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

Thursday, March 5, 2020
1:15-2:45 P.M.
CSU 203

Present: President Davenport, Melissa Iverson, David Jones, Steve Barrett, Rick Straka, Lynn Akey, Brian Martensen, Mark Johnson, Marie Slotemaker, Rachel Tanquist, Deb Schulz, Tracy Stokes-Hernandez, Amanda Weister, Gina Maahs-Zurbey, Carolyn Nelson, Matt Cecil, Anne Dahlman, Wendy Schuh

Meeting Chair –MSUAASF President, Mel Iverson

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)
- The campus is getting ready for spring break.
- There have been many questions on the coronavirus arising. We are the best example in the state regarding the actions we've taken.
C. MSUAASF President's Report (M. Iverson)
- ASF has been consulting with management and members regarding the upcoming changes on campus.
- Our members have been busy admitted student open houses. These events involve admissions, housing, advising, etc.
- Our business agent for Teamsters will be visiting our membership on the 18th to give an update.
- ASF members will be attending Lobby Day on March 31st.
D. Vice President Student Affairs & Enrollment Management Report (D. Jones)
- We are currently at 13,804 students, up .4% over last year. Only university is the only MinnState college with positive enrollment.
- We are down 18.4 FYE students year over year, -.03 students.
- Our overall fall applications are up 2.5%. We have received over 1,400 graduate applications, which is a similar ballpark from last year.
- Our intent to enroll is up 4.8%, approx. 100 students.
- We are currently down 5 transfer students, but it is too early too tell.
- We are in a good enrollment position.
- R. Davenport added that we are at risk for international enrollment due to the coronavirus. We currently have 1,200 students from 93 countries. The most optimistic projections are that we'll retain 90% of those students, worst case is 20%. This affects our overall budget and we don't know the impact yet. If we lose a significant number of international enrollments, we will have a significant budget concern.
- The dome open season will be from the end of October to the end of April. R. Straka added that the exact dates will depend on the availability of the Department of Corrections workforce. The dome takes approximately one week to put up and one week to put away.

E. HR Topics (S. Barrett)
- Human Resources Vacancies
  o Please see attached document and let S. Barrett know if any questions arise.
- Workplace Environment Investigations
  o Please see attached document and let S. Barrett know if any questions arise.

II. Discussion Items

A. Budget (R. Straka)
- The Department of Revenue forecasted a 1.5-billion-dollar surplus. However, the cash flow moving forward is a different story. The 2022-23 year is projected to have a 740,000 deficit when inflation is factored in. R. Straka's hope is that we get a 3% increase to match inflation.
- R. Straka recently got a first look at the allocation model for next year. There was a further shift in funds from the universities to the two-year colleges, with $150,000 less than forecasted. R. Straka is hoping that additional enrollment numbers will offset this.
- Moorhead is planning for a 5.9-million-dollar budget reduction for 2022-23 biennium. We're in a better place than our sister institutions to make sure we can get students here and retain them.
- There is a 3-million-dollar deficit for next year.
- R. Davenport asked R. Straka to explain MinnState's rationale for how the allocations formula works and why resources are directed away from the four-year colleges to the two-year colleges. R. Straka answered that it's due to the revenue buy-down portion of the equation. We are penalized for having a successful aviation program, since it shows as revenue, but really it's just a flow through of student fees to pay the airport for flight labs. R. Straka wants the formula to be a tuition buy down instead of considering other funds. R. Straka plans to revisit this topic with Vice Chancellor Maki. The discrepancy is also compounded by the legislature getting involved and the different tuition rates between the two-year and four -year colleges.
- R. Davenport wanted to share the information with us as union representatives so that we understand how it is affecting our institution. M. Iverson stated that we can communicate this at our State Meet and Confer.
- St Cloud catching up with them in the model with significant decline in state appropriations.

B. COVID-19 Update (D. Jones, M. Cecil & W. Schuh)
- There have been resources developed to share what's happening with university decision making regarding COVID-19 and there is a wealth of information online.
- The University Security website has emergency plans, which shows how we approach problem solving with a specific pandemic response.
- W. Schuh is very involved with local and state health departments. She has weekly standing conference calls for updates on the number of people under quarantine, pending lab tests, and a database on supplies. The South-Central Healthcare Coalition is a model for the state with active participants and supplies.
- W. Schuh is keeping tabs on what local hospitals and clinics are seeing so that we can keep up and provide accurate information.
- J. Egeland is our medical director and is training staff on COVID-19.
- Please reach out to them with any questions you may have on the medical component.
- There has been a lot of misinformation about masks. They are not required for students to meet with instructors or staff. There is also concern with stigmatization of students who look like they're from certain parts of the world.

- M. Iverson asked if we are equipped for testing. W. Schuh answered that we do not have testing supplies, nor do we have them in the state of Minnesota. They're coming, and likely will arrive first at the major hospitals.
- Please call ahead before showing up to the University clinic or your local clinic if you think you may have COVID-19 symptoms so they can prepare. The University clinic can be the first call to help direct students.
- D. Jones added that M. Cecil has been influential with how MinnState is responding. There was a conference call with representatives with all institutions. We are ahead of the curve of what others are doing with our FAQ website. Please send any questions via the FAQ website contact function located at the bottom of the page. They are responding as quickly as they can, but they've received 1,000 emails in the last three days. They want to make sure all concerns are acknowledged.
- Regarding the financial situation for international travel, they are planning on doing individual meetings with the people affected to see how they can make things whole. There are so many complications that it is an individual process. Many of these meetings will occur after spring break.
- Thanks to MSUAASF members for taking care of students in these situations and helping students through this process since there is a lot of anxiety.
- We are trying to be proactive and plan for all possible contingencies.
- M. Weister asked what the total number of faculty lead programs were that were affected. 9 programs this semester were cancelled affecting 127 students and an additional 44 student affected through exchange programs. Faculty members who were planning on attending international conferences were also affected as well as faculty members who planned on attending domestic conferences that are now cancelled.
- Please note that the travel ban also includes using PDF and PIF funds. It also includes attending a conference with your own money but using your university title since that would be considered university sanctioned travel and is a part of the travel ban.
- M. Weister asked if people are allowed to travel to and from level three area. M Cecil answered that if they're not going as a university representative and they're using their own funds; they can still go. We legally can't tell individuals not to come to work.
- C. Nelson asked if they would consider flexible working environments. M. Cecil answered yes.
- R. Davenport asked if we're allowed to ask for proof of health. R. Straka answered that we can't legally do so, and M. Cecil answered that we can't under the Civil Rights Act.
- M. Slotemaker added that the School of Nursing is meeting tomorrow to discuss this and the messaging coming from faculty. Students are worried that they'll be penalized for not coming to class if they don't feel well. M. Cecil answered that some of these conversations have happened and will continue to happen.
- International experiences credits will now be delivered on campus. Faculty will accommodate students who don't feel comfortable coming to class. If a student is being told otherwise, M. Cecil would like to know.
- Please send in more questions via the website.
- If the Department of Health decides we need to shut down our campus, we will use our continuity of operations plan. We will have a template tomorrow of what needs to be considered and how we will provide services if we need to promote a lesser mode of operations. This plan will be sent out to everyone so people can think through it before it occurs.

C. Cultural Contribution Scholarship Proposed Changes (A. Dahlman)
- A. Dahlman is seeking feedback by March 23rd. Please email A. Dahlman with any feedback on the proposed changes.

- The cultural contributions scholarship currently provides a discounted tuition rate for international students where they pay 10% above the local tuition rate. This additional tuition revenue goes towards International Student Services so that they can support and recruit more international students and students studying abroad.
- There were six approved uses for the scholarship funds. So far only one is being used to support international recruitment and retention, however they'll keep the other five uses open in case they want to use them in the future.
- One change would be to earmark funds for Emergency Grants for international students.
- Another change would be to update the name to International Maverick Scholarship.
- Details of proposed changes are on page two of the attachment, including student requirements for the scholarship. Currently, 900 students qualify for the scholarship. Some students opt out of using the scholarship. Good academic standing and immigration status are still required for the scholarship
- The proposed change is in the number of service hours required (currently 50 per year). They are proposing to change this to six experiences from a pre-approved list of categories, with the option to waive this requirement for a certain list of students.
- The details under consideration are what experiences should count and which students should be granted a waiver from these activities. A. Dahlman is requesting more feedback on this.
- The scholarship would be awarded for an entire academic year instead of one semester at a time. This change would be beneficial for immigration documentation, parental support, and administrative oversight.
- Students have a very good success rate under Student Success Program in. J. Frye's office so that they can keep the scholarship.
- Another proposed change is to increase the international scholarship tuition rate to 20% over resident tuition (approx.. $800 increase per academic year). This would still keep our international tuition rate below $10,000 per year. We are ranked 14th in the nation for international students and out of our top 20 peers we are the second lowest tuition after St. Cloud State. We are a very good value for our international students.
- R. Davenport asked what St. Cloud's international enrollment is. D. Jones said we don't have that level of detail on other campuses. R. Davenport mentioned that their president said we surpassed them on international enrollments.
- The plan is to use some of this additional tuition revenue to go towards emergency grants for international students. Global education would cap their portion of the additional tuition funds to one million per year and the rest of the tuition revenue would go towards the general fund.
- C. Nelson asked if there a way to capture financial data from international students. We currently require proof of ability to pay for international students and she's curious of how many students would be excluded from this additional cost to attend. A. Dahlman answered that the majority of students can pay our tuition and fees and R. Straka answered that most international students will pay the bill in full once it's time to register to lift their registration holds. A. Dahlman added that international students need to show $22,000 with a financial guarantee to enroll. She is aware that this money is coming from different sources. Students work once they're here to offset their costs.
- C. Nelson added that International Students with financial struggles can apply through Customs and Immigration Services to work additional hours due to changed financial circumstances, but this is a slow process.
- Are there visa concerns with students accepting emergency grant aid? D. Jones stated that there are no visa concerns with accepting emergency grant aid and international student visas would not be in jeopardy.

- M. Weister asked what student government's input is regarding the proposed changes. M Weister added that she sees a lot of international students who want to work on campus, but there is a shortage of employment opportunities on campus for them to fill. A Dahlman answered that student government agrees with the proposal for less hours required for the scholarship and access to emergency assistance. ISA still wants some cultural requirements with the scholarship because it pushes them to interact with American culture instead of focusing solely on schoolwork. Student government is sharing ideas for activities to be included.

D. Advising Update (M. Cecil & L. Akey)
- M. Cecil and L. Akey brought forward consultation on unifying reporting lines across academic colleges and other areas. Over the last four weeks, M. Cecil and L. Akey have visited with SRCs, academic advisors, MSUAASF general membership, FA general counsel, supervisors across areas, MSUAASF leadership, etc. to discuss the change.
- They are gaining more insight and information from these meetings. It has affirmed how important SRCs and advisors are to advancing student success. The desire is for a more coordinated way to do academic advising.
- L. Akey and M. Cecil want to keep SRCs and advisors in their current roles and to add resources as discussed in January.
- The greatest amount of feedback has been around the timeline. Since student success is the highest priority, they will be moving forward on the change effective March 18th.
- 10 ASF members received notification that they will have a change of supervisors.
- R. Davenport added that they value the feedback received. R. Davenport's top concern is student retention and graduation and the financial implications of losing more students because we can't reach them. Our goal is to not be in the same situation as Moorhead is with a five-million-dollar deficit. R. Davenport is focused on the sustainability of our university and maintaining our current status. The value of faculty advising is paramount since they give targeted advising to students who want to enter that field. We need to get student to this point.
- R. Davenport is looking at the big picture and realizes that we are moving fast for higher ed. They will remain open minded and try to fix any problems that arise. The president's cabinet is aware and is listening to our concerns.
- L. Akey has scheduled meetings with the individuals directly impacted and their current and future supervisor to work through individual concerns and the transition.
- The transition team will be called forward shortly. They are currently waiting on appointments from two other bargaining units, but the hope is that the transition team will start after spring break.
- M. Iverson asked if L. Akey and M. Cecil can provide a list of the individuals appointed to the transition team so that individuals know who to contact with their concerns and how individuals should bring items forward to the transition team. M. Cecil and L. Akey confirmed that they can send a list once appointees are finalized.
- M. Cecil stated that the transition team will plan regular meetings throughout the rest of the semester and then re-evaluate to see where the transition is at.
- S. Granberg-Rademacker will also bring any concerns to L. Akey's attention.
- R. Davenport added that this is a beautiful example of shared governance at play and how we stand out as an institution. The president's cabinet is always ready to listen and providing a rationale for changes is important.

E. Common Bell & Coordinated Scheduling Recommendations (R. Straka, B. Martensen & L. Akey)

- The change officially started in fall of 2018, but the conversation around the change started well before then.
- 31 individuals have been working to develop a common course framework, which will impact our scheduling. There is still work with space management, room, and course scheduling. The subgroups have shared information with the campus community in March for consultation.
- There are 14 recommendations total from the three workgroups. Please see the attachment for details on these recommendations. They are also posted on the university website if you search for "common bell".
- There is an online vehicle to submit feedback.
- They will host targeted information sessions to key constituents, but everyone is welcome to submit feedback online. The targeted information sessions will be for department chairs and room and college schedulers who are deeply invested in this work
- Consultation will occur in April and May.
- B. Martensen listed a few highlights of the changes. For space management they looked at how spaces are classified and if further classifications are needed. The plan is to stick with the current classification model. The space management team also looked at coding since the Systems Office wants all MinnState schools to be consistent with codes. They are working to map our features to the codes. They also looked at use to see what spaces should be classified as general use, specific use, or priority use space. Finally, they looked at room upgrades and how upgrades should be suggested and funded.
- There were four recommendations for room scheduling. They looked at the parameters around student enrollment and the assignment of space, matching space to the features of the room, and the parameter for room changing and alterations.
- There will be a method to assign courses to spaces. This method is built from space management and looks at how we use open spaces for class assignments.
- They also looked at course offerings and how we maximize course offerings to increase student success. They're reviewing general education requirements and focusing on programs with a high student transfer rate.
- They looked at additional tools for department chairs or deans to help with course offerings, such as the GradPlanner tool. This program will be implemented next year and will give us predictive information about what students would like to take and when.
- Please see the last page of the attachment for implementation recommendations and a timeline for implementation. Summer and fall terms will be spent reviewing space. Room scheduling will occur in fall and spring to be applied for the Fall 2021 class schedule.
- Please review the information provided and provide feedback. This will be an agenda item again in April.
- M. Iverson asked for the rationale of having faculty representation vs. ASF representation on these committees since our members see a unique side of scheduling with orientation, stuff that happens during the summer, etc. L. Akey asks our members to please provide more feedback on this so that they can hear the reasoning to support the change.

F. Provost Search Update (R. Davenport)
- D. Jones is co-chairing search with G. Marg.
- Based on R. Davenport's conversation with the search firm, since we got a late start in the search process compared to other institutions the search firm was not confident in our pool of candidates.
- R. Davenport decided to pause the provost search until the next school year so that we do not end up with a failed search, which would reflect poorly on us as an institution.
- M. Cecil has agreed to stay on in the interim role in the meantime.

- M. Iverson asked if the search would start up at the beginning of fall. R. Davenport answered yes.
- R. Davenport thanked everyone who served on search committee.
- D. Schulz asked about Dean of Arts and Humanities role. R. Davenport answered that C. Brown will continue as the acting dean.

G. Policy Formal Review Period (B. Martensen)
- We have a two-step policy review. The informal review has ended, and the drafts have been revised based on the feedback received. The formal review has started and there is a 45-day period to collect feedback on policies.
- Please submit feedback on the online form. Your name will be on submission, but your name will be removed when your comments are made public. The name is on the submission so that they can ask follow up questions on the feedback if needed.
- Once the formal review process is completed, the policy will be completed, signed, and put into practice.
- R. Straka is the custodian for the tobacco policy and there have been major changes to the policy where it now states that everyone is encouraged to remind others that this is a smoke free environment. This change was due to the Mavs for Clean Air taskforce.

H. Academic Calendar Recommendation 2021-2024 (B. Martensen)
- Every three years academic calendars are released. Please see the attachments for the upcoming academic calendar years. The start date for fall and spring is determined by the system office.
- HR will now start reviewing the holiday process based on the academic calendars.
- D. Schulz is happy to see that there is a week between finals and holidays in December for SAPS and grading to occur. B. Martensen stated that this is sometimes out of our control due to the system-controlled start dates.
- M. Iverson asked if the system determines the summer start dates. B. Martensen answered that the summer start dates are determined by us. M. Iverson said that the summer start date would be something to think about to give us more time to notify students who were placed on SAPS after the spring term since a late start may benefit students. B. Martensen noted this feedback.
- R. Straka discussed fiscal year implications with a later summer start. They will review if they want to change fiscal years for summer with the implementation of NextGen.

Vacancy Dashboard - March 2020

VACANCIES BY SEARCH STATUS

■ MAR 2019 □ MAR 2020

Status	MAR 2019	MAR 2020
Not Started	49	49
Open	24	9
Reviewing	22	27
Finalists	36	23
Hired	26	18
No Longer	1	6
TOTAL	158	132
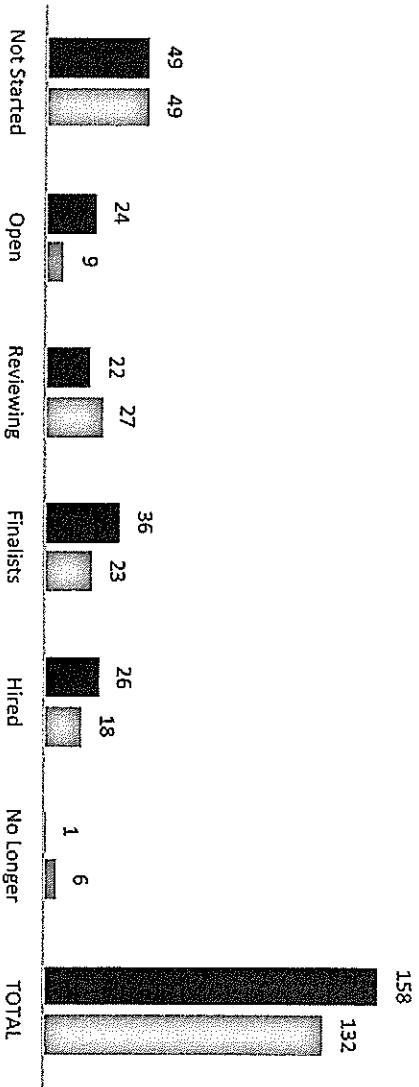
VACANCIES BY EMPLOYEE GROUP

■ MAR 2019 □ MAR 2020

Group	MAR 2019	MAR 2020
Admin	5	2
AFSCME	45	25
ASF	35	33
Comm	3	7
IFO	60	58
Managerial	0	0
MAPE	9	6
MGEC	0	0
MMA	1	1
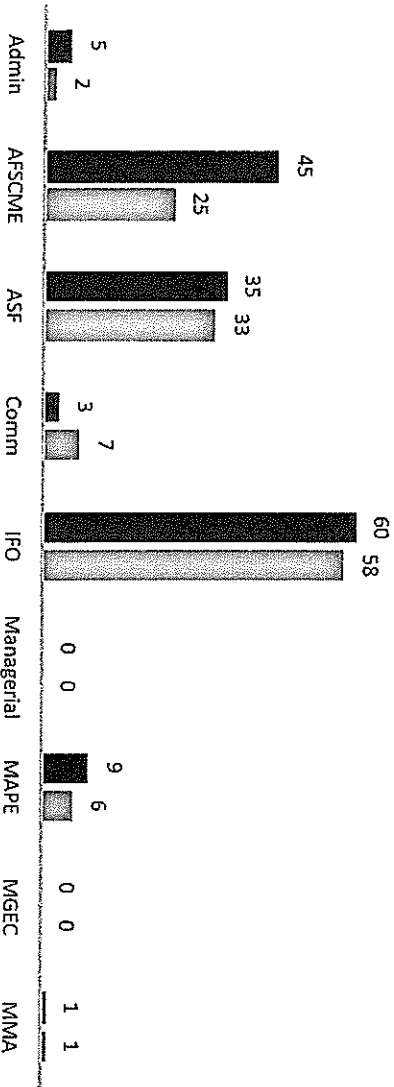
Estimated Vacancy Rate

3.38%

MN Vacancy Rate: Educational Organizations

3.70%

10 Complaints

(Last year at this time: 15 complaints)
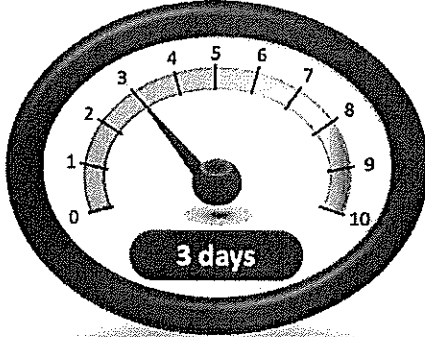
Starting the Investigation

Average: 3 days
Goal: 5 days
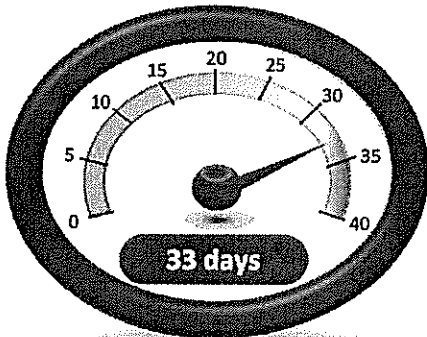
3 days

Completing the Investigation

Average: 33 days
Goal: 20 days

33 days
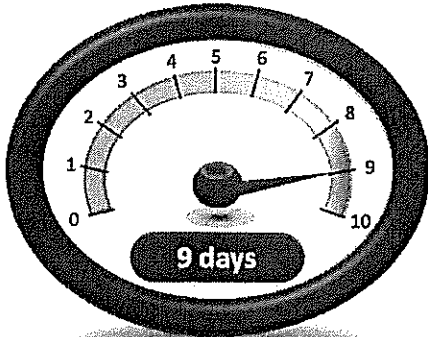
Decision-Maker Makes a Decision

Average: 9 days
Goal: 5 days

9 days
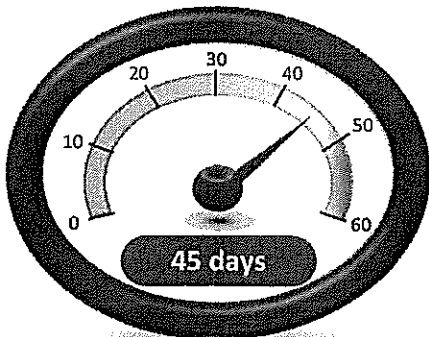
Total Investigation Timeline

Average: 45 days
Goal: 30 days

45 days

MSUAASF (211) Fixed Term

NAME	TITLE	DEPARTMENT	JOB ENTRY DATE	ASSIGNMENT BEGIN DATE	ASSIGNMENT END DATE
Aguilar, Sara Patricia	interim Director of Latinx & Multi-Cultural Affa	Undergraduate Admissions	02/18/2020	02/18/2020	06/30/2020
Castelo Loyo, Adriana Lucia	Customized English Language Trainer	Global Education	08/05/2019	08/05/2019	05/08/2020
Chelstrom, Jennifer Dawn	Assoc Dir of Graduate Student Enrollment	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 Servic	06/20/2019	07/01/2019	06/30/2020
Eggimann, Corissa Jaye	Director of Public Relations	Theatre and Dance	01/09/2019	07/01/2019	06/30/2020
Farvour, 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
Henderson, Lindsay Louise	Academic Advisor	Science, Engineering & Tech., College	02/03/2020	02/03/2020	06/30/2020
Janzig, Anissa Kay	Admissions Officer	Undergraduate Admissions	01/16/2020	01/16/2020	06/30/2020
Johnson, Amanda Michelle	Interim Bldg Events Coordinator	Centennial Student Union	09/09/2019	09/09/2019	06/30/2020
Kaasa, Heather S	Educational Advisor	Educational Talent Search	12/30/2019	12/30/2019	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 Engageme	Intercollegiate Athletics	09/30/2019	09/30/2019	06/30/2020
Ochs, Anna E	Interim Education Abroad & Away Advisor	Center for Education Abroad and Aw	11/20/2019	07/01/2019	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
Tacheny, Thomas Steven	Customized English Language Trainer	Global Education	01/13/2020	01/13/2020	05/08/2020
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

Position Vacancies by Bargaining Unit/Employee Group

MARCH 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	Provost & Senior VP for Academic Affairs	PO20001	EXISTING	EXISTING	GENERAL	AT WILL	ADVERTISEMENT OPEN	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	OFFEREE APPROVED	Center for Transportation Research and Implementation	OAS INT	
C	Administrative Assistant	AA20186	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Children's House	OAS INT	Caitlin Hoffmann
C	Office Manager	AA20188	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Water Resources Center/Institute for Regenerative Resources & AgriSciences	OAS SR	
C	Administrative Asssitant for Undergraduate Programs	AA20191	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	School of Nursing	OAS INT	
C	Laboratory Manager	AA20194	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Chemistry and Geology	COLL LAB ASST 1	
C	Administrative Assistant	AA20199	EXISTING	EXISTING	GENERAL	TEMP	HIRED	History	OAS INT	Myrna Padin
C	General Maintenance Worker	FA19078	EXISTING	EXISTING	GENERAL	TEMP	HIRED	Building Services	GMW	
C	General Maintenance Worker	FA19079	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Building Services	GMW	Dawn Kottke
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/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Athletics Insurance Coordinator/Admin Asst.	FA19085	EXISTING	EXISTING	GENERAL	TEMP	NOT YET STARTED	Intercollegiate Athletics	OAS SR	
C	General Maintenance Worker	FA19095	EXISTING	EXISTING	GENERAL	UNLIM	ON HOLD	Building Services	GMW	
C	Groundskeeper intermediate	FA20042	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Grounds	GRNDSKPR INT	
C	Groundskeeper Intermediate	FA20043	EXISTING	EXISTING	GENERAL	INTMT	NOT YET STARTED	Grounds	GRNDSKPR INT	
C	Refrigeration and Repair - Res. Halls	FA20050	EXISTING	EXISTING	NON-GEN	UNLIM	REVIEWING APPLICATIONS	Physical Plant	REFRIG MECH	
C	Office Coordinator/TMA Administrator	FA20051	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Physical Plant	OAS SR	
C	Groundskeeper Intermediate	FA20053	EXISTING	EXISTING	NON-GEN	TEMP	ADVERTISEMENT OPEN	Grounds	GRNDSKPR INT	
C	Administrative Assistant	PO20002	EXISTING	EXISTING	GENERAL	UNLIM	FINALISTS SELECTED	Equal Opportunity & Title IX	OAS INT	
C	Campus Security Officer	SA20011	EXISTING	EXISTING	GENERAL	UNLIM	HIRED	Security	SECURITY OFFICER	Sydney Baldwin
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	NOT YET STARTED	Security	SECURITY COMM SYS MNTR	
C	Certified Medical Assistant	SA20018	NEW	EXISTING	NON-GEN	TEMP	HIRED	Student Health Services	MED ASST CERT	Alexandra Snell
C	Office Coordinator and Customer Experience Specialist	SS20008	EXISTING	EXISTING	GENERAL	UNLIM	OFFEREE APPROVED	Office of the Registrar	OAS INT	
C	Transfer Evaluator	SS20009	EXISTING	EXISTING	GENERAL	UNLIM	SELECTED	Registrar	OAS SR	

ASF

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	FIXED TERM	NO LONGER BEING FILLED	Kearney International Student Services	C	
U	Child Welfare Program Student Support Coordinator	AA19219	NEW	EXISTING	NON-GEN	PROB	REVIEWING APPLICATIONS	Social Work	B	

	Position	Number					Status	Department		Name
U	Associate Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	PROB	HIRED	Graduate Studies Office	C	Jennifer Chelstrom
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	C	
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	HIRED	CSET Advising	B	Sara Hausladen
U	Academic Advisor	AA20176	EXISTING	EXISTING	GENERAL	PROB	HIRED	CSET Advising	B	Lindsay Henderson
U	Assistant Director for Immigration & Compliance	AA20182	EXISTING	EXISTING	GENERAL	PROB	FAILED SEARCH	Kearney Center for International Student Services	C	
U	Interim Director, Latino and Multicultural Affairs	AA20192	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Multicultural Center	C	Sara Aguilar
U	Student Relations Coordinator	AA20203	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Arts & Humanities Dean's Office	C	
U	Programming & Retention Advisor	AA20204	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	KCISS	B	
U	Director, Asian American & Multicultural Affairs	AA21023	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Multicultural Center	C	
U	Director, Latinx and Multicultural Center	AA21045	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Multicultural Center	C	
U	Diversity Recruitment & Retention Coord.	AA21072	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	OASIS	B	
U	Diversity Recruitment & Retention Coordinator	AA21073	EXISTING	EXISTING	GENERAL	PROB	POSITION DRAFTED	OASIS	B	
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	

Commissioners Plan

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
U	Assistant Athletic Trainer Intermittent	FA20027	EXISTING	EXISTING	GENERAL	INTMT	WORK EXPERIENCE COMPLETED	Intercollegiate Athletics	B	
U	Assistant AD for Sport Operations	FA20052	EXISTING	EXISTING	GENERAL	PROB	WRITTEN OFFER EXTENDED	Intercollegiate Athletics	B	
U	Assistant Athletic Trainer	FA21003	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Intercollegiate Athletics	B	
U	Assistant Athletic Trainer	FA21004	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Intercollegiate Athletics	B	
U	Student Success Coordinator and Conduct Officer	SA20001	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Student Conduct	B	
U	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	UNLIM	HIRED	Residential Life	ASST DIR ENVR	Julie Phelps
U	Hall Director	SA20015	EXISTING	EXISTING	NON-GEN	FIXED TERM	NOT YET STARTED	Residential Life	B	
U	Event Building Coordinator	SA20020	EXISTING	EXISTING	NON-GEN	PROB	REVIEWING APPLICATIONS	Student Union	B	
U	Hall Director	SA20022	EXISTING	EXISTING	NON-GEN	LIMITED	REVIEWING APPLICATIONS	Residential Life	B	
U	Hall Director	SA20023	EXISTING	EXISTING	NON-GEN	LIMITED	REVIEWING APPLICATIONS	Residential Life	B	
U	Program Advisor & Summer Operations Coordinator	SA20024	EXISTING	EXISTING	NON-GEN	FIXED TERM	REVIEWING APPLICATIONS	Residential Life	B	
U	Hall Director	SA20025	EXISTING	EXISTING	NON-GEN	LIMITED	REVIEWING APPLICATIONS	Residential Life	B	
U	Regional Admissions Officer	SA20028	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Admissions	B	
U	Admissions Officer	SA20029	EXISTING	EXISTING	GENERAL	PROB	NOT YET STARTED	Admissions	B	
C	Dental Hygienist	AA20177	NEW	EXISTING	NON-GEN	INTMT	REVIEWING APPLICATIONS	Dental	DENTAL HYGIENIST	
C	Dental Hygienist	AA20178	NEW	EXISTING	NON-GEN	INTMT	REVIEWING APPLICATIONS	Education	DENTAL HYGIENIST	
C	Dental Hygienist	AA20179	NEW	EXISTING	NON-GEN	INTMT	REVIEWING APPLICATIONS	Dental	DENTAL HYGIENIST	
C	Groundskeeper Intermediate (Snow Removal)	FA20045	NEW	EXISTING	GENERAL	EMERGENCY	HIRED	Grounds	GRNDSKPR INT	Mackenzie Slocum
C	Groundskeeper Intermediate (Snow Removal)	FA20046	NEW	EXISTING	GENERAL	EMERGENCY	HIRED	Grounds	GRNDSKPR INT	Christian Nelson
C	Groundskeeper Intermediate (Snow Removal)	FA20047	NEW	EXISTING	GENERAL	EMERGENCY	HIRED	Grounds	GRNDSKPR INT	Gregory Scheurer

IFO

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Groundskeeper Intermediate (Snow Removal)	FA20048	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Grounds	GRNDSKPR INT	
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Dental Hygiene	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA20153	NEW	NEW	GENERAL	FIXED TERM	NOT YET STARTED	AMET	ASST PROFESSOR	
U	Assistant Professor	AA20202	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Center for Ed Partnerships & Student Support	ASST PROF	
U	Assistant Professor	AA20195	EXISTING	EXISTING	GENERAL	FIXED TERM	HIRED	Counseling & Student Personnel	ASSOC/ ASST PROF	Robbie Burnett
U	Associate or Assistant Professor	AA21001	EXISTING	EXISTING	GENERAL	PROB	WORK EXPERIENCE COMPLETED	Theatre and Dance	ASST PROF	
U	Assistant Professor	AA21002	EXISTING	EXISTING	GENERAL	PROB	EXPERIENCE COMPLETED	Elementary and Literacy Education	ASST PROF	
U	Assistant Professor	AA21003	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Finance	ASST PROF	
U	Associate/Assistant Professor	AA21004	NEW	NEW	GENERAL	PROB	FINALISTS SELECTED	Dental Hygiene	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21006	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Manufacturing Engineering and Automotive Tech.	ASSOC/ ASST PROF	
U	Associate/Assistant Professor	AA21007	NEW	NEW	NON-GEN	PROB	REVIEWING APPLICATIONS	School of Social Work	ASST PROF	
U	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Nursing	ASSOC/ ASST PROF	
U	Associate/Assistant Professor	AA21009	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	School of Nursing	ASSOC/ ASST PROF	
U	Associate/Assistant Professor	AA21010	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	School of Nursing	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21011	NEW	NEW	GENERAL	PROB	SELECTED FINALISTS	School of Nursing	ASST PROF	
U	Associate or Assistant Professor	AA21012	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Nursing	ASSOC/ ASST PROF	

U	Title	Code					Stage	Department	Rank	Name
U	Associate or Assistant Professor	AA21013	NEW	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF	
U	Professor, Associate or Assistant Professor	AA21014	EXISTING	EXISTING	GENERAL	PROB	FINALISTS SELECTED	Integrated Engineering-IRE	PROF/ ASSOC/ ASST PROF	
U	Instructor	AA21017	EXISTING	EXISTING	GENERAL	FIXED TERM	POSITION DRAFTED	Mathematics and Statistics	INSTR	
U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	PROB	HIRED	Elementary & Literacy Education	ASST PROF	Luz Carime Bersh
U	Associate or Assistant Professor	AA21024	NEW	NEW	GENERAL	PROB	FINALISTS SELECTED	Biological Sciences	ASSOC/ ASST PROF	
U	Assistant Professor or Instructor	AA21026	EXISTING	NEW	GENERAL	FIXED TERM	FINALISTS SELECTED	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	REVIEWING APPLICATIONS	Automotive and Manufacturing Engineering Technology	ASSOC/ ASST PROF/ INSTR	
U	Assistant Professor	AA21030	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	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	FINALISTS SELECTED	Theatre and Dance	ASST PROF	
U	Assistant Professor	AA21034	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	Chemistry and Geology	ASST PROF	
U	Associate or Assistant Professor	AA21035	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Biological Sciences	ASSOC/ ASST PROF	
U	Associate or Assistant Professor	AA21037	NEW	NEW	NON-GEN	FIXED TERM	ADVERTISEMENT OPEN	Education/ Dental Hygiene	ASSOC/ ASST PROF	
U	Assistant Professor	AA21039	EXISTING	EXISTING	GENERAL	PROB	ADVERTISEMENT OPEN	Health Science	ASST PROF	

							REVIEWING APPLICATIONS		
U	Assistant Professor	AA21040	EXISTING	EXISTING	GENERAL	PROB	REVIEWING APPLICATIONS	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	FINALISTS SELECTED	Recreation, Parks and Leisure Services	ASST PROF
U	Assistant Professor	AA21043	EXISTING	EXISTING	GENERAL	FIXED TERM	POSITION DRAFTED	Ethnic Studies	ASST PROF
U	Assistant Professor	AA21044	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Law Enforcement	ASST PROF
U	Instructor	AA21046	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Mathematics and Statistics	INSTR
U	Assistant Professor	AA21047	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Mathematics and Statistics	ASST PROF
U	Associate or Assistant Professor	AA21048	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Biological Sciences	ASSOC/ ASST PROF
U	Instructor	AA21049	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Mathematics and Statistics	INSTR
U	Instructor	AA21050	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Mathematics and Statistics	INSTR
U	Associate or Assistant Professor	AA21051	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Biological Sciences	ASSOC/ ASST PROF
U	Assistant Professor	AA21052	NEW	EXISTING	GENERAL	FIXED TERM	ADVERTISEMENT OPEN	ME & CIVE	ASST PROF
U	Instructor	AA21053	NEW	EXISTING	GENERAL	PROB	NOT YET STARTED	Comp Engineering & Tech	INSTR
U	Assistant Professor	AA21055	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Chemistry and Geology	ASST PROF
U	Instructor	AA21056	EXISTING	EXISTING	GENERAL	FIXED TERM	POSITION DRAFTED	Mathematics and Statistics	INSTR
U	Instructor	AA21059	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Communication Studies	INSTR
U	Assistant Professor	AA21061	EXISTING	EXISTING	GENERAL	FIXED TERM	POSITION DRAFTED	English	ASST PROF
U	Assistant Professor	AA21062	EXISTING	EXISTING	GENERAL	FIXED TERM	ADVERTISEMENT OPEN	Communication Studies	ASST PROF
U	Assistant Professor or Instructor	AA21063	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Information Science	ASST PROF/ INSTR

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
U	Assistant Professor or Instructor	AA21064	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Computer Information Science	ASST PROF/ INSTR	
U	Assistant Professor	AA21065	NEW	NEW	GENERAL	PROB	NOT YET STARTED	Aviation	ASST PROF	
U	Assistant Professor	AA21066	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Elementary Education K-12 &	ASST PROF	
U	Assistant Professor	AA21067	NEW	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Secondary Education	ASST PROF	
U	Assistant Professor	AA21068	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Women's Gender & Studies Programs	ASST PROF	
U	Assistant Professor	AA21070	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Biological Sciences	ASST PROF	
U	Men's Football Assistant Coach	FA21001	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Intercollegiate Athletics	INSTR	
U	Men's Football Assistant Coach	FA21002	EXISTING	EXISTING	GENERAL	FIXED TERM	NOT YET STARTED	Intercollegiate Athletics	INSTR	

Managerial

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME

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	HIRED	Speech, Hearing and Rehabilitation Services	SPCH PATH CLNCN	Bonnie Berglund
C	International Enrollment Communications Manager	AA20200	NEW	EXISTING	NON-GEN	TEMP	REVIEWING APPLICATIONS	Center for International Student Services Kearney	MGMT ANLYST 1	
U	Information Officer 2	AA20201	NEW	EXISTING	NON-GEN	UNLIM	ADVERTISEMENT OPEN	Center for International Student Services Kearney	INFO OFF 2	
C	Solutions Center Consultant	ITS20004	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	IT Solutions Center	ITS1	

MGEC

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Manager for Safety & Services	SA20026	EXISTING	EXISTING	NON-GEN	UNLIM	NOT YET STARTED	Residential Life	STATE PRG ADMIN SR	
C	Assistant Director for Safety & Services	SA20005	EXISTING	EXISTING	NON-GEN	UNLIM	ON HOLD	Residential Life	STATE PRG ADMIN SR	

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

MMA

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	TYPE	STATUS	DEPT	RANGE	NAME
C	Director of Campus Hub & MavCARD Office	FA20049	EXISTING	EXISTING	GENERAL	UNLIM	REVIEWING APPLICATIONS	Campus Hub	OFF SERV SUPR 2	

	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 19	FEB 20	MAR 20
ADMINISTRATORS	8	9	9	2	1	1	3	4	2
AFSCME	52	59	59	19	26	26	38	33	25
ASF	47	66	66	34	28	30	36	33	33
COMMISSIONERS PLAN	6	8	8	4	7	4	8	7	7
IFO	81	85	85	13	16	26	38	36	58
MANAGERIAL PLAN	1	1	1	0	0	0	0	0	0
MAPE	13	17	17	7	7	6	8	9	6
MGEC	0	0	0	0	0	0	0	0	0
MMA	1	1	1	1	1	0	1	1	1
TOTAL POSITIONS:	209	246	246	80	86	93	133	123	

Search Not Started

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPT	RANGE	NAME	START
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
U	Assistant Professor	AA20202	NEW	EXISTING	GENERAL	IFO	FIXED TERM	Theatre and Dance	ASST PROF		02/10/20
U	Student Relations Coordinator	AA20203	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Arts & Humanities Dean's Office	C		2/3/20
U	Programming & Retention Advisor	AA20204	NEW	EXISTING	GENERAL	ASF	FIXED TERM	KCISS	B		2/10/20
U	Instructor	AA21017	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mathematics and Statistics	INSTR		8/17/20
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	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
U	Instructor	AA21046	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mathematics and Statistics	INSTR		8/17/20
U	Assistant Professor	AA21047	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mathematics and Statistics	ASST PROF		8/17/20
U	Associate or Assistant Professor	AA21048	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Biological Sciences	ASSOC/ ASST PROF		8/17/20
U	Instructor	AA21049	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mathematics and Statistics	INSTR		8/17/20

	Position	ID	Status 1	Status 2	Category	Union	Term	Department	Code	Date
U	Instructor	AA21050	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mathematics and Statistics	INSTR	8/17/20
U	Associate or Assistant Professor	AA21051	NEW	EXISTING	GENERAL	IFO	FIXED TERM	Biological Sciences	ASSOC/ASST PROF	8/17/20
U	Instructor	AA21053	NEW	EXISTING	GENERAL	IFO	PROB	Electrical & Comp Engineering & Tech	INSTR	8/17/20
U	Assistant Professor	AA21055	NEW	EXISTING	GENERAL	IFO	FIXED TERM	Chemistry and Geology	ASST PROF	8/17/20
U	Instructor	AA21056	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Mathematics and Statistics	INSTR	8/17/20
U	Instructor	AA21059	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Communication Studies	INSTR	8/19/20
U	Assistant Professor	AA21061	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	English	ASST PROF	8/17/20
U	Assistant Professor or Instructor	AA21063	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Computer Information Science	ASST PROF/INSTR	8/17/20
U	Assistant Professor or Instructor	AA21064	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Computer Information Science	ASST PROF/INSTR	8/17/20
U	Assistant Professor	AA21065	NEW	NEW	GENERAL	IFO	PROB	Aviation	ASST PROF	8/17/20
U	Assistant Professor	AA21066	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Elementary and Literacy Education	ASST PROF	8/17/20
U	Assistant Professor	AA21067	NEW	EXISTING	GENERAL	IFO	FIXED TERM	K-12 & Secondary Programs	ASST PROF	8/17/20
U	Assistant Professor	AA21068	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Gender & Women's Studies	ASST PROF	8/17/20
U	Assistant Professor	AA21070	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Biological Sciences	ASST PROF	8/17/20
U	Diversity Recruitment & Retention Coord.	AA21072	EXISTING	EXISTING	GENERAL	ASF	PROB	OASIS	B	7/1/20
U	Diversity Recruitment & Retention Coordinator	AA21073	EXISTING	EXISTING	GENERAL	ASF	PROB	OASIS	B	7/1/20
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/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
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
U	Men's Football Assistant Coach	FA21001	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Intercollegiate Athletics	INSTR		7/1/20
U	Men's Football Assistant Coach	FA21002	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Intercollegiate Athletics	INSTR		7/1/20
U	Assistant Athletic Trainer	FA21003	NEW	EXISTING	GENERAL	ASF	PROB	Intercollegiate Athletics	B		8/1/20
U	Assistant Athletic Trainer	FA21004	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Intercollegiate Athletics	B		8/1/20
U	Coordinator and Conduct Officer Student Success	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		12/02/19
C	Manager for Safety & Services	SA20026	EXISTING	EXISTING	NON-GEN	MAPE	UNLIM	Residential Life	SYS MNTR STATE PRG ADMIN SR		2/10/20
U	Regional Admissions Officer	SA20028	EXISTING	EXISTING	GENERAL	ASF	PROB	Admissions	B		7/01/20
U	Admissions Officer	SA20029	EXISTING	EXISTING	GENERAL	ASF	PROB	Admissions	B		7/18/20

Open / Bidding

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Information Officer 2	AA20201	NEW	EXISTING	NON-GEN	MAPE	UNLIM	Kearney Cetner for International Student Services	INFO OFF 2		02/03/20
U	Associate or Assistant Professor	AA21035	EXISTING	EXISTING	GENERAL	IFO	PROB	Biological Sciences	ASSOC/ ASST PROF		08/17/20
U	Associate or Assistant Professor	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

Reviewing Applications

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Associate or Assistant Professor	AA21041	EXISTING	EXISTING	GENERAL	IFO	PROB	Family Consumer Science	ASSOC/ ASST PROF		8/17/20
U	Assistant Professor	AA21052	NEW	EXISTING	GENERAL	IFO	FIXED TERM	ME & CIVE	ASST PROF		08/17/20
U	Assistant Professor	AA21062	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Communication Studies	ASST PROF		8/17/20
C	Groundskeeper Intermediate	FA20053	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Grounds	GRNDSKPR INT		04/1/20
U	Provost & Senior VP for Academic Affairs	PO20001	EXISTING	EXISTING	GENERAL	ADMIN	AT WILL	Provost Office	16		7/1/20
U	Student Support Coordinator / Child Welfare Program	AA19219	NEW	EXISTING	NON-GEN	ASF	PROB	Social Work	B		4/1/19
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	Laboratory Manager	AA20194	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Chemistry and Geology 1	COLL LAB ASST		01/06/20
C	International Enrollment Communications Manager	AA20200	NEW	EXISTING	NON-GEN	MAPE	TEMP	Kearney Center for International Student Services 1	MGMT ANLYST		1/13/20
U	Associate or Assistant Professor	AA21006	EXISTING	EXISTING	GENERAL	IFO	PROB	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF		8/17/20
U	Assistant Professor	AA21008	EXISTING	EXISTING	GENERAL	IFO	PROB	Social Work	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	Associate or Assistant Professor	AA21013	NEW	EXISTING	GENERAL	IFO	PROB	Automotive and Manufacturing Engineering Tech.	ASSOC/ ASST PROF		8/17/20
U	Director, Asian American & Multicultural Affairs	AA21023	EXISTING	EXISTING	GENERAL	ASF	PROB	Multicultural Center	C		7/1/20
U	Associate or Assistant Professor	AA21027	EXISTING	EXISTING	GENERAL	IFO	PROB	Computer Information Science	ASSOC/ ASST PROF		8/17/20

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
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
U	Assistant Professor	AA21030	EXISTING	EXISTING	GENERAL	IFO	PROB	ME & CIVE	ASST PROF		8/17/20
U	Assistant Professor	AA21034	EXISTING	EXISTING	GENERAL	IFO	PROB	Chemistry and Geology	ASST PROF		8/17/20
U	Assistant Professor	AA21040	EXISTING	EXISTING	GENERAL	IFO	PROB	Health Science	ASST PROF		8/17/20
C	Assistant Groundskeeper / Intermediate Groundskeeper (Snow Removal)	FA20048	EXISTING	EXISTING	GENERAL	COMMS	UNLIM	Grounds	GRNDSKPR INT		12/13/19
C	Director of Campus Hub & MavCARD 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	Office Coordinator/TMA Administrator	FA20051	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Physical Plant	OAS SR		5/11/20
C	Solutions Center Consultant	ITS20004	EXISTING	EXISTING	GENERAL	MAPE	UNLIM	IT Solutions Center	ITS1		9/23/19
C	Campus Communications Officer	SA20016	EXISTING	EXISTING	NON-GEN	AFSCME	UNLIM	Security	SECURITY COMM SYS MNTR		11/25/19
U	Event Building Coordinator	SA20020	EXISTING	EXISTING	NON-GEN	ASF	PROB	Centennial Student Union	B		7/1/20
U	Hall Director	SA20022	EXISTING	EXISTING	NON-GEN	ASF	LIMITED	Residential Life	B		07/08/20
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

Work Experience Completed / Offer Extended

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Associate/Assistant Professor	AA20111	EXISTING	EXISTING	GENERAL	IFO	PROB	Dental Hygiene	ASSOC/ASST PROF		1/1/20
C	CTRI Administrative Assistant	AA20165	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Center for Transportation Research and Implementation	OAS INT		10/16/19

	Title	Position	Status 1	Status 2	Category	Union	Type	Department	Rank	Date
C	Office Manager	AA20188	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Water Resources Center/Institute for Regenerative Resources & AgriSciences	OAS SR	11/25/19
C	Administrative Asssitant for Undergraduate Programs	AA20191	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	School of Nursing	OAS INT	12/13/19
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	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	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	Associate or Assistant Professor	AA21011	NEW	NEW	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	Assistant Professor	AA21033	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Theatre and Dance	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
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/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Assistant AD for Sport Operations	FA20052	EXISTING	EXISTING	GENERAL	ASF	PROB	Intercollegiate Athletics	B		3/9/20
C	Administrative Assistant	PO20002	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Equal Opportunity & Title IX	OAS INT		02/01/20
C	Office Coordinator and Customer Experience Specialist	SS20008	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Office of the Registrar	OAS INT		2/3/20
C	Transfer Evaluator	SS20009	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Office of the Registrar	OAS SR		12/23/19

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 Dir. of Graduate Recruitment and Retention	AA20148	EXISTING	EXISTING	GENERAL	ASF	PROB	Graduate Studies Office	C	Jennifer Chelstrom	02/17/20
U	Academic Advisor for Pre-Professional Tracks	AA20175	EXISTING	EXISTING	GENERAL	ASF	PROB	CSET Advising	B	Sara Hausladen	01/13/20
U	Academic Advisor	AA20176	EXISTING	EXISTING	GENERAL	ASF	PROB	CSET Advising	B	Lindsay Henderson	02/03/20
C	Speech-Language Pathologist-Clinical Instructor	AA20184	NEW	NEW	GENERAL	MAPE	UNLIM	Speech, Hearing and Rehabilitation Services	SPCH PATH CLNCN	Bonnie Berglund	02/10/20
C	Administrative Assistant	AA20186	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Children's House	OAS INT	Caitlin Hoffmann	03/02/20
U	Interim Director, Latino and Multicultural Affairs	AA20192	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Multicultural Center	C	Sara Aguilar	02/18/20
U	Assistant Professor	AA20195	EXISTING	EXISTING	GENERAL	IFO	FIXED TERM	Center for Ed Partnerships & Student Support	ASST PROF	Robbie Burnett	02/03/20
C	Administrative Assistant	AA20199	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	History	OAS INT	Myrna Padin	01/28/20
U	Assistant Professor	AA21018	EXISTING	EXISTING	GENERAL	IFO	PROB	Elementary & Literacy Education	ASST PROF	Luz Carime Bersh	08/17/20
C	General Maintenance Worker	FA19078	EXISTING	EXISTING	GENERAL	AFSCME	TEMP	Building Services	GMW	Dawn Kottke	02/02/20

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
C	Groundskeeper Intermediate (Snow Removal)	FA20045	NEW	EXISTING	GENERAL	COMMS	EMERGENCY	Grounds	GRNDSKPR INT	MacKenzie Slocum	02/03/20
C	Groundskeeper Intermediate (Snow Removal)	FA20046	NEW	EXISTING	GENERAL	COMMS	EMERGENCY	Grounds	GRNDSKPR INT	Christian Nelson	02/17/20
C	Groundskeeper Intermediate (Snow Removal)	FA20047	NEW	EXISTING	GENERAL	COMMS	EMERGENCY	Grounds	GRNDSKPR INT	Gregory Scheurer	02/26/20
C	Assistant Director for Environment	SA20008	EXISTING	EXISTING	NON-GEN	ASF	UNLIM	Residential Life	ASST DIR ENVR	Julie Phelps	01/22/20
C	Campus Security Officer	SA20011	EXISTING	EXISTING	GENERAL	AFSCME	UNLIM	Security	SECURITY OFFICER	Sydney Baldwin	01/22/20
C	General Maintenance Worker	SA20013	EXISTING	EXISTING	NON-GEN	AFSCME	TEMP	Residential Life	GMW	Jack Weringa	12/04/19
C	Certified Medical Assistant	SA20018	NEW	EXISTING	NON-GEN	AFSCME	TEMP	Student Health Services	MED ASST CERT	Alexandra Snell	02/17/20

On Hold / No Longer Being Filled / Failed Search

C/U	POSITION TITLE	PRF	POSITION	FUNDS	SOURCE	BU	TYPE	DEPARTMENT	RANGE	NAME	START
U	Interim Assistant Director	AA19205	EXISTING	EXISTING	GENERAL	ASF	FIXED TERM	Kearney International Student Services	C		1/15/19
U	Student Success Coach	AA20150	NEW	EXISTING	GENERAL	ASF	FIXED TERM	Dean's Office	A		08/15/19
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	Assistant Director for Immigration & Compliance	AA20182	EXISTING	EXISTING	GENERAL	ASF	PROB	Kearney Center for International Student Services	C		1/6/20
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	80	86	93	133	123	132
	JUL 19	AUG 19	SEP 19	OCT 19	NOV 19	DEC 19	JAN 2020	FEB 2020	MAR 2020
TOTAL NOT STARTED	41	20	20	38	39	38	54	38	49
TOTAL OPEN	5	10	10	5	12	15	17	15	9
TOTAL REVIEWING APPLICANTS	14	9	9	5	3	11	16	25	27
TOTAL FINALISTS SELECTED	26	12	12	14	8	9	13	14	23
TOTAL HIRED	107	172	172	13	18	13	24	26	18
TOTAL ON HOLD/NOT FILLED	16	23	23	5	6	7	10	5	6

MINNESOTA STATE UNIVERSITY MANKATO
Academic Calendar for 2021-2022

12/11/2019

Term	Dates	Class/Exam Days
Fall Term:	Aug 23 - Dec 10, 2021	71 Class Days, 5 Exam Days
Spring Term:	Jan 10 - May 6, 2022	74 Class Days, 5 Exam Days
Summer Term:	May 16 - Jul 22, 2022	48 Class Days
1st Session	May 16-June 17, 2022	24 class days
2nd Session	June 20-July 22, 2022	24 class days

Legend:
- c = term first class day (Aug 23, Jan 10, May 16, Jun 20)
- e = exams (Dec 6-10, May 2-6)
- g = graduation (Dec 11, May 7)
- nc = no classes after 6pm
- ☐ = no classes

August 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23c	24	25	26	27	28
29	30	31				

September 2021

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6e	7e	8e	9e	10e	11g
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022

S	M	T	W	T	F	S
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9	10c	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022

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13	14	15	16	17	18	19
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27	28					

March 2022

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20	21	22	23	24	25	26
27	28	29	30	31		

April 2022

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May 2022

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June 2022

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19	20c	21	22	23	24	25
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July 2022

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Fall Term:	Aug 22 - Dec 9, 2022	71 Class Days	5 Exam Days
Spring Term:	Jan 9 - May 5, 2023	74 Class Days	5 Exam Days
Summer Term:	May 15 - Jul 21, 2023	48 Class Days	5 Exam Days
1st Session	May 15-June 16, 2023	24 class days	
2nd Session	June 19-July 21, 2023	24 class days	

c = term first class day (Aug 22, Jan 9, May 15, Jun 19)
e = exams (Dec 5-9, May 1-5)
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nc = no classes after 6pm
☐ = no classes

August 2022
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September 2022
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October 2022
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November 2022
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27	28	29	30			

December 2022
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4	5e	6e	7e	8e	9e	10g
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023
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19	20	21	22	23	24	25
26	27	28				

March 2023
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April 2023
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May 2023
S	M	T	W	T	F	S
	1e	2e	3e	4e	5e	6g
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

June 2023
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18	19c	20	21	22	23	24
25	26	27	28	29	30	

July 2023
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Common Bell and Coordinated Scheduling Recommendations

In Fall 2018 the University launched an *Optimizing Learning Spaces and Student Success: Common Bell and Coordinated Scheduling* initiative. The initiative is focused on ensuring that our students can register for the courses they need, when they need them, and in high-quality spaces.

To move the conversation surrounding the development of a common bell schedule, course offering practices, and room scheduling procedures forward, a workgroup of 31 appointed representatives convened. The workgroup determined the first area of work was the development of a common bell course framework. Following nine months of development and consultation, a common bell course framework was adopted by the University in May 2019.

A second area of work launched in Fall 2019, with a focus on recommending actions for space management, room scheduling and course offerings in support of common bell and coordinated scheduling. The workgroup is now bringing forward recommendations for space management, room scheduling and course offerings for campus feedback and consultation.

To support feedback and consultation the following strategies and timeline are proposed:
- Information Sharing Strategies
  - Meet and Confer
  - Provost's Friday Newsletter
  - Department Chairs' and Program Directors' Breakfast
- Feedback Strategies
  - Meet and Confer
  - Budget, Planning and Assessment and Evaluation Sub-Meets
  - Department Chairs Session
  - Room/College Schedulers Sessions
- Timeline for Campus Feedback and Consultation
  - Meet and Confer information on Mar 5, 2020
  - Meet and Confer consultation on Apr 2, 2020
  - Meet and Confer consultation on May 7, 2020

Space Management Recommendations

The Space "Taskforce" was charged with advancing recommendations for adoption in the following areas:
- space classifications
- inventory of existing space
- parameters of use
- ongoing improvement of academic space

In what follows, recommendations are presented across four areas, beginning with the following recommendation, the implementation of which will support the recommendations in the four areas.

Communication, Consultation and Approval Improvement

Recommendation 1: Form a Space Review Team (SRT) to meet quarterly to coordinate space issues across campus. The membership of the SRT shall generally consist of Associate Vice President-level administrators or their designees from Academic Affairs (chair), Facilities, Registrar's Office, ITS and University Scheduling, as well as Faculty Association representation. The work of this group will largely be outlined in subsequent recommendations.

Rationale: Communicating across divisional lines is a critical component to the success of the processes outlined in the following recommendations. Regular meetings and communication will ensure adequate knowledge of room renovations, room capacity changes, software license changes, furniture and equipment upgrades, and other modifications that may affect classification (Recommendation 2), feature coding (Recommendation 3), prioritization (Recommendation 5) and/or the identification of needed room improvements (Recommendation 7).

Space Classifications

Recommendation 2: Classification of space will continue to be aligned with the *Postsecondary Education Facilities Inventory and Classification Manual (FICM)*. A streamlined version with classifications appropriate to general-use scheduled spaces is found in Appendix A.

Rationale: When developing a classification of instructional spaces, it is important to be mindful of the standards currently in place for collecting data and submitting the requisite reports to Minnesota State while accommodating sophisticated information needs and devising a relatively easy means by which to add, delete, or revise room descriptions. The Facilities Inventory and Classification Manual (FICM) is highly effective at classifying overall space purpose while features and parameters of use are best cataloged through the more flexible room codes of the Minnesota State Event Management System (EMS) (see Recommendation 3).

Recommendation 3: Room features and capabilities will be coded using both system and local predetermined code types within the EMS system. A preliminary list of recorded room features and a preliminary mapping of those features to system-level and local codes can be found in Appendix B.

Rationale: A recent Minnesota State System workgroup has developed a common set of codes/feature types to be used consistently throughout the system. Such features include technology capabilities (e.g. projectors, computers, etc.) as well as other attributes of importance to course needs and pedagogical approach (e.g. collaborative seating, fixed seating, etc.). Those features not covered by the system-level codes are able to be added and given *MNSU* specific designation within the EMS. In a current project with our IT Solutions staff and the system office, a sampling of which is shown in Appendix B, Minnesota State Mankato features are being mapped to system-level codes (highlighted in yellow) and local *MNSU* codes (highlighted in purple).

Inventory of Existing Space

Recommendation 4: Perform a space inventory during Summer 2020 to provide the initial classification, features and capabilities of each instructional space on campus as well as provide an initial designation for spaces as open, priority or exclusive use (see Recommendation 5). This process will begin with room schedulers (college/library schedulers) and be vetted through deans (in consultation with departments) for approval by the SRT.

Rationale: While it is the case that spaces on campus currently carry a classification in alignment with the FICM, many appropriate classifications of the FICM are perhaps underutilized and, according to many college schedulers, many rooms are miscategorized. Similarly, many listed features and capabilities of spaces are out-of-date.

Parameters of Use

Recommendation 5: Each instructional space will be given a designation for its parameters of use as **open, priority,** or **exclusive.** Such designation may be given for select times of day. The determination of the designation will be proposed by room schedulers and be vetted through deans (in consultation with departments) for approval by the SRT.

Rationale: Rooms with specialized supplies or equipment, site-based software licenses, hazardous materials or other safety concerns, or other reasonable considerations may need to be designated as exclusive use to a course, program, department or area. Other rationale may support a need for a room to have priority use but remain open to other units when the area in question is not in need of the space. Courses simply requiring certain features covered by the EMS coding should be encouraged to receive that accommodation through the scheduling process instead of the priority use designation of a particular room. Whenever possible, areas should be designated open use.

Recommendation 6: IT Solutions will perform audits on a 4-year basis on each classroom/lab with computers. Audits will be shared with the SRT to inform any changes to categorization, features and/or parameters of use. Additionally, unless granted an exception, open computer lab hours in such rooms shall avoid the 11 am - 2 pm (Monday through Friday) time period.

Rationale: Many computer labs/classrooms on campus have need, and will continue to need, to be classified as priority or exclusive use, largely to allow for open lab times for students outside of class time. Limited site-licenses, high-end capabilities of the computers of that lab and other factors provide this justification. However, as capabilities improve for standard-level computers and with the increase of cloud-based or university-wide licenses for much of our software, such needs may adapt or be eliminated over time. For example, open lab times for software may be able to be accommodated in a general use computer lab (such as the ACC). As such, a reassessment of the computer classroom/lab and potential re-designation of priority/exclusive use is appropriate on a 4-year cycle.

Ongoing Improvements

Recommendation 7: The SRT will make recommendations for ongoing improvements. Further, the SRT will develop a procedure for proposing room improvements, room renovations, changes to classroom capacity, and functionality changes, as well as develop a funding procedure for such changes. The resulting *Upgrade Request Process* will be delivered to the Planning Sub-Meet, while the *Funding Procedure* will be delivered to the Budget Sub-Meet.

Rationale: Space improvements on campus are currently decided upon and funded by a variety of mechanisms, including department/college processes, the Institutional Equipment Process, the University Repair and Replacement Process, and other methods. In order to fulfill the goals of the Coordinated Scheduling and better align our teaching and research mission and student needs with our facilities planning and budgetary/fiduciary responsibilities, a coordinated approach to decision on our spaces is critical.

Room Scheduling Recommendations

The Room Scheduling Workgroup was charged with advancing recommendations for adoption in the following areas:
- parameters for student enrollment and space assignment, space type to instructional pedagogy and room change/holding allowances
- course-based student focused method for course room assignment

The workgroup is advancing four recommendations supporting room scheduling:

Parameters for Room Scheduling

Recommendation 8: Room schedulers continue to have a key role in the scheduling of courses, maintaining active knowledge of instructional spaces, and facilitating the assignment of classes to spaces.
- Room schedulers will work closely with department administrative assistants and department chairs to determine class space requirements and preferred features and capabilities.
- Room schedulers will maintain active knowledge and expertise in instructional space classifications, features and capabilities.
- Campus buildings will be identified as scheduling zones and room schedulers and department administrative assistants will work to select a preferred room zone for each class being assigned. Efforts will be made to assign a class to a room within the preferred zone whenever possible.

Rationale: A key strength of the current room scheduling process used today is the ability of room schedulers to attend to the specialized needs of classes in considering the features and capabilities of instructional spaces.

Recommendation 9: Course scheduling parameters will be consistently upheld across campus by room schedulers, department chairs, deans, Provost and Registrar's Office.
- Coordination of and adherence to scheduling deadlines will be required to enable effective and efficient room assignment.
- After a class is assigned to a room, extenuating circumstances will be required for a room change to occur.
- After the class schedule is published and viewable by students, extenuating circumstances will be required for changes to course meeting dates, times and rooms.
- New courses and additional course sections approved after scheduling deadlines have passed may be added to the schedule as needed. However, this should be done in a timeframe which allows students reasonable time for course planning and registration.

Rationale: As the room assignment method will span departments and colleges across campus, the assigning of rooms will be completed in a specified sequence (see Recommendation 11). Classes that are not available or properly identified with requirements, features and capabilities when the room scheduling process occurs will be disadvantaged in acquiring preferred instructional space.

Recommendation 10: The assignment of classes to instructional spaces will reasonably maximize the utilization of the space.
- Fill rates for each room will be identified and entered into EMS. For example, if a room has 60 seats and a minimum fill rate for the space is set at 75%, a class with a maximum enrollment of less than 45 seats would not be scheduled in the room.
- Room schedulers will work to assign classes to rooms based upon class space requirements and room features and capabilities. If an instructional space is not available at the desired time with the desired room features and capabilities, room schedulers will work closely with Department Chairs and the Registrar's Office to refine the request to allow for space to be assigned.

Rationale: As the amount of instructional space decreases on campus, there will be an increased need to optimize the utilization of space.

Course-Based Room Assignment Method

Recommendation 11: Classes will be assigned to space using the following sequence and criteria:
1. Exclusive Use Spaces will be scheduled with classes that require access to exclusive use spaces by room schedulers.
2. Priority Use Spaces will be scheduled with classes that require access to priority use spaces by room schedulers.
3. Open Use Spaces and Priority Use Spaces (following step 2) will be scheduled with classes in the following format:
     a. ADA Accessibility – if an instructor has a documented disability with Human Resources outlining specific space needs, classes will be assigned to spaces that meet the required needs.

b. Common Bell Course Framework – classes that are scheduled in alignment with the Common Bell Course Framework will be assigned into spaces prior to courses that do not conform to the Common Bell Course Framework.
c. Class Size – classes with maximum enrollments greater than 50 students will be assigned into spaces prior to courses with maximum enrollments less than 50 students.
d. Course Lengths – classes that meet a greater number of times during the week will be assigned before classes that meet fewer times. For example, a course meeting 5 days a week will be assigned before a course meeting 1 day a week.

Rationale: The process of room assignments flows from most restrictive requirements and least available spaces (e.g. large classrooms) to less restrictive, as well as prioritizing those that are least disruptive to other courses being scheduled.

Course Offering Recommendations

The Course Offering Workgroup was charged with advancing recommendations for the adoption of practices and tools to support efficient and effective determination of course offerings. Three recommendations are advanced by the Workgroup for consideration:

Recommendation 12: Develop, deploy and provide professional development for online tools to assist Deans, Department Chairs, Program Coordinators and faculty in identifying opportunities to make course offerings more efficient. For example, establish dynamic refreshable reports highlighting:
- o Historic course enrollment and fill rates with daily updates
- o Course sequencing/pre-requisite modeling for efficiency

Rationale: Currently an evaluation of course offerings is a manual process that requires Deans and Department Chairs to bring data together from multiple sources. This is not efficient or effective.

Recommendation 13: Review general education course offerings that are required across programs and identify opportunities to streamline/merge general education course offerings across programs. Attention should be given, in particular, to programs with high rates of within university student transfer.

Rationale: Reducing duplication within general education course offerings could reduce the number of courses that need to be offered. Streamlining courses around areas of high student transfer between programs would assist in student timely degree completion.

Recommendation 14: Pursue implementation of the Minnesota State Grad Planner tool.

Rationale: A grad planner tool is of benefit to both the University and students. For students the tool supports degree planning and timely degree completion. For the University it provides insight into future course demand.

Implementation Recommendations

Space Management Implementation

1) March/April – ITS works with system office on finalization of feature codes
2) Spring 2020 - Formation of SRT
3) May/June 2020 – Room Schedulers propose initial categorization and features (using new codes)
4) June/July 2020 – Deans and SRT finalize categorizations and features
5) July-September 2020 – University Scheduling enters codes in EMS
6) September 2020 – Room Schedulers and Deans propose parameters of usage
7) October 2020 – SRT makes final determination on parameters of usage of current inventory of rooms

Room Scheduling Implementation

1) June/July 2020 – Training with department administrative assistants and room schedulers on room classification, features and capability coding in EMS
2) November 2020 – Class schedule in ISRS rolls forward from Fall 2020 to Fall 2021 for editing
3) November-December 2020 – Department administrative assistants and room schedulers complete class set-ups.
4) February 2021 – Run the optimization scenarios in the colleges in August 2020 to allow ample time to ensure their accuracy and allow for other rooms to be assigned as needed.
5) March 2021 – Publish Fall 2021 class schedule

Appendix A

Space Force
Room Classification Subgroup
Proposed Classification Schema

When developing a classification of instructional spaces it is important to be mindful of the standards currently in place for collecting data and submitting the requisite reports to MinnState while accommodating sophisticated information needs and devising a relatively easy means by which to add, delete, or revise room descriptions. To that end this proposal integrates a post-coordinated classification scheme based on the building space designations delineated in the Facilities Inventory and Classification Manual (FICM) and the attributes or features of an instructional space. A good means of conceptualizing this type of classification scheme is to construct a grid where the identified types of instructional space are listed up and down (each classification type is mutually exclusive and subsequently only one space code will be selected to classify an instructional space) and the attributes or features of an instructional space are listed across the top (with one or more selected to describe an instructional space).

The first step in identifying various types of instructional space is to assign a **single** FICM designation including the corresponding space code to each instructional space. Once the appropriate space code and classification designation are determined, the next step is to identify the various attributes or features that define possible uses for the instructional space. Oftentimes more than one attribute or feature will be used to adequately describe the instructional space. This list is to be compiled by the Classroom Features Subgroup. Some attributes or features the Room Classification Subgroup would like to submit for consideration by the Classroom Features Subgroup include open vs. restricted scheduling and the days and hours when an instructional space is designated as being open or restricted for scheduling, seating capacity, furniture, and the identification of various amenities available in the instructional space.

The FICM classifications identified below are extracted from the manual and encompass all the different types of instructional space available across campus.

Facilities Inventory and Classification Manual (FICM) from the National Center for Education Statistics (excerpts)

Link to All Space Use Codes

https://nces.ed.gov/pubs2006/ficm/content.asp?ContentType=Section&chapter=4&section=3&subsection=1

110 Classroom

- *Definition:* A room or space used primarily for instruction classes and that is not tied to a specific subject or discipline by equipment in the room or the configuration of the space.
- *Description:* Includes rooms or spaces generally used for scheduled instruction that require no special, restrictive equipment or configuration. These spaces may be called lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet armchairs (fixed to the floor, joined in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. These spaces may contain multimedia or telecommunications equipment. A classroom may be furnished with special equipment (e.g., globes, pianos, maps, computers, network connections) appropriate to a specific area of study, if this

equipment does not render the space unsuitable for use by classes in other areas of study.

- *Limitations:* This category does not include Conference Rooms (350), Meeting Rooms (680), Auditoria (610), or Class Laboratories (210). Conference spaces and meeting spaces are distinguished from seminar spaces according to primary use; spaces with chairs and tables that are used primarily for meetings (as opposed to classes) are conference spaces or meeting rooms (see Codes 350 and 680 for distinction). Auditoria are distinguished from lecture rooms based on primary use. A large room with seating oriented toward some focal point, and which is used for dramatic or musical productions, is an Assembly (610) facility (e.g., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom based on equipment in the space **and** by its restrictive use. If a space is restricted to a single or closely related group of disciplines by special equipment or its configuration, it may be logically considered as a laboratory (see Code 200 series). The evolution of computers and instrumentation altered the restrictive nature of some equipment to a specific discipline or application.

115 Classroom Service

- *Definition:* A space that directly serves one or more classrooms as an extension of the activities in that space.
- *Description:* Includes projection rooms, telecommunications control booths, preparation rooms, coat rooms, closets, storage areas, etc., if they serve classrooms.
- *Limitations:* Does not include projection rooms, coat rooms, preparation rooms, closets, or storage areas if such spaces serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as Assembly Service (615).

210 Class Laboratory

- *Definition:* A space used primarily for formally or regularly scheduled instruction (including associated mandatory, but non-credit-earning laboratories) that require special purpose equipment or a specific space configuration for student participation, experimentation, observation, or practice in an academic discipline. A space is considered to be scheduled if the activities generate weekly student contact hours (WSCHs), the activities fulfill course requirements, and/or there is a formal convener present.
- *Description:* A class laboratory is designed for or furnished with equipment to serve the needs of a particular discipline for group instruction in formally or regularly scheduled classes. This special equipment normally limits or precludes the space's use by other disciplines. Included in this category are spaces generally called teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, theater stage areas used primarily for instruction, instructional health laboratories, and similar specially designed or equipped rooms, if they are used primarily for group instruction in formally or regularly scheduled classes. Computer rooms used primarily to instruct students in the use of computers are classified as class laboratories if that instruction is conducted primarily in formally or regularly scheduled classes.
- *Limitations:* Does not include Classrooms (110). Does not include informally scheduled or unscheduled laboratories (see Open Laboratory-220). This category does not include

spaces generally defined as Research/Nonclass Laboratories (250). It does not include gymnasia, pools, drill halls, laboratory schools, demonstration houses, and similar facilities that are included under Special Use Facilities (Code 500 series). Computer rooms in libraries or used primarily for study should be classified as Study Rooms (410).

215 Class Laboratory Service

- *Definition:* A space that directly serves one or more class laboratories as an extension of the activities in those spaces.
- *Description:* Includes any space that directly serves a class laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, etc., if they serve class laboratories.
- *Limitations:* Does not include service spaces that support a Classroom (see 115), Open Laboratory (see 225), or a Research/Nonclass Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

220 Open Laboratory

- *Definition:* A laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open.
- *Description:* An open laboratory is designed for or furnished with equipment that serves the needs of a particular discipline or discipline group for individual or group instruction where 1) use of the space is not formally or regularly scheduled, or 2) access is limited to specific groups of students. Included in this category are spaces generally called music practice rooms, language laboratories used for individualized instruction, studios for individualized instruction, special laboratories or learning laboratories (e.g., speech, hearing, law, psychology, and health-related professions) if discipline restricted, individual laboratories, and computer laboratories involving specialized restrictive software or where access is limited to specific categories of students. For example, a computer laboratory with only engineering or CAD software or a computer-based writing laboratory available only to English Composition students would be classified as an open laboratory because of the restricted usage of the space for a particular discipline or discipline group. Spaces containing computer equipment that is not restricted to a specific discipline or discipline group are classified as Study Rooms (410) unless the primary intent is to function as a site for structured learning or group activities rather than individual knowledge acquisition.
- *Limitations:* Laboratories with formally or regularly scheduled classes are classified as a Class Laboratory (210). This category also does not include spaces defined as Research/Nonclass Laboratory (250). A space that contains equipment (e.g., microcomputers), which does not restrict use to a specific discipline or discipline group and which is typically used at a student's convenience, should be classified as a Study Room (410).

225 Open Laboratory Service

- *Definition:* A space that directly serves one or more open laboratories as an extension of the activities in those spaces.

- *Description:* Includes only those spaces that directly serve an open laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage (including **temporary** hazardous materials storage), balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities, if they serve open laboratories.
- *Limitations:* Does not include service spaces that support a Classroom (see 115), Class Laboratory (see 215), or Research/Nonclass Laboratory (see 255). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

250 Research/Nonclass Laboratory

- *Definition:* A space used for laboratory experimentation, research, or training in research methods; professional research and observation; or structured creative activity within a specific program or for sponsored research (whether sponsored with federal, state, private, or institutional funds).
- *Description:* A research/nonclass laboratory is designed or equipped for faculty, staff, and students for the conduct of research and controlled or structured creative activities. These activities are generally confined to faculty, staff, and assigned graduate students and are applicable to any academic discipline. Activities may include experimentation, application, observation, composition, or research training in a structured environment directed by one or more faculty or principal investigators. These activities do not include practice or independent study projects and activities that, although delivering "new knowledge" to a student, are not intended for a broader academic (or sponsoring) community (e.g., a presentation or publication). This category includes laboratories that are used for experiments, testing, or "dry runs" in support of instructional, research, or public service activities. Nonclass public service laboratories that promote new knowledge in academic fields (e.g., animal diagnostic laboratories, cooperative extension laboratories) are included in this category.
- *Limitations:* Student **practice** activity rooms should be classified under Open Laboratory (220). A combination office/music or art studio or combination office/research laboratory should be coded according to its primary use if only a single space use code can be applied. Determination also should be made whether the "studio" or "research lab" component involves developing new knowledge (or extending the application or distribution of existing knowledge) for a broader academic or sponsoring community (and not merely for the practitioner), or the activity is merely practice or learning within the applied instructional process. Primary use should be the determining criterion in either case. Does not include testing or monitoring facilities (e.g., seed sampling, water or environmental testing rooms) that are part of an institution's Central Service (750) system. Also does not include the often unstructured, spontaneous or improvisational creative activities of learning and practice within the performing arts that take place in (scheduled) Class Laboratories (210) or, if not specifically scheduled, (practice) Open Laboratories (220). Such performing arts (and other science and nonscience) activities, which are controlled or structured to the extent that they are intended to produce a specific research or experimental outcome (e.g., a new or advanced technique), are included in the Research/Nonclass Laboratory (250) category.

255 Research/Nonclass Laboratory Service

- *Definition:* A space that directly serves one or more research/nonclass laboratories as an extension of the activities in those spaces.

- *Description:* Includes only those spaces that directly serve a research/nonclass laboratory. Included are projection rooms, telecommunications control booths, coat rooms, preparation rooms, closets, material storage, balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, temporary hazardous materials storage areas, and similar facilities, if they serve research/nonclass laboratories.
- *Limitations:* Does not include service spaces that support a Classrooms (see 115), Class Laboratory (see 215), or Open Laboratory (see 225). Animal Facilities (570), Greenhouse (580), and Central Service (750) facilities are categorized separately.

350 Conference Room

- *Definition:* A space serving an office complex and used primarily for staff meetings and departmental activities.
- *Description:* A conference space is typically equipped with tables and chairs. Normally it is used by a specific organizational unit or office area, whereas Meeting Rooms (680) are used for general purposes such as community or campus group meetings not associated with a particular department. If a space is used for both conference and meeting space functions, then the space should be classified according to its principal use. A conference space is distinguished from facilities such as seminar rooms, lecture rooms, and Classrooms (110) because it is used primarily for activities other than scheduled classes. A conference space is intended primarily for formal gatherings, whereas a lounge is intended for relaxation and casual interaction. This category includes teleconference spaces.
- *Limitations:* Does not include classrooms, seminar rooms, lecture rooms (see Classrooms-110), auditoria (see Assembly-610), departmental lounges (see Office Service-315), open lounges (see Lounge-650), and Meeting Rooms (680).

355 Conference Room Service

- *Definition:* A space that directly serves one or more conference spaces as an extension of the activities in those spaces.
- *Description:* Includes kitchenettes, storage spaces, telecommunications control booths, projection rooms, sound equipment rooms, etc., if they serve conference spaces.
- *Limitations:* Excluded are service spaces that support meeting spaces (see Meeting Room Service-685) or offices (see Office Service-315).

520 Athletic or Physical Education

- *Definition:* A room or area used by students, staff, or the public for athletic or physical education activities.
- *Description:* Includes gymnasia, basketball courts, handball courts, squash courts, wrestling rooms, weight or exercise rooms, racquetball courts, indoor swimming pools, indoor putting areas, indoor ice rinks, indoor tracks, indoor stadium fields, and field houses. This category includes spaces used for dancing and bowling.
- *Limitations:* This space use code does not distinguish instructional from intercollegiate, intramural, or recreational use of these areas.
- Classroom Facilities (Code 100 series), Laboratory Facilities (Code 200 series), Office Facilities (Code 300 series), and other primary space use categories are coded as such, even though these areas may be located in an athletic or physical education building. Permanent covered spectator seating areas associated with athletic facilities are coded

Athletic Facilities Spectator Seating (523). Outdoor athletic areas, such as outdoor tennis and basketball courts, archery ranges, golf courses, and other outdoor fields, do not meet the definition of buildings and, therefore, are not assignable areas. Recreational or amusement areas such as billiards rooms, game or arcade rooms, table tennis rooms, chess and card playing rooms, and hobby and music listening areas are classified Recreation (670).

535 Media Production Service

- *Definition:* A space that directly serves a media production or distribution space as an extension of the activities in that facility.
- *Description:* The primary criterion here is that the space should serve a media production or distribution space and not another primary activity space. Examples include film, tape, or cassette libraries or storage areas; media equipment storage rooms; recording rooms; engineering maintenance rooms; dark rooms; preparation rooms; studio control booths; and other support areas that specifically serve a media production or distribution room (see Media Production-530).
- *Limitations:* Those spaces containing media materials, equipment, or operations that serve other than a Media Production (530) primary activity space should be assigned the appropriate corresponding service code.

550 Demonstration

- *Definition:* A room or group of spaces used to practice, within an instructional program, the principles of certain disciplines such as teaching, child care or development, and family and consumer science.
- *Description:* The key criterion here is practice activity within an instructional program that closely simulates a real-world or occupational setting. Includes demonstration day care and development centers, laboratory schools, and family and consumer science houses when these facilities are used for practice as a part of postsecondary training or instruction.
- *Limitations:* Does not include day care and development centers that are not used as part of an instructional program (see Day Care-640). This category also does not include laboratories (see Code 200 series) that are used for direct delivery of instruction as opposed to practice. Demonstration schools, laboratory schools, day care centers, and family and consumer science houses in which students serve as the subjects for a research study are classified as Research/Nonclass Laboratories (250).

555 Demonstration Service

- *Definition:* A space that directly serves a demonstration facility as an extension of the activities in that facility.
- *Description:* Includes facilities generally called storerooms, pantries, etc., in a family and consumer science facility; and kitchens, lockers, shower rooms, etc., in a laboratory school. Similar support spaces that directly serve primary care and training areas in a demonstration day care center (see Demonstration-550) are included in this category.

- *Limitations:* Generally, the primary activity areas—such as kitchen, dining room, living room (in a family and consumer science house), or classrooms, laboratories, gymnasia that serve nursery, elementary, or secondary school students (in a laboratory school)—should be designated as Demonstration (550). Primary care and training areas in a (practice) day care center are also Demonstration (550) spaces. Kitchen and food preparation spaces in a demonstration day care facility are classified as service areas. Eating or break rooms for staff in demonstration day care centers are classified as service areas other than Demonstration Service (555); eating or training spaces for children are classified as primary activity areas, Demonstration (550).

Appendix B

Space Force
Room Features and Attributes Subgroup
Proposed Features and Attributes Schema

When developing a plan for categorization of available features and attributes of any given classroom or lab our group also wanted to recognize that it will be important to take into account the standards currently in place for collecting data and submitting the requisite reports to MinnState, while seeking to accommodate the sophisticated information needs for a relatively easy means by which to add, delete, or revise room features. To that end this proposal integrates the designation of features and attributes based on the availability of such features and attributes already found in the classrooms on campus.   In an effort to present our ideas, our committee has built on the proposed grid presented by the Room Classification Subgroup, where the identified types of instructional space are listed up and down (each classification type is mutually exclusive and subsequently only one space code will be selected to classify an instructional space) and the attributes or features of an instructional space are listed across the top (with one or more selected to describe an instructional space).

The initial step was to identify the possible features and attributes available currently. Using available information currently in EMS, along with information from past scheduling experiences, the group attempted to identify and categorize available features and attributes. It was decided that initially categories should be determined and then available features within the categories could be listed. This would allow for expansion of any given category should new features and attribute be identified or become available in the future.

The Main Categories of Features and Attributes

The following are the main categories determined by the group and these headings would appear horizontally across the top of the proposed classification grid.

Assigned Priority	- indicates the college that has initial priority in the room
Restricted	- indicates the type of availability the room has for scheduling purposes.
# of Seats	- indicates the number of seats available in the classroom.
Room Style	- indicates what type of seating is available in the room.
Furniture	- indicates what time type of furniture is available in the room
Technology	- indicates what type of technology is available in the room
Computer Lab	- indicating the type of computer available in the room
Video Conferencing	- indicates what type of video conferencing is available in the room
Equipment Labs	- indicates what type of specific academic equipment is available in the room
Board	- indicates what type of wall board(s) available in the room
Special Details	- indicates special features such as special accessibility features
Zone 1 Location	- indicates the first choice of location zone for room choice (to be used when requesting rooms
Zone 2 Location	- indicates the first choice of location zone for room choice (to be used when requesting rooms
Notes	- any other special considerations or requirements not covered in the other categories

Legend for column codes:

- **Assigned Priority**: 1-A & H; 2-SBS; 3-AH & N; 4-CSET; 5-COB; 6-COE; 7-CGS; 8-Library
- **Restricted**: 1-Not Avail; 2-Priority; 3-Available
- **# of Seats**: 1- <15; 2- 16-30; 3- 31-45; 4- 46-60; 5- 61-100; 6- 101-150; 7- >150
- **Room Style**: 1- Fixed; 2-moveable; 3-Collaborative; 4-Theater
- **Furniture**: 1-Table Arm; 2-Round Tables; 3-Rectangle Tables; 4-Accessible Seating; 5- Power Tables
- **Technology**: 1-Tier 1; 2-Tier 2; 3-Tier 3; 4-Tier 4; 5-4K Display; 6-Built-in Windows; 7-Built-in Mac; 8-Specialized Recording
- **Computer Lab**: 1- Windows; 2- Windows Laptop; 3-Mac; 4-Mac Laptop; 5-Interactive Screen
- **Video Conference**: 1-Zoom; 2-Immersive; 3-Standard
- **Equipment Labs**: 1-Fabrication; 2-Mechanical; 3-Special Software
- **Board**: 1-Chalk >16ft; 2-Chalk <16ft; 3-White >16ft; 4 White <16ft; 5-Smartboard; 6-Bulletin Board; Interactive screen
- **Zone 1 / Zone 2 Location**: 1-AH; 2-CSB; 3-FH; 4-HC; 5-HN; 6-MF; 7-ML; 8-MH; 9-NH; 10-OT; 11-PA; 12-TC; 13-TR; 14-TE; 15-TS; 16-TN; 17-WC

Building	Room #	Room Title	Use Code	Assigned Priority	Restricted	# of Seats	Room Style	Furniture	Technology	Computer Lab	Video Conference	Equipment Labs	Board	Special Details	Zone 1 Location	Zone 2 Location	Notes
Armstrong Hall	AH 0001	Classrooms	110											FM Loops			
Armstrong Hall	AH 0004	Classrooms	110														
Armstrong Hall	AH 0007	Classrooms	110														
Armstrong Hall	AH 0011	Classrooms	110														
Armstrong Hall	AH 0013	Classrooms	110														
Armstrong Hall	AH 0015	Classrooms	110														
Armstrong Hall	AH 0039	Classrooms	110														
Armstrong Hall	AH 0040	Classrooms	110														
Armstrong Hall	AH 0101	Classrooms	110														
Armstrong Hall	AH 0102	Classrooms	110														
Armstrong Hall	AH 0123	Classrooms	110														
Armstrong Hall	AH 0202	Classrooms	110														
Armstrong Hall	AH 0205	Classrooms	110														
Armstrong Hall	AH 0208	Classrooms	110														
Armstrong Hall	AH 0209	Classrooms	110														
Armstrong Hall	AH 0211	Classrooms	110														
Armstrong Hall	AH 0213	Classrooms	110														
Armstrong Hall	AH 0214	Classrooms	110														
Armstrong Hall	AH 0215	Classrooms	110														
Armstrong Hall	AH 0216	Classrooms	110														
Armstrong Hall	AH 0227	Classrooms	110														
Armstrong Hall	AH 0229	Classrooms	110														
Armstrong Hall	AH 0220	Classrooms	110														
Armstrong Hall	AH 0222	Classrooms	110														
Armstrong Hall	AH 0223B	Classrooms	110														
Armstrong Hall	AH 0231	Classrooms	110														
Armstrong Hall	AH 0232	Classrooms	110														
Armstrong Hall	AH 0233	Classrooms	110														
Armstrong Hall	AH 0234	Classrooms	110														
Armstrong Hall	AH 0302	Classrooms	110														
Armstrong Hall	AH 0303	Classrooms	110														
Armstrong Hall	AH 0304	Classrooms	110														
Armstrong Hall	AH 0305	Classrooms	110														
Armstrong Hall	AH 0306	Classrooms	110														
Armstrong Hall	AH 0308	Classrooms	110														
Armstrong Hall	AH 0310	Classrooms	110														
Armstrong Hall	AH 0311	Classrooms	110														
Armstrong Hall	AH 0314	Classrooms	110														
Armstrong Hall	AH 0315	Classrooms	110														
Armstrong Hall	AH 0316	Classrooms	110														
Armstrong Hall	AH 0317	Classrooms	110														
Armstrong Hall	AH 0319	Classrooms	110														
Armstrong Hall	AH 0320	Classrooms	110														

Features to System/Local Codes Mapping

MNSU Feature	EMS Feature List
Room Style – Fixed	Seating: Fixed
Room Style – Moveable	Seating: Moveable
Room Style – Collaborative	Pedagogy: Collaborative/Active Learning
Room Style – Theater	Seating: Stadium/Tiered
Room Style – Science Lab	(see Room Type/View)
Room Attributes – Chalk Board	Equipment: Board, Chalk
Room Attributes – White Board	Equipment: Board, White
Room Attributes – Bulletin Board	MNSU_Equipment: Board, Bulletin
Room Attributes -	
Seating – Tablet Arms	Seating: Tablet Arm Chairs
Seating – Rectangle Tables	Table Type: Rectangular
Seating – Tables (Rows)	(see Setup Types)
Seating – Power in Tables	MNSU_Table Type: Power in Tables
Seating – Accessibility Needs?	• OGC item
AV/IT – Projector	AV/IT: Projector (any type)
AV/IT – Dual Screen Projector	MNSU_AV/IT: Projector, Dual Screen
AV/IT – LED Display	AV/IT: Display (any type)
	MNSU_AV/IT: Display, LED
AV/IT – Dual Screen LED Displays	MNSU_AV/IT: Display, LED (Dual Screen)
AV/IT – Collaborative Displays for Students	Pedagogy: Collaborative/Active Learning
	AV/IT: Display (any type)
AV/IT – Computer Lab (Windows)	AV/IT: Computer, Students
	AV/IT: Software, PC
AV/IT – Computer Lab (Macintosh)	AV/IT: Computer, Students
	AV/IT: Software, MAC
AV/IT – Computer Lab (Tablet)	AV/IT: Computer, Students
	MNSU_AV/IT: Tablets
AV/IT – Collaborative Computer Lab (Windows)	Pedagogy: Collaborative/Active Learning
	AV/IT: Computer, Students
	AV/IT: Software, PC
AV/IT – Collaborative Computer Lab (Macintosh)	Pedagogy: Collaborative/Active Learning
	AV/IT: Computer, Students
	AV/IT: Software, MAC
AV/IT – Interactive Screen	MNSU_AV/IT: Interactive Screen
AV/IT – 4K Display	AV/IT: Display (any type)
	MNSU_AV/IT: Display, 4K
AV/IT – Built-in PC	AV/IT: Computer, Presenter
	AV/IT: Software, PC
AV/IT – Built-in Mac	AV/IT: Computer, Presenter
	AV/IT: Software, MAC
AV/IT – Recording Equipment	MNSU_AV/IT: Recording Equipment
AV/IT – VCR	AV/IT: Player, VCR

AV/IT – BluRay	AV/IT: Player, Blu-ray
AV/IT – DVD Player	AV/IT: Player, DVD
AV/IT – Region Free DVD Player	AT/IT: Player, DVD
	MNSU_AV/IT: Player, DVD (Region Free)
AV/IT – Microphone (Teacher)	AV/IT: Microphone (any type)
	MNSU_AV/IT: Microphone (Presenter)
AV/IT – Microphone (Students)	AV/IT: Microphone (any type)
	MNSU_AV/IT: Microphone (Students)
AV/IT – Soft Video Conferencing (Zoom Room)	AV/IT: ITV/Telepresence Capable
	MNSU_AV/IT: Zoom Room
AV/IT – Standard Video Conferencing	AV/IT: ITV/Telepresence Capable
AV/IT – Immersive Video Conferencing	AV/IT: ITV/Telepresence Capable
	MNSU_AV/IT: Immersive Video Conf
AV/IT – Sound System	AV/IT: Sound System
AV/IT – Surround Sound	MNSU_AV/IT: Surround Sound
AV/IT – Document Camera	AV/IT: Document Camera
AV/IT – Specialized Software	MNSU_AV/IT: Software, (list it)
AV/IT – 3D Printer	MNSU_AV/IT: Printer, 3D
AV/IT – Wireless Presentation	I'm not sure that I entirely understand what this is – probably not a single piece of equipment, but rather a collection or grouping of equipment that allows a 'wireless presentation'
	• OGC item
Accessibility – FM Loop	
Discipline Specific – Mechanical	(see Room Type/View)
Discipline Specific – Fabrication	(see Room Type/View)
Discipline Specific – Science Lab	(see Room Type/View)

Proposed Changes to Cultural Contribution Scholarship (3/5/20)

Cultural Contribution Scholarship History

Since being revised in 2016, the Cultural Contribution Scholarship has been a tremendous tool for Minnesota State University, Mankato to realize its current strategic goals in Expanding Regional and Global Impact:

- Strategic Goal #3. To advance study abroad and away program opportunities with increased faculty collaboration and expertise.
- Strategic Goal #4. To increase the enrollment of international students.
- Strategic Goal #5. To enhance the internationalization of the campus and local community.
  https://www.mnsu.edu/planning/strategic_direction_goals_and_objectives_9_6_17.pdf

As with any program, the University reviews it to see how it has contributed to the stated goals. By all measures, this has been a successful venture as our International Student enrollment has grown from 1,049 in Spring 2016 to 1,254 in Spring 2020. The demand for increased services for our international students, the changing financial challenges of international students, and a request in the change in the cultural service component of the scholarship drive this proposal. Proposed scholarship changes are noted in yellow highlighting.

Goals of the Cultural Contribution Scholarship

As a reminder, the following goals of the Current Cultural Contribution Scholarship remain and a seventh would be added:

1. Provide support for international student recruitment and retention activities.
2. Provide scholarship awards to high-achieving international students and to ensure the University enrolls a geographically and socioeconomically diverse student population that is representative of the world.
3. Provide additional support for faculty-led study away and abroad programs, so the University offers students a broader range and greater number of opportunities to experience another culture and develop global competence.
4. Provide stipends for students to participate in study away and abroad programs, so more students can afford to participate in these valuable off-campus educational experiences.
5. Provide stipends to encourage and support the design and delivery of courses that will promote an interdisciplinary approach to course development and infuse a more global perspective into the curriculum.
6. Provide stipends to support faculty and staff international travel, so more employees have opportunities to acquire international experience, collaborate with international colleagues, conduct international research, disseminate their scholarship in international venues, and build and maintain international partnerships with other institutions.
7. PROPOSED: Provide small emergency grants to international students encountering unexpected expenses to help these students stay in school and on track for degree completion.

Proposed Name Change to: International Maverick Scholarship A change in the title of the scholarship provides greater comprehension for international students.

Current and Proposed Core Changes to the Scholarship

	Current Scholarship	*Proposed Scholarship Change*
Student Requirements for Scholarship	To maintain the scholarship: 1. Have a valid F1- or J-1 Immigration Status 2. Achieve a term GPA of 2.5 or cumulative MSU GPA of 3.0. 3. Successfully earn a minimum of Twelve (12) credits each semester. Completed credits are grades A-D and Pass (P). "F" "Withdrawal", "Incomplete" or "In Progress is NOT earned credits. 4. 25 hours of Cultural Contribution due at the end of Fall and Spring semester	To maintain the scholarship: 1. Have a valid F1- or J-1 Immigration Status 2. Achieve a term GPA of 2.5 or cumulative MSU GPA of 3.0. 3. Successfully earn a minimum of Twelve (12) credits each semester. Completed credits are grades A-D and Pass (P). "F" "Withdrawal", "Incomplete" or "In Progress is NOT earned credits. 4. Decrease required hours from 25 per semester to **six experiences** per academic year plus **waiver criteria.** (see list below)
Time-period	Awarded for a semester	Awarded for an academic-year
Tuition Rate with Scholarship	10% over resident tuition 1 year = $9,177.08	20% over resident tuition. 1 year $9,916.46
Uses for CCS Revenue	Approved uses: • Noted on page one as goals • No cap on revenue generated for Global Education from differential tuition collected	In addition to the existing goals: • Emergency grant program for international students • Cap of $1,000,000 for Global Education and revenue above that is allocated to the General Fund to support university operations

Competitor Analysis Table

Cultural Contribution Scholarship/semester	Moorhead *(Must complete in 4.5 years)*	Mankato	Bemidji	Winona	St. Cloud
Scholarship amt per semester	$3,816	$3,775	$4,532	$3,689	$3,959
Annual Net Tuition	$11,625 (incl fees)	$9,916.46 (new proposed; incl fees)	$9,064 (incl. fees)	$8,696 (incl. fees)	$9,532
GPA req to maintain	2.0 CGPA	3.0 C GPA or 2.5 Term GPA		Maintain 2.5 GPA	2.5 CGPA
Req'd hours	10, 3 must be at an event on or off-campus	Six activities (proposed)		Complete 3 cross cultural outreach programs during the academic year	Complete 2 cultural sharing activities/semester
Credit required to maintain	Register for 12	Register AND complete 12 credits (no I, F, or NC)	12	12	12

Examples **of Pre-Approved Experiences (students will complete <u>six</u>):**
- Performing in an approved cultural night
- Cultural presentation to class or in the community
- International Orientation Peer Mentor
- International Festival Coordinator
- International Education Week participant (minimum
- Big Brother/Big Sister program
- Language Partner (twice a week for a semester)
- MLK Day activity
- On-campus employment
- Short-term education abroad experience
- Presenting at CSET diversity and other recruitment events
- Serving on the CSET Student Advisory Board
- Participating in a competition team
- Being in the RISEbio program
- MSU, Mankato choir or band member
- Undergraduate/Graduate Research Symposium participation
- Others TBD

Examples **of Waivers (student exempted from requirement):**
- Honors Program-student
- Senator on Student Government
- CPT
- Medical Reduced Course Load
- Maverick Athletic program (exclusion of club or intramural sports)
- Education Abroad or National Student Exchange participation (for entire semester)
- RSO officer position (elected or appointed)
- Global Mavericks Learning Community member
- Others TBD

Please send feedback to Interim Dean of Global Education Anne Dahlman (<u>anne.dahlman@mnsu.edu</u>) by March 23, 2020.