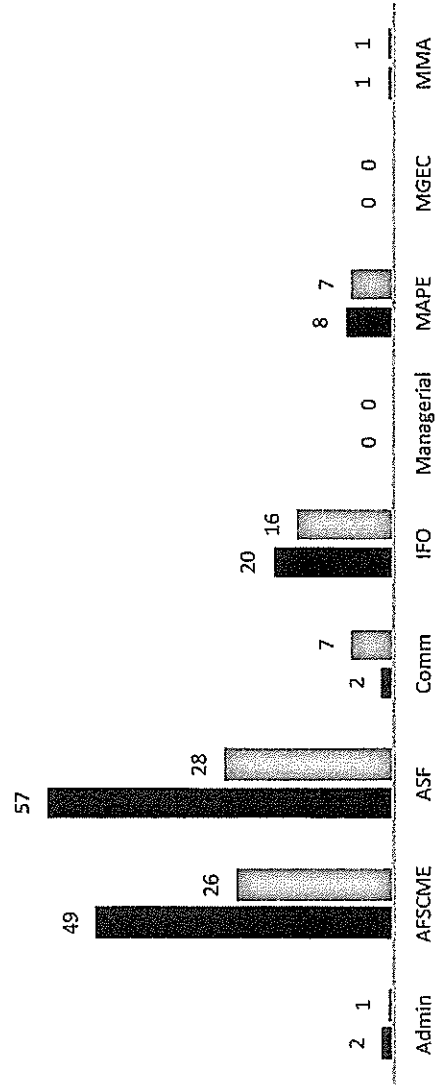
VACANCIES BY SEARCH STATUS

Legend: ■ NOV 2018 ☐ NOV 2019

Status	NOV 2018	NOV 2019
Not Started	64	39
Open	12	12
Reviewing	4	3
Finalists	3	8
Hired	48	18
No Longer	8	6
TOTAL	139	86

VACANCIES BY EMPLOYEE GROUP

Legend: ■ NOV 2018 ☐ NOV 2019

Group	NOV 2018	NOV 2019
Admin	2	1
AFSCME	49	26
ASF	57	28
Comm	2	7
IFO	20	16
Managerial	0	0
MAPE	8	7
MGEC	0	0
MMA	1	1

Estimated Vacancy Rate

3.30%

MN Vacancy Rate: Educational Organizations

3.70%

2 Complaints
(Last year at this time: 8 complaints)

Starting the Investigation

2019-2020 Average: 3.00 days
Goal: 5 days

3.00 days
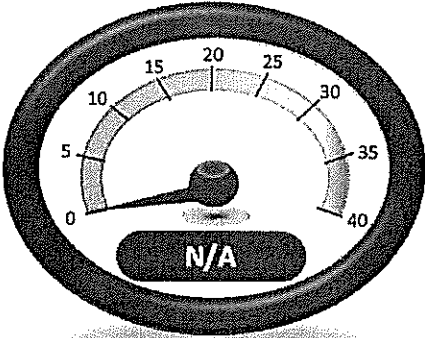
Completing the Investigation

2019-2020 Average: N/A
Goal: 20 days

N/A
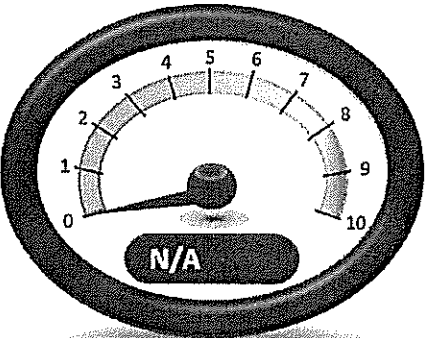
Decision-Maker Makes a Decision

2019-2020 Average: N/A
Goal: 5 days

N/A
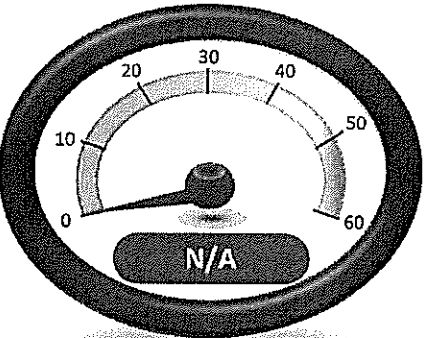
Total Investigation Timeline

2019-2020 Average: N/A
Goal: 30 days

N/A

PROPOSED NEW COLLEGES, SCHOOLS, INSTITUTES

OPEN FORUMS

Our University is changing for the future! We strive to be a modern, thriving University of the 21st century! We need to be competitive in the rapidly changing higher education landscape! Come listen to proposed ideas for New Colleges, Schools, Institutes – Share your big ideas – Give input!

Proposals – Meet & Confer Handouts, dated Oct 10th & Oct 31st

Friday, Nov. 8th
8:30 – 10:30 am
CSU 204

Thursday, Nov. 14th
2:30 – 4:30 pm
CSU 204

Tuesday, Nov. 19th
1:30 – 3:30 pm
CSU 201

Monday, Nov. 25th
9:00 – 11:00 am
CETL Conference Room | ML 94B – Telepresence

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2:00 – 4:00 pm
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MINNESOTA STATE
UNIVERSITY
MANKATO

THINKING BEYOND OUR FIRST 150 YEARS:

BOLD VISIONS ⚱ INNOVATIVE RISKS ⚱ NEW DIRECTIONS

PROPOSED PROCESS

NEW COLLEGES, SCHOOLS, INSTITUTES

OCTOBER 10, 2019

THE NEED: WHY SHOULD WE CONSIDER NEW COLLEGES, SCHOOLS, & INSTITUTES?

Our University is changing for the future! We strive to be a modern, thriving University of the 21st century! We need to be competitive in the rapidly changing higher education landscape!

A few problems:
- Some outstanding programs are hidden. → Bring greater visibility to more of our outstanding programs.
- Higher education is increasingly competitive. → The pipeline of high school students is declining. More Minnesota high school graduates are going out of state for higher education. Graduate education has growth potential. How can we be more competitive as a university to attract new students from new markets?
- We are missing opportunities. → We have opportunities to have even greater impact in special areas such as graduate education, global education, societal grand challenges, and more, if we strategically focus and organize ourselves. There is potential for named schools, colleges, and institutes that can honor distinguished members of our campus community and donors, bring new resources, and greater visibility to our University.

Some opportunities:
- Student success → foster a sense of belonging and identity, attract new students, stimulate academic purpose and progress, promote real-world learning, close the opportunity gap
- Faculty success → bring faculty together across disciplines; create new focuses for faculty energy, expertise, collaboration, and innovation on areas of shared interest; attract new high caliber faculty
- Academic distinctiveness and competitiveness → market competitive programs, grow high demand programs, create new innovative programs, spur curricular innovations
- Applied research, scholarship, creative activity → create more opportunities for faculty and student (undergraduate and graduate) research,
- Alumni, employer, partner engagement → invite ongoing and systematic participation of alumni and strategic partners – business/industry, civic/community, k12/higher education
- Investment and new funding streams → become a target for university investment and grow external funding from public and private sources (grants, contracts, annual gifts, endowments, etc.)

1. **School of Nursing**
   Since 1953

2. **Designated a *Non-Land Grant College of Agriculture (NLGCA)* by the United States Department of Agriculture (USDA), September 2015**
   http://www.mnsu.edu/news/read/?id=1443108712&paper=topstories

3. **President's Fall 2018 Retreat**
   Afternoon Table Discussions, "Selected Topics in Advancing our University Strategic Directions"

   "Innovations: Seizing Emerging Opportunities"
   With a fresh perspective of autonomy and distinctiveness among system universities, an innovation for 2018 – 2019 will be to explore a polytechnic moniker or framework to highlight and grow our strengths. The concept of a college or other organizational unit specializing in engineering, technology, applied science, and natural sciences complements the University's emerging and established Areas of Distinction and recognized brand of "Big ideas. Real-world thinking."

4. **School of Communication, Spring 2019**
   With support and recommendations from faculty, departments, and the Dean; followed by consultation through our shared governance process, the School of Communication was approved and launched in Spring 2019.

5. **President's Fall 2019 Retreat**
   Afternoon Table Discussions, "Selected Topics in Advancing our University Strategic Directions"

   "New Colleges, Schools, & Institutes: Promoting Our Academic Distinctiveness & Competitiveness"
   What might be new organizational designs or relationships – colleges, schools, institutes – that would raise our academic distinctiveness and competitiveness, attract new students, create new high demand academic programs, bring faculty together across disciplines, attract new caliber faculty, create new partnerships and funding streams, grow applied research, and achieve your big ideas? Our Areas of Distinction from our Academic Master Plan are providing a framework; with our new School of Communication and pathway programs as one example. Share your ideas for new organizational designs and graduate and undergraduate programs to inspire the next generation of students.

   Discussion: Our new School of Communication was created on 3 principles: to serve students better, to engage faculty who do similar work, and to create new opportunities. These are good principles as we create other new organizational structures.

   "Leading a New Statewide Polytechnic Program Focus: Advancing the University's Identity & Impact"
   A year ago at our retreat, we began to explore a potential new polytechnic academic focus for the University. In the process, we studied polytechnic institutes and universities nationwide. Modern, thriving polytechnic institutes are: (1) career-focused, (2) supported by strong professional and liberal arts skills, (3) known for project-based learning (authentic, real-world industry projects), and (4) able to nimbly react to industry needs. Our University has been challenged by Chancellor Malhotra to develop a University and state-wide model for a polytechnic program focus. We are well-positioned to expand our identity and lead a polytechnic institute, statewide consortium, or campus-based plan that involves strong regional industry partnerships. We need your big ideas and bold thinking.

President's & Provost's Convocation Addresses, Fall 2019

6. **Department Chairs' & Directors' Breakfast Meeting, September 10, 2019**
   Student Success: Bold Visions
   Discussion Question #2: "What are your ideas for new Colleges, Schools Institutes?"

7. **The Campus is Sharing Big Ideas!**
   With the discussions over the past two years, faculty and staff are sharing big ideas for new Colleges, Schools, Institutes.

LOOKING TO THE FUTURE: WHAT WILL BE THE CONSULTATION PROCESS & TIMELINE?

FA M&C	Oct 10, 2019	Information & Consultation Begins Proposed Process & Timeline for New Colleges, Schools, Institutes
FA M&C	Oct 31, 2019	Information & Consultation Present Proposed Models for New Colleges, Schools, Institutes, with Timelines (Phases 1, 2, 3)
Planning Sub	Nov 12, 2019	Information & Consultation Review/Update Definitions: Colleges, Institute (initially approved in 2014), & Schools (working definition, 2018) §
Joint Sub	Nov 15, 2019	Information & Consultation Proposed Models for New Colleges, Schools, Institutes with Timelines (Phases 1, 2, 3) §
FA M&C	Dec 5, 2019	Information & Consultation Proposed Models for New Colleges, Schools, Institutes with Timelines (Phases 1, 2, 3) – target date to receive input on Phase 1 plans §
FA M&C	January 20, 2020	Information & Consultation Proposed Models for New Colleges, Schools, Institutes with Timelines (Phases 1, 2, 3) – target date to receive input on Phase 2§
FA M&C	March 5, 2020	Information & Consultation Proposed Models for New Colleges, Schools, Institutes with Timelines (Phases 1, 2, 3) – target date to receive input on Phase 3§
FA M&C	April 2, 2020	Information & Consultation Big ideas, new directions for 2020 – 2021

§ Additional consultation opportunities, such as open forums and other sub-meets, will occur as the plan is presented and feedback is received.

PROPOSED MODELS FOR NEW COLLEGES, SCHOOLS, INSTITUTES

WITH TIMELINES (PHASES 1, 2, 3)

OCTOBER 31, 2019

(BACKGROUND DOCUMENT: PROPOSED PROCESS, OCTOBER 10, 2019)

Phase 1 – target date to receive feedback → December 5, 2019
potential initiation/launch in Spring semester 2020

School of Global Education

- At present our "global education" unit is comprised of 3 units – Center for English Language Programs, Kearney Center for International Student Services, Center for Education Abroad and Away – and we have a Dean of Global Education. However, we do not have a collective organizational structure. An analogy would be like having departments and a dean, but no college or name. Therefore, the desire is to create a School of Global Education as an overall organizational design.
- Benefits of a "School of Global education" would be greater visibility for prospective international students and partners and enrollment growth, as well as a hub for faculty and staff for global research and scholarship, alumni and employer engagement, and new funding (naming opportunity, scholarships, etc.).
- No new resources would be required to launch a School of Global Education.

Consultation: Administration seeks input on a proposed School of Global Education.

College of Applied Agriculture

- Our University has had exciting developments in Agriculture over the past few years, with recognition by the USDA; launch of our new Ag, Food, & Natural Resources affinity group, growth in external grant proposals and awards, "We Have Ag!" Colloquium Series, and new courses and programs, among many other developments.
- The region that we serve – Southern Minnesota – has been calling upon us to have an outward and visible presence for Ag, such as a new College. Our University has been actively engaged with many Ag partners throughout our region.
- So, a new "College of Applied Agriculture" could be a hub where faculty can come together to collaborate and innovate from applied and interdisciplinary perspectives on Agriculture yet remain in their academic departments and colleges. One way of thinking about this new College could be like our Ag affinity group "on steroids".
- One example of this model can be found at Iowa State. Faculty and programs are anchored in their academic colleges and departments, yet are also "named" in their College of Ag.
- To launch a new College of Applied Agriculture, a search for an interim Dean is proposed – supported through reallocation and external funding.
- Developing a process whereby our faculty could be "affiliated" with a new College of Applied Agriculture (similar to how we name graduate faculty), is proposed as another early step.

Consultation: Administration seeks input on the proposed College of Applied Agriculture.

University College

- To better support student learning and academic success, a new University College is proposed. This new home would organizationally house the Library, and other potential programs and services who support learning university-wide and may wish to be a part of the University College.
- The Library faculty and staff would remain as a unit; the faculty would continue to remain a department with a department chair. With the retirement of the Assistant to the Dean this December, and modeling the approach used in CEST, the new position would be a Director of Library Operations, with library credentials. The Dean would be Dean of the University College with commensurate credentials.

Consultation: Administration seeks input on this proposed approach for a new University College and alignment of Library Services.

Polytechnic Institute

- In summer 2018, with a fresh perspective of autonomy and distinctiveness among system universities, the Chancellor asked our University to explore a polytechnic identify or framework to highlight and grow our strengths. With Table Discussions at the President's Fall Retreat in 2018 and 2019, and subsequently on campus, concepts began to emerge. These concepts range from opportunities for better marketing of our programs that fit the polytechnic framework to an institute that could attract significant industry partnerships and funding to support of faculty, programs, and students, and work with our sister institutions. These concepts were enthusiastically received by the system and our partners.
- To further explore these concepts and launch those that show promise, a new Polytechnic Institute, led by a faculty director or co-directors, is proposed. Similar models of faculty directed academic and research-focused endeavors on our campus might be the Honors Program, the Undergraduate Research Center, or Glen Taylor Institute for Family & Societal Nursing.

Consultation: Administration seeks input on the proposed Polytechnic Institute.

Administration will host open forums (below) to get campus-wide input – faculty, staff, student, partner – on the above questions, as well as open input.

Friday, Nov. 8th
8:30 – 10:30 am
CSU 204

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CSU 204

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Phase 2 – target date to receive feedback → January 20, 2020

For decision on new College names/designs in Spring semester 2020

While students focus on programs (Does the University offer the program I want?), other constituencies from accreditors to business/industry to the public, and more, find meaning and value in colleges. The way they are named and organized tells a story, and provides a focus for student and faculty identity, belonging, academic purpose, research, and much more.

In thinking our being a University changing for the future, questions to consider include:

- *What is the right number and size of Colleges for our University?*
- *Which of the models below can best showcase our programs today? our distinctive programs?*
- *Which of the models has potential to enable small or struggling programs to grow?*
- *How can new College names/designs embrace the increasingly interdisciplinary nature of teaching and learning?*
- *How can we redesign our Colleges in ways that provide solutions and remove barriers for students?*
- *Should our Colleges have longer names or shorter names, such as proposed in the models below?*
- *Should our Colleges have more academic/disciplinary names or more profession and global facing names, such as proposed in the models below?*
- *Which of the proposed models resonates with you? And why?*
- *Which of the models will bring even greater prestige to our University?*
- *What other big ideas do you have?*

Model A
College of Health & Human Services
College of Arts, Media, & Entertainment
College of Business
College of Education
College of Computer, Mathematical, & Natural Sciences
College of Engineering, Manufacturing, & Technology
College of Public Affairs & Social Justice

Model B
College of Health
College of Liberal Arts
College of Business
College of Education
College of Science
College of Engineering
College of Public Affairs

Consultation:
- *Administration seeks input on the questions and models above.*
- *Administration will host open forums (below) to get campus-wide input – faculty, staff, student, partner – on the above questions, as well as open input.*

Phase 3 – target date to receive feedback → March 5, 2020

For potential initiation / launch beginning in Spring semester 2020

Once new College names/designs are determined, then departments and programs may begin to consider where they see greatest alignment with the focus of their programs and mission. This process may occur throughout 2020 – 2021, and beyond. No roster changes are proposed, and all contractual processes will be followed, as required.